# Kaiapoi-Tuahiwi Community Board

## Agenda

**Monday 18 October 2021**

**5.00pm**

**Tuahiwi School Hall**
**Tuahiwi School**
**206 Tuahiwi Road, Tuahiwi**

***Members:***
Jackie Watson (Chair)
John Meyer (Deputy Chair)
Neville Atkinson
Al Blackie
Brent Cairns
Martin Pinkham

Board Members
**KAIAPOI-TUAHIWI COMMUNITY BOARD**

**AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN THE TUAHIWI SCHOOL HALL, TUAHIWI SCHOOL, 206 TUAHIWI ROAD, TUAHIWI ON MONDAY 18 OCTOBER 2021 AT 5PM.**

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

**BUSINESS** *PAGES*

**1 APOLOGIES**

**2 CONFLICTS OF INTEREST**

**3 CONFIRMATION OF MINUTES**

3.1 **Minutes of the Kaiapoi-Tuahiwi Community Board – 16 August 2021**

*8-17*

*RECOMMENDATION*

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

(a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 16 August 2021, as a true and accurate record.

3.2 **Matters Arising**

**4 DEPUTATIONS AND PRESENTATIONS**

Nil.

**5 ADJOURNED BUSINESS**

Nil.

**6 REPORTS**

6.1 **Give-Way Control on Parnham Lane at Vickery Street – Shane Binder (Transport Engineer)**

*18-20*

*RECOMMENDATION*

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

(a) **Receives** Report No. 210729123981.

(b) **Approves** the installation of a Give Way control on Parnham Lane at Vickery Street.

(c) **Circulates** this report to Utilities & Roading Committee for information.

6.2 **Kaiapoi Parking Restrictions Review 2021 – Vanessa Thompson (Business & Centres Advisor) and Shane Binder (Transportation Engineer)**

*21-65*

*RECOMMENDATION*

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

(a) **Receives** Report No. TRIM number. 210726121396.

(b) **Approves** engagement on eight of the proposed parking restrictions with adjacent businesses but declines the remaining four proposed restrictions as outlined in **Option One** of this report.

(c) **Notes** the 27 parking assessment areas identified in the Kaiapoi Parking Restrictions Review Report.

(d) **Notes** that Abley recommend 12 areas of parking restriction or enforcement changes, however staff recommend the implementation of eight of the proposed amendments (as per item 4.5 with recommended actions).

(e) **Notes** that the results of the engagement process will be reported back to the Community Board followed by approval being sought from the District Plan & Regulation Committee for the proposed changes. Following this staff will update the parking schedule (pursuant to the Parking Bylaw 2019) and arrange for the relevant on-street signage to be replaced.

6.3 **Kaiapoi Tuahiwi List of Pre-Approved Road Names – Scott Morrow (Rates Officer – Property Specialist)**

*66-75*

*RECOMMENDATION*

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

(a) **Receives** Report No. 211007162305.

(b) **Approves** the attached Kaiapoi-Tuahiwi list of pre-approved road names as being correct and updated as at October 2021.

(c) **Notes: t**hat the Community Board has the ability to provide additional names to the list of their own choosing.

6.4 **Application to the Kaiapoi-Tuahiwi Community Board's 2021/22 Discretionary Grant Fund – Kay Rabe (Governance Advisor)**

*76-153*

*RECOMMENDATION*

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

(a) **Receives** report No. 210820136544.

(b) **Approves** a grant of $..... to the Reflections Community Trust to host the Waimakariri Light Party on Sunday 31 October 2021.

**OR**

(c) **Declines** the application from the Reflections Community Trust.

(d) **Approves** a grant of $.....to the It Takes a Village Hub (NZ) to host a family day to be held on 20 November 2021.

**OR**

(e) **Declines** the application from the It Takes a Village Hub (NZ).

(f) **Approves** a grant of $.....to the Cure Boating Club Incorporated towards the purchase of three new propellers for the clubs safety boats.

**OR**

(g) **Declines** the application from the Cure Boating Club Incorporated.

(h) **Approves** a grant of $.....to the Life Education Trust Canterbury towards the delivery of the Healthy Harold Programme.

**OR**

(i) **Declines** the application from the Life Education Trust Canterbury.

6.5 **Amendment to the Discretionary Grant Funding Criteria – Kay Rabe (Governance Advisor)**

*154-160*

*RECOMMENDATION*

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

(a) **Receives** Report No. 210910145430.

(b) **Approves** the amendment to the 2021/22 Discretionary Grant Fund Application Criteria which would read:

*"Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.* ***Applications from Parent-Teachers Association (PTAs), Funding Committees and/or similar community based groups associated with schools will be considered. Applications received directly from a school Board of Trustees, whereby being directly funded from the Ministry of Education will be declined."***

**OR**

(c) Retains the status quo for the 2021/22 Discretionary Grant Fund Application Criteria.

## 7 CORRESPONDENCE

Nil.

## 8 CHAIRPERSON'S REPORT

*A verbal update will be given.*

## 9 MATTERS REFERRED FOR INFORMATION

9.1 **Oxford-Ohoka Community Board Meeting Minutes 4 August 2021 (Trim 210812132676)**

9.2 **Woodend-Sefton Community Board Meeting Minutes 9 August 2021 (Trim 210812132535)**

9.3 **Rangiora-Ashley Community Board Meeting Minutes 11 August 2021 (Trim 210812132659)**

9.4 **District Regeneration – Annual Progress Report to June 2021 (Trim 210712113139) – Report to Council meeting 3 August 2021 – Circulates to all Boards.**

9.5 **Representation Review Proposal 2022-2025 (Trim 210719117191) – Report to Council meeting 3 August 2021 – Circulates to all Boards.**

9.6 **Elected Member Remuneration (Trim 210719117192) – Report to Council meeting 3 August 2021 – Circulates to all Boards.**

9.7 **Annual Report to the Alcohol Regulatory and Licensing Authority 2021 (Trim 210705109220) – Report to the District Planning and Regulation Committee meeting 17 August 2021 – Circulates to all Boards.**

9.8 **Heritage and Mahinga Kai Area – Establishment of Co-governance Arrangements (Trim 210802126558) – Report to Mahi Tahi Joint Development Committee meeting 24 August 2021 – Circulates to the Kaiapoi-Tuahiwi Community Board.**

9.9 **Proposed District Plan Provisions – Recommendations to Te Ngai Tuahuriri Runanga and Council (Trim 210819136006) – Report to Mahi Tahi Joint Development Committee meeting 24 August 2021.**

9.10 **May 2021 Flood Event and Emergency Works – Updated Costs (Trim 210817135255) – Report to Council meeting 7 September 2021 – Circulates to all Boards.**

9.11 **Annual Report on Dog Control 2020/21 (Trim 210705109054) – Report to District Planning and Regulation Committee Meeting 17 August 2021 – Circulates to all Boards.**

9.12 **May 2021 Flood Event and Emergency Works – Updated Costs (Trim 210817135255) – Report to Council Meeting 7 September 2021 – Circulates to all Boards.**

9.13 **Eastern Districts Sewer Scheme Annual Compliance Monitoring Report 2020/21 (Trim 210831140156) – Report to Utilities and Roading Committee Meeting 21 September 2021 – Circulates to all Boards.**

9.14 **Feedback to Minister of Local Government, Local Government New Zealand and Department of Internal Affairs on Three Waters Reform Proposals (Trim 210910145944) – Report to Council Meeting 28 September 2021 – Circulates to all Boards.**

*RECOMMENDATION*

a) **THAT** the Kaiapoi-Tuahiwi Community Board receives the information in Items 9.1 to 9.14.

***Note:***

*1. The links for Matters for Information were circulated separately 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.*

## 11 CONSULTATION PROJECTS

### 11.1 Proposed District Plan

**https://letstalk.waimakariri.govt.nz/let-s-talk-about-the-proposed-district-plan**

Consultation closes on Friday 26 November 2021.

### 11.2 Speed Limit Review – In and Around our Towns

https://letstalk.waimakariri.govt.nz/speed-limit-review-around-towns

Consultation Closes on Monday 18 October 2021.

## 12 REGENERATION PROJECTS

### 12.1 Town Centre, Kaiapoi

Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below: http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre.

## 13 BOARD FUNDING UPDATE

**Board Discretionary Grant**

Balance as at 12 October 2021: $4,390.

**General Landscaping Budget**

Balance as at 12 October 2021: $25,430.

## 14 MEDIA ITEMS

## 15 QUESTIONS UNDER STANDING ORDERS

## 16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

## NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 5 November 2021 at 5pm.

**Workshop**

- *Community and Recreation Updates*
  - *Kaiapoi Memorial Reserve – Kevin Dwyer*
  - *Norman Kirk Park – Grant Stephens*
  - *Swimming in Kaiapoi River – Hannah-Rose White*
  - *Kaiapoi Community Hub – Andy Coker*
- *Members Forum*

**MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 16 AUGUST 2021 AT 5PM.**

**PRESENT:**

J Watson (Chairperson), J Meyer (Deputy Chairperson), N Atkinson, B Cairns, M Pinkham, P Redmond and S Stewart.

**IN ATTENDANCE:**

Councillor Stewart (Kaiapoi-Woodend Ward Councillor), P Redmond (Kaiapoi-Woodend Ward Councillor), Mayor D Gordon, C Brown (Manager Community and Recreation), D Young (Senior Engineering Advisor), A Mace-Cochrane (Graduate Engineer), S Morrow (Rates and Land Information), T Künkel (Governance Team Leader) and K Rabe (Governance Advisor).

Three members of the public attended the meeting.

## 1 APOLOGIES

Moved: J Watson Seconded: B Cairns

An apology for absence was received and sustained from A Blackie.

**CARRIED**

## 2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

## 3 CONFIRMATION OF MINUTES

### 3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 19 July 2021

Moved: J Watson Seconded: J Meyer

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

(a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 19 July 2021, as a true and accurate record.

**CARRIED**

### 3.2 Minutes of the Extraordinary Kaiapoi-Tuahiwi Community Board – 2 August 2021

Subsequent to discussion it was agreed that Recommendation 13, Item 4.1, page 4 be amended to read as follows:

*13) The WHoW Trust must ensure the car park area, which could remain grassed, did not get degraded to a state where it causes a nuisance or was aesthetically unpleasing and investigation into the possibility of providing appropriate changing rooms and showers be undertaken.*

Moved: J Watson Seconded: J Meyer

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

(a) Confirms the amended Minutes of the Extraordinary Kaiapoi-Tuahiwi Community Board meeting, held 2 August 2021, as a true and accurate record.

**CARRIED**

3.3 **Matters Arising**

Nil.

## 4 DEPUTATIONS AND PRESENTATIONS

Nil.

## 5 ADJOURNED BUSINESS

Nil.

*S Stewart joined the meeting at 5.04pm.*

## 6 REPORTS

6.1 **Approval to Consult on the Waimakariri District Cycle Network Plan and Infrastructure Prioritisation Programme – D Young (Senior Engineering Advisor) and A Mace-Cochrane (Graduate Engineer)**

A Mace-Cochrane explained that the Board's approval was being sought to consult on the Waimakariri District Cycle Network Plan and associated Infrastructure Prioritisation Programme. The intention was to provide a future cycle network that would cater for individuals of different abilities and would ensure that there was an underlying connected district-wide cycling/walking network. She noted that the Network Plan was based on Waka Kotahi's grading system.

There was no questions from Board members.

Moved: J Meyer Seconded: M Pinkham

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

(a) **Receives** Report No. 210720118252.

And

**RECOMMENDS** that the Council:

(b) **Approves** consultation being carried out on the Cycle Network Plan (Attachment i) and proposed infrastructure prioritisation programme shown in Attachment ii, and as per Section 4.4.1, noting that the recreational paths are for information only due to different funding requirements.

(c) **Notes** that the proposed infrastructure prioritisation programme was based on the joint budget allocation, by Council and Waka Kotahi, of $4,700,000 across ten years, with the amount varying from year to year.

(d) **Notes** that pre-engagement would be carried out in October, with district-wide consultation occurring from the start of November to the start of December 2021.

(e) **Notes** that the results of the public consultation and final proposals would be presented to the Community Boards and then Council for approval.

(f) **Notes** that the plan and prioritisation routes would be reviewed every three years.

(g) **Circulates** this report to the Utilities and Roading Committee and Community and Recreation Committee for their information, noting that the decision was requested from Council rather than the Utilities and Roading Committee to ensure timeframes are met.

**CARRIED**

J Meyer was pleased that a great deal of thought had gone into the planning of the cycle routes being proposed, and thanked the staff for their work done on this complex project.

M Pinkham stated it was good to have a detailed plan going forward and that cycle routes would not be created on an ad hoc basis. He acknowledged that the plan may take years to implement however, it was the blueprint which would ensure extensive and safe cycleways throughout the urban areas of the district.

N Atkinson commended the staff on the work carried out to date, however he believed that the implementation of the Cycle Network Plan would lead to the over regulation of cycling in the district. In his opinion it was not the Council's prerogative to dictate which level of cyclists could use certain routes and where people could or could not cycle based on their skills level.

6.2 **Road Naming – Beach Grove Estates Limited – S Morrow (Rates Officer – Land Information)**

S Morrow explained it had become necessary to rename a portion of Johnson Street, Kaiapoi due to changes to the original Development plan which had resulted in two streets with the same name. The property addresses had been allocated based on the original Subdivision Plan, however, this could potentially cause some confusion and the road name therefore needed to be changed accordingly.

Moved: J Watson Seconded: N Atkinson

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

(a) **Receives** Report No. 210805128909.

(b) **Approves** a new road name to be chosen for the part of Johnson Street, Kaiapoi shown on the attached plan with the following street name.

1. Heney Street.

(c) **Approves** the following approved road names to be relocated to new streets as shown on the attached plan.

2. Paroto Street
3. Isa Lei Road
4. Price Place.

**CARRIED**

6.3 **Application to the Kaiapoi-Tuahiwi Community Board's 2021/22 Discretionary Grant Fund – T Künkel (Governance Team Leader)**

The report was taken as read and there were no questions from Board members.

Moved: B Cairns Seconded: J Watson

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

(a) **Receives** report No. 210803126783.

(b) **Approves** a grant of $500 to the Kaiapoi Toy Library towards the cost of purchasing a new bouncy castle/ soft play for younger children.

(c) **Approves** a grant of $500 to the St Patrick's School's Parent Teacher Association (PTA) towards the cost of a new junior playground.

**CARRIED**

B Cairns stated that he was aware that St Patrick's School was working to beautify the school grounds and required funding to achieve this goal.

J Watson stated that St Patrick's School was a 'character' school with a small roll and was an important part of the Kaiapoi community. She also noted that it was an advantage to have more than one option in junior schools for parents in the community to choose from. She was also aware that because of the small roll, the school was always in need of additional funding.

6.4 **Appointment of Chairperson and Deputy Chairperson – T Künkel (Governance Team Leader)**

T Künkel explained that due to other commitments C Greengrass had decided to tender her resignation as Chairperson of the Board as at 8 August 2021. C Greengrass would however remain on the Board as a member. In accordance with section 37 (Schedule 7, Part 2) of the Local Government Act 2002, the Board must have a Chairperson and the Board was therefore requested to elect a new Chairperson.

Moved: N Atkinson Seconded: J Meyer

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

(a) **Receives** Report No: 210804127806.

(b) **Acknowledges** the resignation of Chis Greengrass as the Chairperson of the Kaiapoi-Tuahiwi Community Board from 8 August 2021.

(c) **Acknowledges** the excellent service from Chis Greengrass during her time as Chairperson of the Kaiapoi-Tuahiwi Community Board.

(d) **Resolves** to call for nominations for a Chairperson and a Deputy Chairperson, and uses system (A) for voting in the event of more than one member being nominated.

**CARRIED**

The Acting Chairperson called for nominations for the position of Chairperson.

Moved: N Atkinson Seconded: J Meyer

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

(e) **Appoints** Board Member Jackie Watson as Chairperson of the Kaiapoi-Tuahiwi Community Board to take immediate effect from 17 August 2021 until the end of the 2019-22 triennial term.

**CARRIED**

The Chairperson thanked the Board for electing her as Chair. As the newly elected J Watson was currently the Deputy Chair, she called for nominations for the position of Deputy Chairperson.

Moved N Atkinson Seconded: M Pinkham

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

(f) **Appoints** Board Member J Meyer as Deputy Chairperson of the Kaiapoi-Tuahiwi Community Board to take immediate effect from 17 August 2021 until the end of the 2019-22 triennial term.

**CARRIED**

6.5 **Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021– T Künkel (Governance Team Leader)**

T Künkel noted that this was the annual report which detailed the Board's allocation of Discretionary Grant funding for the previous financial year.

There was no questions from Board members.

Moved: J Watson Seconded: N Atkinson

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

(a) **Receives** Report No. 210730125030.

(b) **Notes** that the Board distributed $6,120 of its Discretionary Grant allocation for the 2020/21 financial year, and an amount of $620 was therefore, carried forward to the 2021/22 financial year, thereby bringing the Discretionary Grant Fund to a total of $5,890 for current financial year.

(c) **Circulates** a copy of this report to all of the Community Board.

**CARRIED**

J Watson was pleased with the wide range of organisations and groups that applied for funding during the 2020/21 financial year.

## 7 CORRESPONDENCE

J Watson noted that she had received an invitation to the Darnley Club's Annual General Meeting to be held on the last Friday in August 2021, and she would circulate the invitation to all members for their information.

## 8 CHAIRPERSON'S REPORT

- Attended a meeting with the Canterbury District Health Board.
- Met with the developers of the floating river accommodation proposal.
- Dealt with parking issues in Sovereign Palms.
- Attended the Extraordinary Meeting of the Kaiapoi-Tuahiwi Community Board regarding the WhoW Aqua Park.
- Attended the opening of the MainPower Stadium.
- Attended the All Together Kaiapoi meeting and discussed Kane Shield and the Spring Festival.
- Noted that the Waimakariri District had been acknowledged as Art focused.
- The Waimakariri Public Arts Trust would be official launched with the unveiling of the Blackwell's art piece on the banks of the Kaiapoi River.
- Gave a talk to art patrons at the Kaiapoi Gallery which would hopefully gain some support and promotion for the Waimakariri Public Arts Trust.

Moved: J Watson Seconded: J Meyer

**That** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** the Chairperson's report for August 2021.

**CARRIED**

## 9 MATTERS REFERRED FOR INFORMATION

9.1 Oxford-Ohoka Community Board Meeting Minutes 7 July 2021 (Trim210705108654)

9.2 Rangiora-Ashley Community Board Meeting Minutes 14 July 2021 (Trim210715115743)

9.3 Woodend-Sefton Community Board Meeting Minutes 12 July 2021 (Trim210715115798)

9.4 Kaiapoi-Tuahiwi Community Board Meeting Minutes 19 July 2021 (Trim 2107221198330

9.5 May 2021 Flood Event and Emergency Works Update (Trim 210625103046) – Report to Council meeting 6 July 2021 – Circulates to all Boards.

9.6 Setting of Speed Limits Rule 2021 Consultation (Trim 210624102345) – Report to Council meeting 6 July 2021 – Circulates to all Boards.

9.7 May 2021 Flood Event and Emergency Works Update – Report to Council Meeting 6 July 2021 – Circulates to all Boards.

9.8 Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2021, Approved Enterprise North Canterbury Business Plan 2020/21 and the draft promotion of Waimakariri District Business Plan for 2021/20 – Report to Audit and Risk Committee Meeting 20 July 2021 – Circulates to all Boards.

9.9 Zone Implementation Programme Addendum Capital Works Programme – 2020/21 – Report to Land and Water Committee 20 July 2021 – Circulates to all Boards.

9.10 Wetland Area in the Lineside Road – Bramleys Road area – update on wetland definition and land owner concerns – Report to Land and Water Committee Meeting 20 July 2021 – Circulates to all Boards.

PUBLIC EXCLUDED REPORTS

9.11 Waimakariri Zone Committee – 2021 Refresh Appointments (Trim 2104210664209) – Report to Council meeting 6 July 2021 – Circulates to all Boards.

Moved: N Atkinson Seconded: B Cairns

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

a) **Receives** the information in Items 9.1 to 9.10.

b) **Receives** the Public Excluded information in Item 9.11, which would remain public excluded and was separately circulated.

**CARRIED**

## 10 MEMBERS' INFORMATION EXCHANGE

P Redmond

- Congratulated the Chair on her election.
- The Groundswell NZ was getting involved with the Three Waters Reform.
- Attended the Tsunami sessions and was disappointed that the rescheduled sessions had so little support.
- Attended the Civil Defence Cadet dinner.
- Representative Review out for public consultation.

N Atkinson

- Attended a Kaiapoi Warf meeting and was pleased to announce that more bookings for moorings had been received and the expected boats should arrive shortly.
- Majority of the Council's time was spent on Three Water Reforms. Encourage all elected members to attend drop-in sessions.
- Congratulated the Waimakariri Arts Trust on hosting a successful Kaiapoi Arts Expo. Also congratulated J Watson on being elected as the Chairperson of the Waimakariri Arts Trust.
- In relation to the Communications Portfolio – dominated by the Three Waters Reform.
- Passchendaele Advisory Group – The RSA had donated seats to be installed at both sides of the Passchendaele cycle/walking trail and planting around these would be established once the seats installed. Also work on a pamphlet was underway.
- District Plan due to go out for consultation in September 2021.

B Cairns

- Attended Kaiapoi Promotions monthly meeting and discussed radio sponsorship for Christmas Carnival and a Cultural Festival planned for October 2021.
- Attended All Together Kaiapoi and discussed Spring Festival.
- Met with 'It takes a Village' Charity Group to arrange a family day event in November 2021.
- Provided update of the activities at the Food forest.
- Attended the Enterprise North Canterbury event planning workshop.
- Attended a GreyPower meeting – concern regarding bank closures and elderly not being digitally connected.
- New Pop up Café – "Out the Gate" opened in Williams Street.
- Food Secure North Canterbury – Ministry of Social Development impressed with work being carried out.

- Also congratulated the Waimakariri Arts Trust on hosting a successful Kaiapoi Arts Expo which brought in business to the town.
- Continued parking issues along Williams Street.
- Receiving many questions regarding Three Waters Reform.
- Sustainability – increase in recreational cycling.

J Meyers

- Added his congratulations on the successful Kaiapoi Arts Expo.
- Attended Tsunami session and was disappointed at turn out. There seems to be some confusion regarding the modelling timeframes.

M Pinkham

- Attended Community Wellbeing North Canterbury Trust (CWNCT) Audit and Finance meeting.
- Attended Enterprise North Canterbury function at Lacebark – interesting presentation from Council staff on economic performance of the District.
- Attended Ethel and Bethel Fundraiser at St Patrick's Church to raise funds for upcoming cultural festival.
- Attended CWNCT Board meeting.
- Attended Extraordinary Kaiapoi-Tuahiwi Community Board meeting.
- Attended a Three Waters seminar hosted by Local Government New Zealand which was interesting and with a diverse range of opinions.
- Attended Kaiapoi Promotions Association Mix and Mingle which was well attended.
- Attended a briefing on the Council's Works programme for the next three years which was very informative.

Sandra Stewart

- Attended the Water Zone Committee meeting– Environment Canterbury presented a talk on the salinization of the Kaiapoi River and were now going to install a continuous recording device at the Mandeville Bridge. This would show the persistence of salt in the River, the flow and the temperature.
- Attended a Braid River Conference in Lincoln which looked at all braided rivers in Canterbury – 12,000 hectares of riverbed or close margins along the braided rivers had been intensified into farming, so Environment Canterbury was focusing on this. The Ashley/Rakahuri River had 400 hectares of riverbed and marginal land under intensive farming, some with irrigation, 30% of which was public land amounting to 100 hectares along the Ashley/Rakahuri River being farmed without any permissions.
- An Environment Canterbury's 2020 Groundwater Study was released, which monitored 322 wells across the region, 34 of them were in the Waimakariri District, three of the 34 had exceeded the maximum allowable level for E.coli, 13 of the 34 exceeded the aesthetic parameters such as manganese and iron for drinking water however did not breech the health issues. Of the 322 wells, 106 were linked to surface water streams which impacted the NPS Freshwater Standards and was found that 52% across the region would not meet the ecosystem health requirements under the NPS for nitrate. Within the Waimakariri of the 11 wells in that category seven of them did not comply.
- Update on the Lower Cam River planting day held on Saturday 14 August 2021.

## 11 CONSULTATION PROJECTS

### 11.1 Let's Talk about Stockwater Races

https://letstalk.waimakariri.govt.nz/let-s-talk-about-stockwater-races
Consultation closes: 7 September 2021

### 11.2 Let's Talk about North East Development Area

https://letstalk.waimakariri.govt.nz/northeast-development-area
Consultation closes: 24 August 2021

### 11.3 Let's Talk about Representation Review – Opens 12 August

https://letstalk.waimakariri.govt.nz/informal-representation-review
Consultation closes: 27 September 2021

The Board noted the Consultation Projects.

## 12 REGENERATION PROJECTS

### 12.1 Town Centre, Kaiapoi

Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:
http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre.

The Board noted the Regeneration Projects.

## 13 BOARD FUNDING UPDATE

### 13.1 Board Discretionary Grant

Balance as at 9 August 2021: $7,110.

The Board noted the balance of its Discretionary Grant fund.

### 13.2 General Landscaping Budget

Balance as at 30 June 2021: $25,430, plus carryover (to be determined).

The Board noted the balance of its General Landscaping budget and asked for an update on the proposed landscaping of the section on Williams Street which has the Stand Tall Giraffe.

\

## 14 MEDIA ITEMS

Nil.

## 15 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

Moved: J Watson Seconded: J Meyer

**THAT** the public be excluded from the following parts of the proceedings of this meeting. The general subject of each matter to be considered while the public was excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, were as follows:

| Item Nº | Minutes / Report of: | General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48(1) for the passing of this resolution |
|---|---|---|---|---|
| 15.1 | Minutes of the Public Excluded portion of the Kaiapoi-Tuahiwi Community Board meeting 19 July 2021 | Confirmation of Minutes | Good reason to withhold exists under Section 7 | Section 48(1)(a) |

This resolution was made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

| Item Nº | Reason for protection of interests | Ref NZS 9202:2003 Appendix A |
|---|---|---|
| 15.1 | To carry out commercial activities without prejudice | A2(b)ii |

**CARRIED**

***CLOSE MEETING***

*The public excluded portion of the meeting occurred from 5.44pm to 5.45pm.*

*Resolution to resume in Open Meeting*

Moved: J Watson Seconded: J Meyer

**That** open meeting resumes and the business discussed within the public excluded remains public excluded.

**CARRIED**

***OPEN MEETING***

## 16 QUESTIONS UNDER STANDING ORDERS

Nil.

## 17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

## NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 20 September 2021 at 5pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 5.46PM.

_____
J Watson
Chairperson

_____
DATE

**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

| | |
|---|---|
| **FILE NO and TRIM NO:** | RDG-30 / 210729123981 |
| **REPORT TO:** | KAIAPOI-TUAHIWI COMMUNITY BOARD |
| **DATE OF MEETING:** | 18 October 2021 |
| **AUTHOR(S):** | Shane Binder, Transport Engineer |
| **SUBJECT:** | Give-Way Control on Parnham Lane at Vickery Street |
| **ENDORSED BY:** (for Reports to Council, Committees or Boards) | Department Manager / Chief Executive |

## 1. SUMMARY


1.1 This report seeks approval to install a give-way control on Parnham Lane at its intersection with Vickery Street.

1.2 The intersection of Parnham Lane with Vickery Street is a T-intersection at an acute angle. Vickery Street is the through (priority) route running from southeast to north, while Parnham Lane intersects from the side, running to the southwest. At present the intersection has no signed traffic control but per the road code, traffic on Parnham Lane has to give way to all traffic on Vickery Street.

1.3 Vickery Street recently had traffic calming measures installed to support a 30 km/hr recommended speed limit for a new greenway. Formalising the Give Way control on Parnham Lane is recommended to address drivers who may choose to use Parnham Lane as a means to avoid the Vickery Street traffic calming.

1.4 Give Way control is further recommended to reinforce the priority of non-motorised greenway users on Vickery Street.


## 2. RECOMMENDATION

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

(a) **Receives** Report No. 21072912398.

(b) **Approves** the installation of a Give Way control on Parnham Lane at Vickery Street.

(c) **Circulates** this report to Utilities & Roading Committee for information.

## 3. BACKGROUND

3.1 The intersection of Parnham Lane with Vickery Street is a T-intersection at an acute angle. Vickery Street is the through (priority) route running from southeast to north, while Parnham Lane intersects from the side, running to the southwest. At present the intersection has no signed traffic control but per the road code, traffic on Parnham Lane has to give way to all traffic on Vickery Street.

210428067547 / QD GOV Form 005 - Version 1.0 – April 2021

3.2 Figure 1: Intersection Layout – Parnham Lane / Vickery Street (before greenway construction)

## 4. ISSUES AND OPTIONS

4.1. Vickery Street recently had traffic calming measures installed to support a 30 km/hr recommended speed limit for a greenway connecting the Main North Road cycleway with Kaiapoi town centre. A road safety audit of the greenway design recommended formalising the Give Way control on Parnham Lane to address the potential for drivers who may now opt to use Parnham Lane as a means to avoid the Vickery Street traffic calming.

4.2. Traffic and speed counts conducted by Council in August 2020 on Vickery Street south of Parnham Lane found an average daily traffic volume of 504 vehicles/day and an 85$^{th}$ percentile speed of 59.2 km/hr, noting this speed data predates installation of traffic calming measures.

4.3. There is no recent traffic or speed data available for Parnham Lane, however speed surveys will be undertaken in the wider area in 6 months' time to assess post Greenway implementation speeds.

4.4. Given the higher speeds on Vickery Street before construction of the greenway and traffic calming, it is considered that traffic may find Parnham Lane an attractive alternate route without traffic calming and formalising Give Way control on Parnham Lane is considered to be appropriate to mitigate the potential for "rat-running."

4.5. A Give Way control is further recommended to reinforce the priority of non-motorised greenway users on Vickery Street over side-road traffic.

**Implications for Community Wellbeing**

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

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

## 5. COMMUNITY VIEWS

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

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

5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report; the impacts of intersection control change are considered to be localised and minor in nature.

## 6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report. The cost to change signage and markings required for this intersection control can be accommodated within the Road Maintenance budgets.

6.2. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

There is a potential small future risk that traffic volumes on Parnham Lane may increase due to “rat-running” motorists if this change is not implemented. There are not future risks arising from the adoption/implementation of the recommendations in this report.

**Health and Safety**

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

Physical works will be undertaken through the Road Maintenance Contract. The Road Maintenance contractor has a Health & Safety Plan and a SiteWise score of 100.

## 7. CONTEXT

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Section 2 of the Land Transport Rule: Traffic Control Devices requires a Road Controlling Authority to “authorise and, as appropriate, install or operate traffic control devices.”

7.3. **Consistency with Community Outcomes**

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

7.4. **Authorising Delegations**

Per Part 3 of the WDC *Delegations Manual*, the Community Board has the delegated authority to approve control signs on streets (e.g., stop, give way, etc.).

**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

| | |
|---|---|
| **FILE NO and TRIM NO:** | BAC-03-98, RDG-08-11-05 / 210726121396 |
| **REPORT TO:** | KAIAPOI-TUAHIWI COMMUNITY BOARD |
| **DATE OF MEETING:** | 18 October 2021 |
| **AUTHOR(S):** | Vanessa Thompson, Business & Centres Advisor<br>Shane Binder, Transportation Engineer |
| **SUBJECT:** | Kaiapoi Parking Restrictions Review 2021 |
| **ENDORSED BY:**<br>(for Reports to Council, Committees or Boards) | Department Manager / Chief Executive |

## 1. SUMMARY

1.1 The purpose of this report is to provide information from the recent Kaiapoi town centre parking restrictions review conducted by Abley (specialist transportation consultants) and to seek approval to engage on proposed parking restriction changes.

1.2 The parking review was undertaken by Abley consultants to assess the appropriateness of current parking restrictions within the wider Kaiapoi town centre environment (Figure 1), and especially after the introduction of new park 'n' ride facilities on Charles Street (Central Kaiapoi) and Wrights Road (Southern Kaiapoi) in 2020.

Figure 1: Kaiapoi Parking Restriction Review Areas

1.3 The Kaiapoi Parking Restrictions Review Report recommends changes in 12 town centre areas, these are primarily modifications to the duration of the existing time restrictions or enforcement practises. Staff have considered the technical review and are recommending engagement proceed on eight of the Abley recommendations.

1.4 Before the changes are implemented to the parking restrictions it is proposed that engagement occurs with businesses in the affected areas. The associated feedback will be reported back to the Board and subsequent approval for changes sought from the District Plan & Regulation Committee before being implemented.

Attachments:

i. Kaiapoi Parking Restrictions Review Report (TRIM No. 210920151350)

## 2. RECOMMENDATION

**THAT** the Community Board:

(a) **Receives** Report No. TRIM number. 210726121396;

(b) **Approves** engagement on eight of the proposed parking restrictions with adjacent businesses but declines the remaining four proposed restrictions as outlined in **Option One** of this report;

(c) **Notes** the 27 parking assessment areas identified in the Kaiapoi Parking Restrictions Review Report;

(d) **Notes** that Abley recommend 12 areas of parking restriction or enforcement changes, however staff recommend the implementation of eight of the proposed amendments (as per item 4.5 with recommended actions);

(e) **Notes** that the results of the engagement process will be reported back to the Community Board followed by approval being sought from the District Plan & Regulation Committee for the proposed changes. Following this staff will update the parking schedule (pursuant to the Parking Bylaw 2019) and arrange for the relevant on-street signage to be replaced.

## 3. BACKGROUND

3.1 Early in 2021, staff contacted Abley (specialist transport consultants) about conducting a review of the Kaiapoi Town Centre parking restrictions. Abley's were deemed the most appropriate to conduct the review as they completed work on the 2020 Kaiapoi Town Centre parking survey, which would inform the parking restriction evaluation. Abley were also the transport consultants appointed to the Kaiapoi Town Centre Plan review in 2018.

3.2 The review was primarily completed over May 2021. In preparation for the assessment, a schedule of the current parking restrictions in Kaiapoi was forwarded to Abley. Abley staff then cross referenced this against the 2020 Kaiapoi Parking Survey restrictions to check for variances which could be addressed as part of the review process. They then assessed the parking behaviours from the survey to determine whether any restrictions needed to be updated to better support parking demand, needs, or behaviour in high use locations.

3.3 The resulting Kaiapoi Parking Restrictions Review Report provides a summary of the key findings and any associated recommendations to improve parking performance in specified town centre locations.

## 4. ISSUES AND OPTIONS

4.1. The review has considered parking occupancy data from the 2020 Kaiapoi Town Centre Parking Survey, the gazetted parking restrictions (pursuant to the Parking Bylaw 2019) and adjacent land use.

4.2. The report provides a description of recommended parking restriction changes in order to improve current parking opportunities and turnover within the Kaiapoi town centre as well as pre-empt any future parking issues that might arise.

4.3. Parking performance has been assessed in accordance with Table 1 below (taken from Abley's 2020 Parking Survey) which identifies a best practice optimal occupancy target of 80% – 85%, which is the threshold signalling appropriate use of town centre land. This means valuable land is not being underutilised while still ensuring the right level of parking access.

Table 1 - Parking Performance

| Occupancy | Definition | Consequence |
|---|---|---|
| 80% | Traffic circulation will be high as motorists 'hunt' for an available car park and motorists may not be able to find an available car park space at all. Parking infringements may be widespread and illegal parking common. | 80 % - 85 % is the optimum occupancy range[1]. Higher than 85% occupancies create difficulties for motorists searching for a car park. |
| 60% - 79% | May be difficult to find a car park immediately and some parking circulation may be required to find an available car park. A park is unlikely to be found immediately outside the motorist's destination. Parking infringement is common although illegal parking is infrequent. | Utilisation slightly lower than optimum however occupancy rates in this range do not provide poor outcomes. |
| 40% - 59% | High probability that a motorist will be able to find an available car park with ease. Vehicle circulation might be necessary to find a car park very close to the motorists' destination. Parking infringements will generally be low, illegal parking uncommon. | In priced areas parking prices may be too high or time restrictions are too short. Measures should be taken to encourage better utilisation in areas where several activities can be accessed using on-street parking. |
| 20% - 39% | Easy to find a car park close to the motorists' destination, vehicle circulation is unlikely to be necessary to find a car park very close to the motorists' destination. | Inefficient use of space. It may be appropriate to allocate land used for parking to other travel modes/ activities or review time restrictions. |
| <20% | Very easy to find an available car park and it will be very close to the motorists intended destination. Vehicle circulation will not be required to find an available car park very close to motorist's destination. | Severely under-utilised parking. Land resources could be better allocated to a different activity/ mode e.g. wider footpaths or landscaping. If priced, prices may be set too high or restrictions may be inappropriate for the surrounding activities. |

4.4. A summary of the proposed parking restriction changes from Abley (with commentary and/or proposed actions in red text) is included below in Table 2. While twelve areas of change have been identified, staff are recommending the implementation of eight.

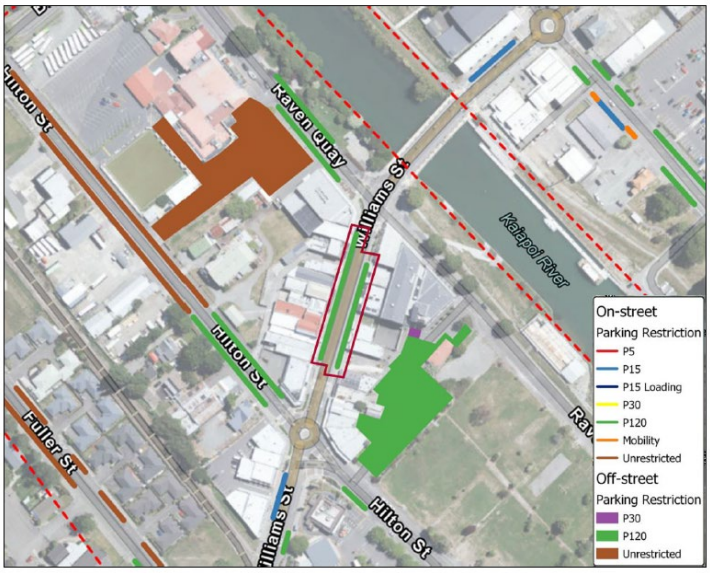
4.5. Four of the recommendations were not supported (of the twelve) as there is a preference to retain longer duration parking to support expanded shopping visits in the Kaiapoi town centre or all day parking opportunities for workers/visitors. It is not anticipated that these areas will have any adverse effect on existing parking since the staff preference is to leave the existing parking as it already is.

Table 2 - Parking Recommendations from the Abley Report

| Diagram | Location and Proposed Change |
|---|---|
| **3.1 Williams Street, Carew Street and Ohoka Road**<br>***Side of Street:*** West ***Current Parking Restriction:*** *P120* ***Supply:*** *34*<br> | **Williams Street, Carew Street and Ohoka Road (West)**:<br>No change to restrictions, but increase enforcement.<br><br>*Recommended Action:*<br>*Engage with the convenience store on corner of Ohoka / Williams Street. Check if the P15 carpark is required in front of their premises.* |
| **3.2 Williams Street, Carew Street and Ohoka Road – P120** | No change |
| **3.3 Williams Street, Carew Street to Fuller Street – P30** | No change |
| **3.4 Williams Street, Carew Street to Railway Crossing - Unrestricted** | No change |
| **3.5 Williams Street, Carew St to Fuller Street – P15** | No change |
| **3.6 Williams Street, Fuller St to Hilton Street - Unrestricted** | No change |
| **3.7 Williams Street, Railway Crossing to Hilton Street – P120** | No change |
| **3.8 Williams Street, Railway Crossing to Hilton Street – P15** | No change |

### 3.9 Williams Street, Hilton Street to Raven Quay

***Side of Street:*** Both ***Current Parking Restriction:*** *P120* ***Supply:*** *27*




**Williams Street, Hilton Street to Raven Quay**, Consider reducing the on-street parking restrictions to P90 or P60.

*Recommended Action:*
*Engage with businesses to reduce restriction to P60 but add in a one P15 in front of the dairy at #111. Review the adequacy of the single P15 after six months.*

### 3.10 Williams Street, Raven Quay to Charles Street

***Side of Street:*** West ***Current Parking Restriction:*** *P15* ***Supply:*** *6*

**Williams Street, Raven Quay to Charles Street**, Consider increased enforcement and consideration of an expanded time period (e.g. P30).

*Recommended Action:*
*Engage with businesses to increase to P60 as more in line with likely use given the proximity businesses.*

### 3.11 Williams Street, Charles Street to Sewall Street

*Side of Street:* West *Current Parking Restriction:* P120 *Supply:* 7

**Williams Street, Charles Street to Sewall Street (West)**. Consider implementing police vehicle specific parking spaces.

*Recommended Action:*
*Engage with the police about their current on-street parking spaces. Leave the rest of the block at P120.*

### 3.12 Williams Street, Charles Street to Sewall Street

*Side of Street:* East *Current Parking Restriction:* P15/P120 *Supply:* 10

**Williams Street, Charles Street to Sewall Street (East)**. Consider time increases in the P15 section to support demand (i.e. P120) and increased enforcement.

*Recommended Action:*
*Engage with businesses on changing P15 to P120 consistent with the west side of the street.*

## 4.1 Charles Street, Davie Street to Tom Ayers Drive

***Side of Street:*** North ***Current Parking Restriction:*** *P120* ***Supply:*** *14*

**Charles Street, Davie Street to Tom Ayers Drive.**
Consider reducing the on-street parking restrictions to P90 or P60 on the norther side of the road.

*Recommended Action: Retain as P120 to encourage longer duration shopping in the Kaiapoi town centre. Continue to monitor.*

## 4.2 Charles Street, Davie Street to Williams Street

***Side of Street:*** South ***Current Parking Restriction:*** *P120* ***Supply:*** *19*

**Charles Street, Davie Street to Williams Street**.
Consider reducing the on-street parking restrictions to P90 or P60 on the southern side of the road.

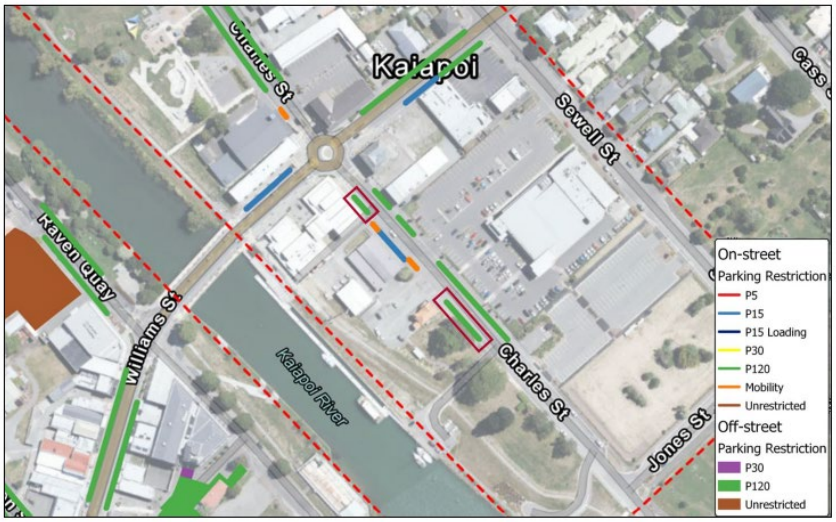
*Recommended Action: Reduce to P60 to allow turn over for people accessing the reserve, playground and public toilets.*

## 4.3 Charles Street, Smith Street to Davie Street

***Side of Street:*** South ***Current Parking Restriction:*** *Unrestricted* ***Supply:*** *19*

**Charles Street, Smith Street to Davie Street**,
Consider introducing a P120 restrictions or if the previous changes for Charles Street are implemented then match those restrictions (i.e. P90 or P60).

*Recommended Action: Leave as unrestricted parks to support longer duration Trousselot Park visits and residential visitor off-street proximity parking.*

| | |
|---|---|
| **4.4 Charles Street, Outside 45 Charles Street – P120** | No change |
| **4.5 Charles Street, Williams Street to Tom Ayers Drive**<br>***Side of Street:*** South ***Current Parking Restriction:*** *P120* ***Supply***: 11<br>  | **Charles Street, Williams Street to Tom Ayers Drive.**<br>Consider the benefits of increased enforcement.<br><br>*Recommended Action: Increase parking enforcement monitoring in this area.* |
| **4.6 Charles Street, Williams Street to the edge of Kaiapoi Kiwibank – p15** | No change |
| **4.7 Charles Street, Williams Street to the edge of Kaiapoi Kiwibank – p15** | No change |
| **5.1 Davie Street, Charles Street to Sewall Street**<br>***Side of Street:*** Both ***Current Parking Restriction:*** *Unrestricted* ***Supply:*** *27*<br> | **Davie Street, Charles Street to Sewall Street**.<br>Consider the introduction of parking restrictions due to high demand based occupancy.<br><br>*Recommended Action: Leave as unrestricted parks due to residential bordering both sides of the identified area, and to support longer duration parking for workers.* |

| | |
|---|---|
| **6.1 Raven Quay, Black Street to Williams St**<br>***Side of Street:*** Both ***Current Parking Restriction:*** *P120* ***Supply:*** *21*<br> | **Raven Quay, 113 Raven Quay to Williams St**.<br>Consider reducing the on-street parking restrictions to P90 or P60.<br><br>*Recommended Action: Engage with businesses and The Kaiapoi Club on changing P120 to P60 to the south side of Ravens Quay; keep the riverside P120.* |
| **7.1 Hilton Street, Williams Street to Peraki Street**<br>***Side of Street:*** Both ***Current Parking Restriction:*** *P120/Unrestricted* ***Supply:*** *49*<br> | **Hilton Street, Williams Street to Peraki Street**.<br>Consider a P120 restriction to unrestricted areas due to high demand for parking.<br><br>*Recommended Action: Retain status quo to support longer stay parking for town centre workers but increase enforcement in the restricted area.* |
| **7.2 Hilton Street, Williams Street to Bowler Street – P120** | No change |
| **8.1 Fuller Street, Williams St to Peraki St– Unrestricted** | No change |
| **8.2 Fuller Street, Williams St to Peraki St – P120 / Unrestricted** | No change |
| **9.1 113 Raven Quay carpark** | No change |
| **9.2 Hilton Street (North) - Kaiapoi Library and Service Centre** | No change |

4.6. The following options are available for the Community Board:

4.6.1. **Option One** – Approve engagement on eight of the proposed parking restrictions with the adjacent businesses but decline the remaining four proposed restrictions.

This is the **recommended** option because it provides a consistent treatment of short and long-term parking working outwards from the town centre while providing localised parking where special circumstances warrant this.

4.6.2. **Option Two** – Approve engagement on all twelve proposed parking restrictions with the adjacent businesses.

This is not the recommended option because four of the proposed parking restrictions identified by Ableys consultants were considered to impact longer-term parking for local residents, visitors, and town centre business staff in specific locations.

4.6.3. **Option Three** – Approve engagement on five of the proposed parking restrictions with the adjacent businesses but decline the four proposed restrictions not recommended by staff as well as three recommended restrictions that require additional Council resources for more parking enforcement.

There are three proposed changes that include additional enforcement resources; an alternative treatment to additional staff resources would be to change the parking restrictions in these areas to accommodate current parking behaviour, meaning additional enforcement would not be required. This is not the recommended option as it would mean these areas would then accommodate all day parking based on demand limiting short term (two hour) parking for genuine town centre visitors and shoppers.

4.6.4. **Option Four** – Retain the status quo

This is not the recommended option because the existing parking restrictions in the Kaiapoi town centre do not best cater to the changing retail and land use environment.

4.7. **Implications for Community Wellbeing**

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

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

## 5. COMMUNITY VIEWS

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report. However, disability parking is a matter that has been raised at Rūnanga liaison meetings and will be further addressed in 2022 through the Accessibility Strategy Review.

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Council staff will engage specifically with the New Zealand Police in relation to their current on-street parks as per clause 4.5 (item 3.11 from the Abley Consultants report). Disability parking will be further addressed in 2022 through the Accessibility Strategy Review.

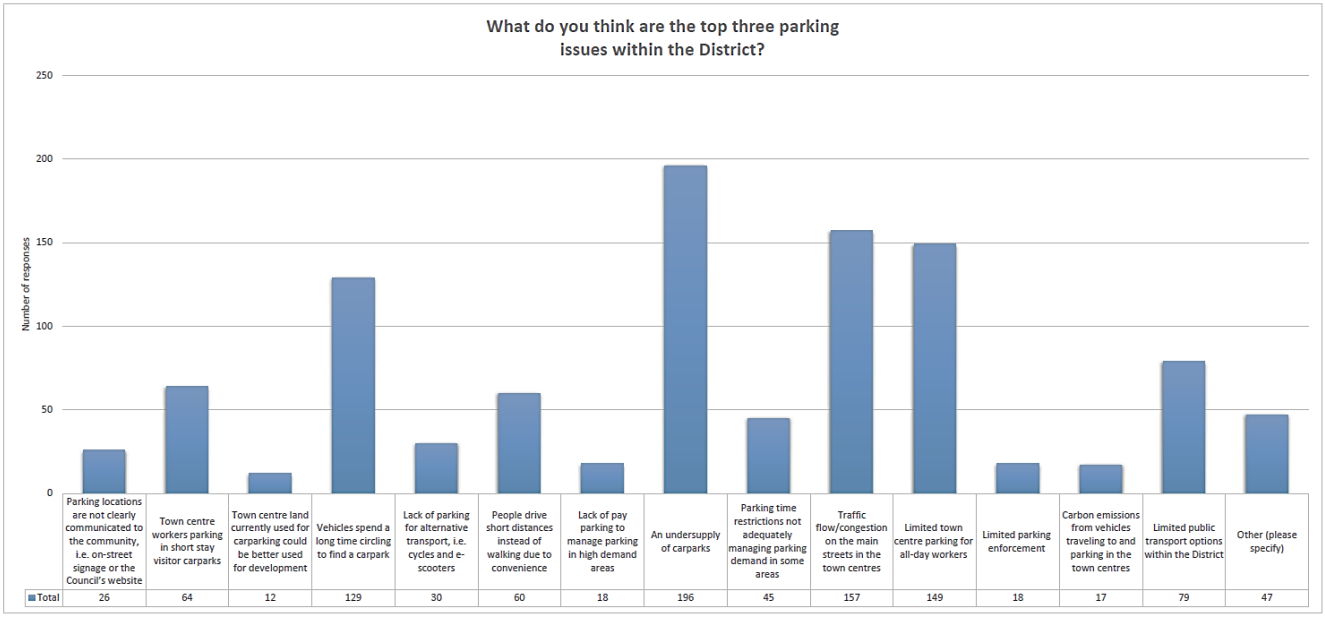
5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. Staff are proposing to engage with the effected Kaiapoi town centre businesses on the proposed parking restriction changes.

Staff recently gathered district wide community feedback about parking via a short survey. It aimed to gather community perceptions about parking with a particular focus on key parking issues as defined from the community's perspective. The online 'Let's Talk Parking' survey ran from 6th June to 5th July. It logged a total of 904 visits to the site, and 614 'Informed Visitors' defined as people who visited the site and navigated their way through information on the project page. A total of 400 people went on to complete the survey, which asked six questions:

- What do you think are the top three parking issues within the District?
- What are your thoughts about the Council investing into additional parking supply for the District?
- Are you using existing park-n-ride facilities in the District?
- If you are an owner of a mobility scooter, e-scooter or bicycle, have you had any issues with parking in any of the town centres?
- What are your thoughts about potentially introducing paid parking (user pays) to better manage parking demand, vehicle turnover and help fund an increased parking supply?
- Do you have any other comments about parking?

The following graph highlights how respondents ranked the top parking issues within the District.




The community's top issues were an undersupply of car parks (196 participants), followed by traffic congestion on the main streets of the Town Centres (157 participants). The third highest ranked issue was limited Town Centre parking for all-day workers (149 participants), followed by the issue of vehicles spending a long time circulating to find a park (129 participants) in fourth place. Holistically, two of these issues relate to parking supply, and two to congestion in certain areas.

A high level assessment of the question asking participants for their thoughts on further Council investment into parking showed around 81% of people in favour of this (19% were

not in favour). In terms of the introduction of paid parking, only 34% of respondents were open to this, with 66% (two thirds) opposing the idea.

While the feedback is not specifically related to the Kaiapoi parking restriction review, it does paint a picture of some concern areas for the community. With regard to parking supply in Kaiapoi, Council has recently invested into a public Park 'n' Ride site on Charles Street which includes approximately 93 additional public car parks. Concerning all day parking, the four areas where the Abley changes will not be adopted relate to the retention of all day parking options for town centre workers and/or longer duration (two hour) shopping for visitors.

## 6. OTHER IMPLICATIONS AND RISK MANAGEMENT

### 6.1. Financial Implications

There are financial implications of the decisions sought by this report if the proposed parking restrictions are fully enacted. Changes to parking signage are expected to cost approximately $3-3,500; these will be absorbed by operational roading budgets.

Additionally, increased parking enforcement has been estimated to require up to 0.5 additional FTE enforcement staff by the Environmental Services Unit.

### 6.2. Sustainability and Climate Change Impacts

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

### 6.3 Risk Management

Of the eight restriction changes accepted by staff from the Abley parking recommendations report, five are significant:

- Recommendation 3.9 (Williams Street, Hilton Street to Raven Quay), reduce Williams Street between Raven Quay and Hilton Street from P120 to P60.

- Recommendation 3.10 (Williams Street, Raven Quay to Charles Street), increase time restrictions to P60 from P15 on the west side of Williams Street between Charles Street and the Kaiapoi River, i.e. in front of 137 Williams Street.

- Recommendation 3.12 (Williams Street, Charles Street to Sewall Street), increase time restrictions to P120 from P15 on the east side of Williams Street between Sewell and Charles Street.

- Recommendation 4.2 (Charles Street, Davie Street to Williams Street), reduce time restrictions from P120 to P60 on the south side of Charles Street in front of Trousselot Park.

- Recommendation 6.1 (Raven Quay, Black Street to Williams Street), reduce time restrictions from P120 to P60 on the south side of Raven Quay in front of Coffee Culture extending down to The Kaiapoi Club.

There is a risk that businesses may object to the proposed changes; particularly those businesses in areas proposed for a reduction in parking times from P120 to P60. Staff will engage with the affected businesses on the amendments before the final recommendations are brought back to the Kaiapoi-Tuahiwi Community Board for approval. An appropriate community communications plan will follow the approval process to ensure the community is made aware of any changes that are to be implemented.

Demand pressure in terms of vehicle presence is not likely to change if the other four Abley recommendations (4.1, 4.3, 5.1 and 7.1 from the Kaiapoi Parking Restrictions Report) aren't adopted since the areas in question – Charles, Davie and Fuller Streets

- are already heavily occupied during business hours. However, the turnover of vehicles will be less than intended through the implementation of tighter restrictions meaning fewer people can access the on-street parks in the course of a day. Staff have opted to retain longer duration parking due to the recent injection of public parking supply on Charles Street (currently undersubscribed) and to support workers' access to all day parking options close to the town centre (which aligns with the community desire from the recent parking survey) and longer duration shopping/recreation visits. As the staff recommendation to retain the status quo is consistent with how these areas are currently operating (and which are currently manageable under these arrangements), staff believe the risk is low for any significant congestion or access issues (in the short to medium term) in not implementing Abley's recommendations.

**Health and Safety**

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

## 7. CONTEXT

### 7.1. 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

Land Transport Act 1988.

### 7.3. Consistency with Community Outcomes

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

***There is a safe environment for all***

- Harm to people from natural and man-made hazards is minimised.

***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.

***Transport is accessible, convenient, reliable and sustainable***

- The standard of our District's roads is keeping pace with increasing traffic numbers.

### 7.4. Authorising Delegations

Community Boards are delegated to provide community views to Council and/or governing committees to better inform decision making.

Transport + Location Intelligence

# Kaiapoi Parking Restrictions Review

**Prepared for:** Simon Hart – Waimakariri District Council
**Job Number:** WMKDC-J102
**Revision:** C
**Issue Date:** 6 September 2021
**Prepared by:** Fraser Dixon, Transportation Planner
**Reviewed by:** Matthew Noon, Associate Director

## 1. Introduction

Abley was commissioned by Waimakariri District Council (WDC) to review the appropriateness of current parking restrictions within the Kaiapoi Town Centre. This review has considered parking occupancy data from the Kaiapoi Parking Surveys conducted in 2019 and 2020, the gazetted parking restrictions as well as the adjacent land use in the study area. Recommendations to improve the current public car provisions and options to mitigate future issues are provided. The study area reviewed is shown in **Figure 1.1**.

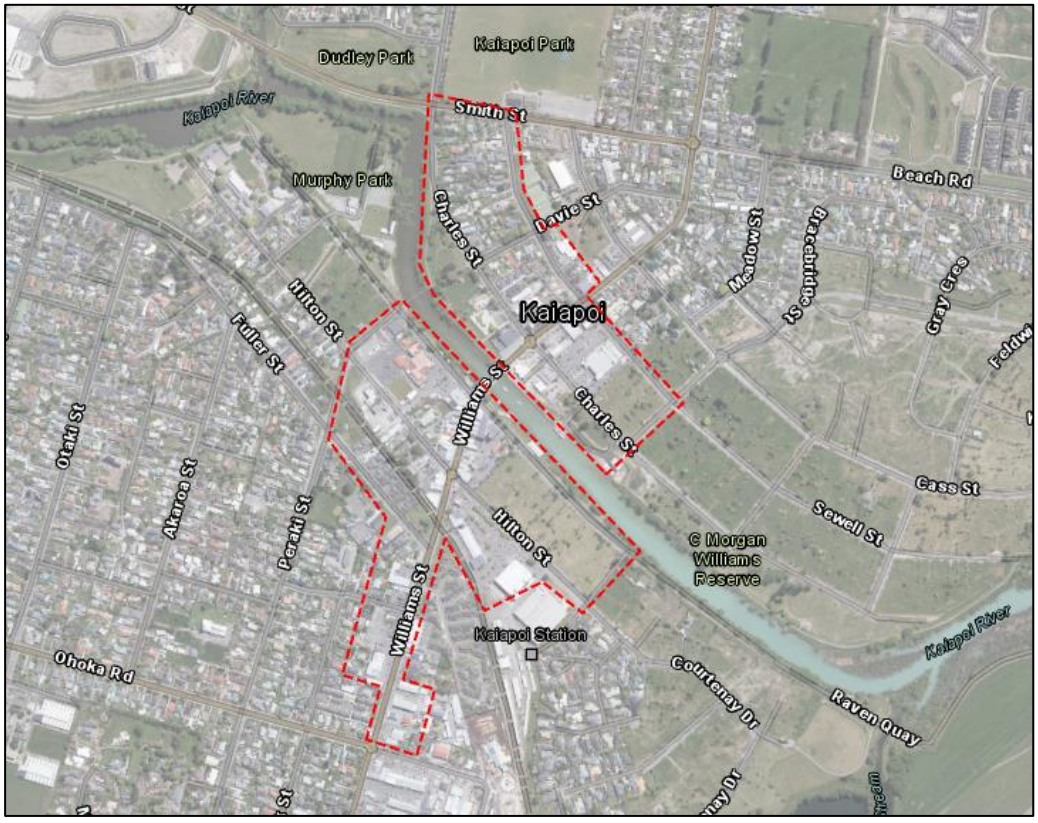



**Figure 1.1** Study Area

**T** +64 9 486 0898 (Akld)
**T** +64 3 377 4703 (Chch)
**E** admin@abley.com

**Auckland**
Level 1, 70 Shortland Street
PO Box 613
Auckland 1140
New Zealand

**Christchurch**
Level 1, 137 Victoria Street
PO Box 36446
Christchurch 8146
New Zealand

**www.abley.com**

# 2. Methodology

A map of the gazetted parking restrictions that will be assessed in the assessment can be found in **Figure 2.1**. The red outline (dashed) shows the extent of the parking occupancy and duration surveys conducted in 2020 in comparison with the supplied gazetted parking restrictions.

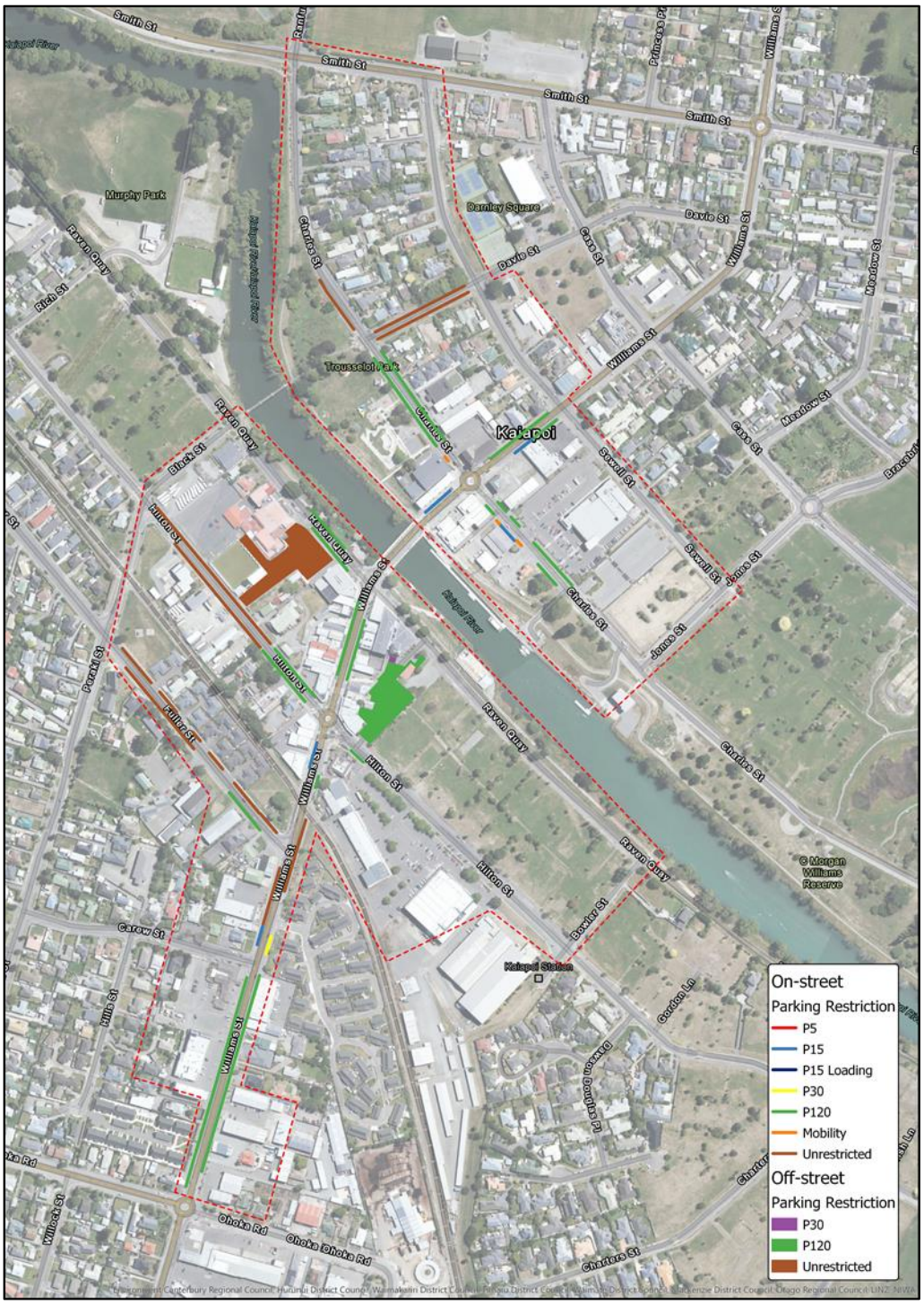



**Figure 2.1** Gazetted parking restrictions

The 2020 parking occupancy survey identified some parking restrictions that do not appear in the list of gazetted locations. These parking restrictions have been identified and are located on Williams Street south of the town centre (between Carew Street and the Railway Crossing), Williams Street north of the town centre (between Charles Street and Sewall Street), the south side of Fuller Street (between Williams Street and Peraki Street) and the remainder of Hilton Street (between Williams Street and Peraki Street).

Parking performance, as measured by the results of the 2020 parking occupancy survey, have been assessed using the performance definition in **Table 2.1.** The benchmark metrics provide a method by which occupancy can be considered with respect to the functional operation and outcomes that may be expected at different levels of demand.

**Table 2.1** Parking performance relative to occupancy

| Occupancy | Definition | Consequence |
|---|---|---|
| 80% | Traffic circulation will be high as motorists 'hunt' for an available car park and motorists may not be able to find an available car park space at all. Parking infringements may be widespread and illegal parking common. | 80 % - 85 % is the optimum occupancy range[1]. Higher than 85% occupancies create difficulties for motorists searching for a car park. |
| 60% - 79% | May be difficult to find a car park immediately and some parking circulation may be required to find an available car park. A park is unlikely to be found immediately outside the motorist's destination. Parking infringement is common although illegal parking is infrequent. | Utilisation slightly lower than optimum however occupancy rates in this range do not provide poor outcomes. |
| 40% - 59% | High probability that a motorist will be able to find an available car park with ease. Vehicle circulation might be necessary to find a car park very close to the motorists' destination. Parking infringements will generally be low, illegal parking uncommon. | In priced areas parking prices may be too high or time restrictions are too short. Measures should be taken to encourage better utilisation in areas where several activities can be accessed using on-street parking. |
| 20% - 39% | Easy to find a car park close to the motorists' destination, vehicle circulation is unlikely to be necessary to find a car park very close to the motorists' destination. | Inefficient use of space. It may be appropriate to allocate land used for parking to other travel modes/ activities or review time restrictions. |
| <20% | Very easy to find an available car park and it will be very close to the motorists intended destination. Vehicle circulation will not be required to find an available car park very close to motorist's destination. | Severely under-utilised parking. Land resources could be better allocated to a different activity/ mode e.g. wider footpaths or landscaping. If priced, prices may be set too high or restrictions may be inappropriate for the surrounding activities. |

The parking occupancy rates from the surveys conducted in 2020 during the peak period (12.00pm to 12.30pm) are within **Figure 2.2** using the colour coded occupancy rates.

[1] 85% is considered to be an optimal 'peak' parking occupancy from 'Parking Management Strategies, Evaluation and Planning' T, Litman, Victoria Transport Policy Institute (2012)

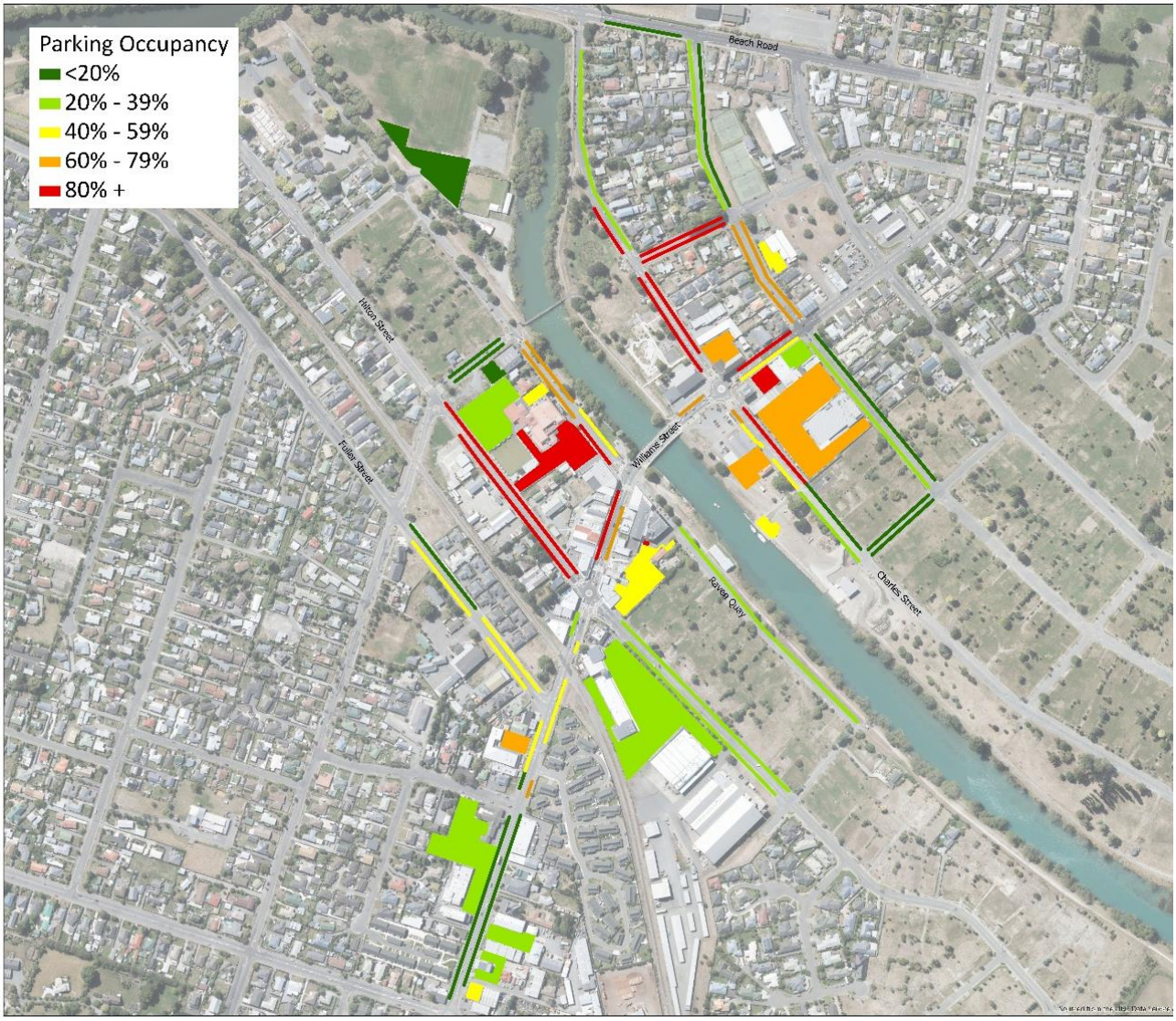



**Figure 2.2** Recorded parking occupancy during the peak period (12.00pm to 12.30pm) from the 2020 surveys

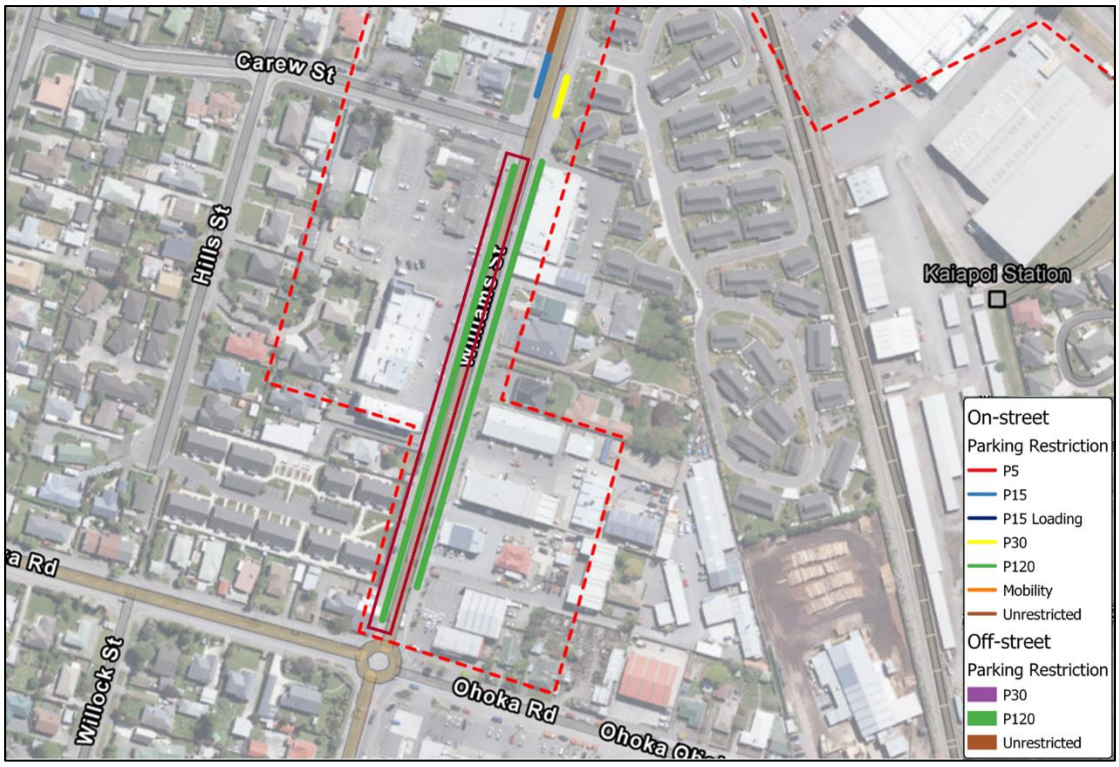
The overall distribution of the gazetted parking restrictions is appropriate based on the surveyed parking location. Parking close to the town centre, primarily situated along the Williams Street corridor, provides access to the adjacent commercial, hospitality and retail-based activities and a level of restriction is required to achieve appropriate parking management. The occupancy levels demonstrate the demand for parking while duration determines the length of stay i.e., how often and how long the parks are used.

Although parking restrictions encourage the turnover of vehicles and reduce the time a vehicle may occupy a parking space, if they are not enforced, or not set appropriately, then drivers are likely to transgress the restrictions and create difficulties for other drivers. The results of the 2020 parking survey conducted within Kaiapoi have been used as a baseline for parking behaviour and compared against the current parking restrictions. Recommendations will be made where there are discrepancies between the parking behaviour and current restrictions.

# 3. Williams Street

## 3.1 Williams Street, Carew Street and Ohoka Road

***Side of Street:*** West ***Current Parking Restriction:*** *P120* ***Supply:*** *34*




### *Analysis*

The west side of Williams Street, between Carew Street and Ohoka Road is predominantly occupied by a mix of commercial, convenience and hospitality focused retailers supported by a large (102 capacity) privately supplied off-street parking which services the businesses to the north end.

The 2020 on-street parking survey identified low average occupancy, which peaked at 32% at 12.00pm and average duration was 0 to 30 minutes (65%), while 19% transgressed restrictions. While off-street parking demand was higher, peaking at 59% at 5.30pm, there is no indication that parking supply in this area requires specific consideration, however enhanced parking enforcement should be increased to allow for vehicle turnover.

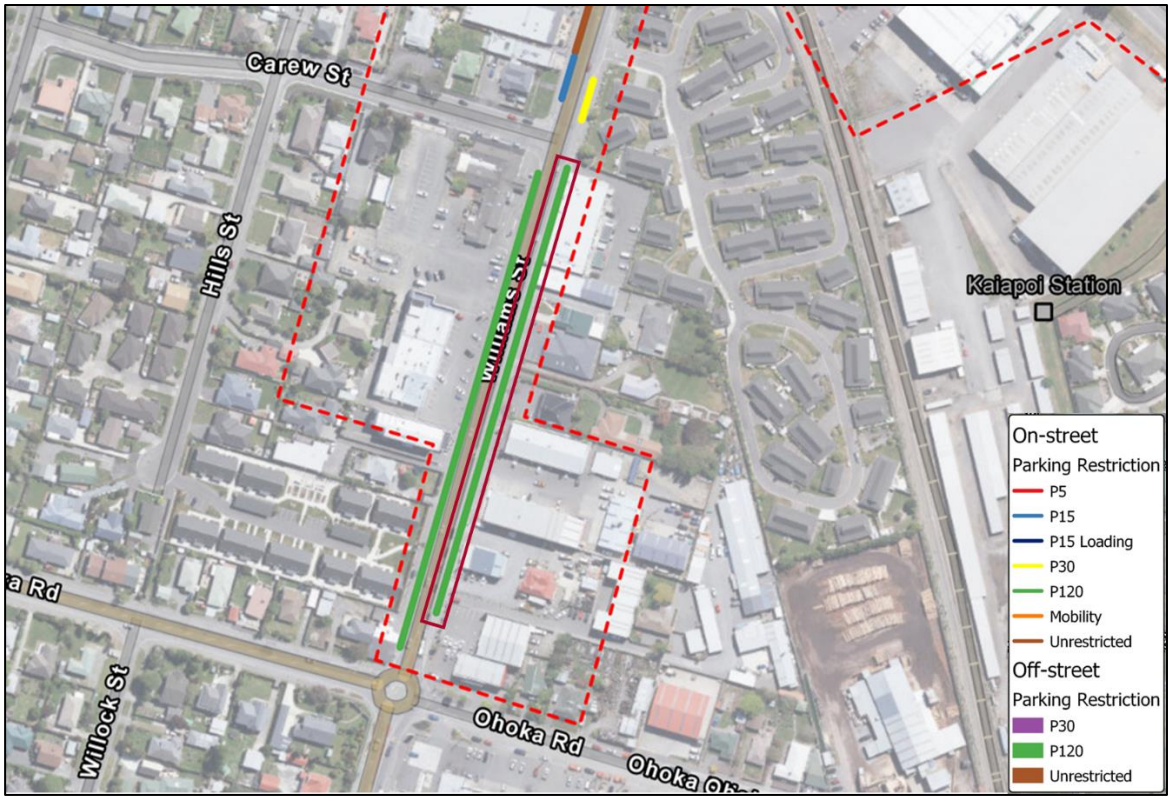
It may be appropriate to reconsider the P120 restriction in the immediate vicinity of the convenience store near the intersection with Ohoka Road, but engagement with the business owner is recommended before any decisions are made.

### *Recommendation*

No change to restrictions, but enhanced enforcement may be appropriate.

## 3.2 Williams Street, Carew Street and Ohoka Road

***Side of Street:*** East ***Current Parking Restriction:*** *P120* ***Supply:*** *35*




### *Analysis*

The east side of Williams Street, between Carew Street and Ohoka Road is predominantly occupied by a mix of commercial, convenience and hospitality focused retailers supported by small private car parks that provide off-street parking which services the businesses along the segment.

The 2020 on-street parking survey identified low average occupancy, peaking at 14% at 11.30am and the average duration was 0 to 30 minutes. While off-street parking demand supplying the businesses to the south was higher, with an average peak occupancy of 53% at 2:30pm, there is no indication that parking supply and management in this area requires specific consideration.

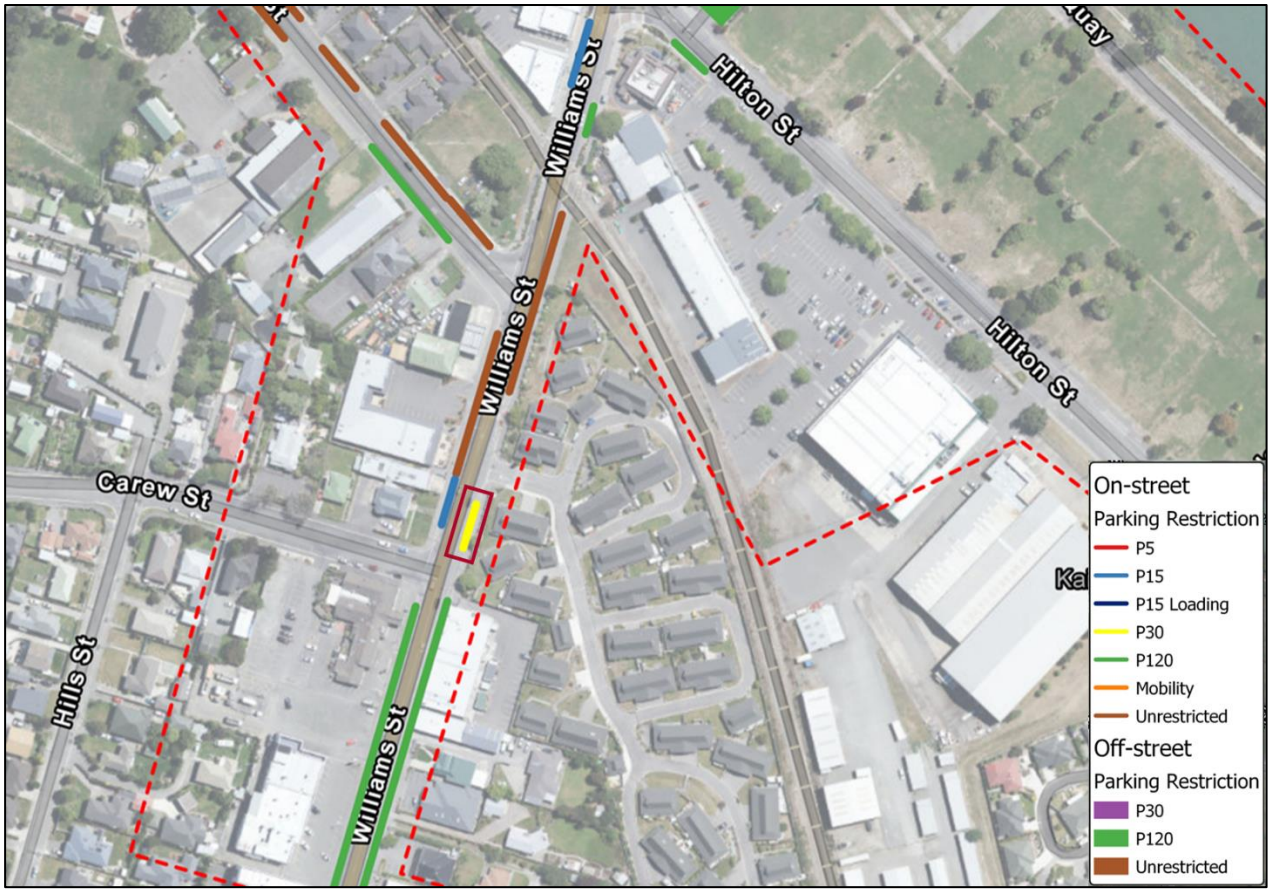
It may be appropriate to reconsider the P120 parking restriction in the immediate vicinity of the convenience and hospitality stores near the Carew Street intersection to the north, but engagement with the business owners along the strip is recommended before any decisions are made.

### *Recommendation*

No change.

## 3.3 Williams Street, Carew Street to Fuller Street

***Side of Street:*** East ***Current Parking Restriction:*** *P30* ***Supply:*** 3




### *Analysis*

This eastern section of Williams Street is occupied by a retirement home with hospitality focused retailers adjacent to the three on street parks. The parks may be used to serve as visitor parking to the retirement home as there are no dedicated on-street parking areas within the site.

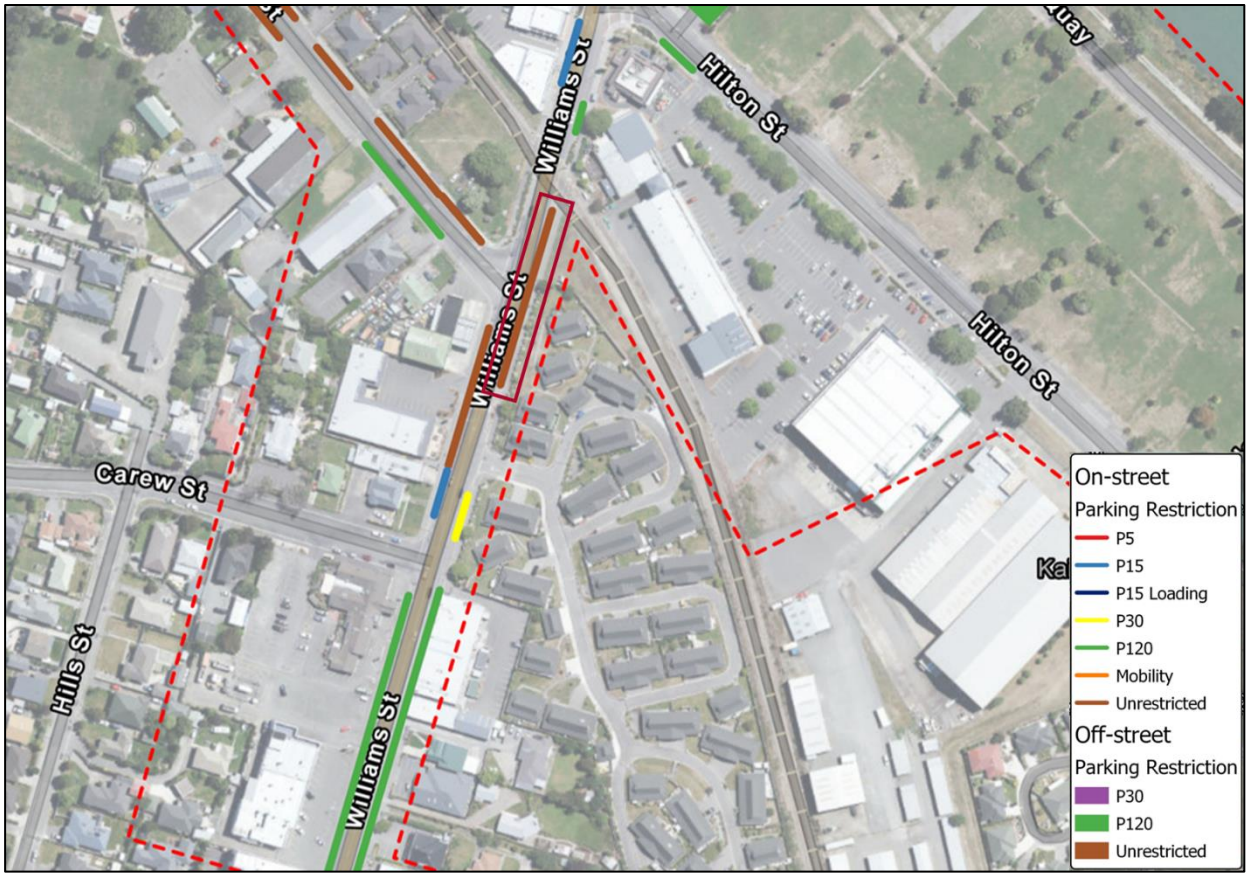
The 2020 on-street parking survey identified low average occupancy, peaking at 67% at 11.00am to 12.00pm and nearly all vehicles stayed a duration of 0 to 30 minutes (only one vehicle stayed 30 to 60 minutes). A total of nine vehicles parked in the spaces during the survey duration (8:30am to 5:30pm). The car parks are underutilised however there is no indication that parking supply and management in this area requires specific consideration.

### *Recommendation*

No change.

## 3.4 Williams Street, Carew Street to Railway Crossing

***Side of Street:*** East ***Current Parking Restriction:*** *Unrestricted* ***Supply:*** 16




### *Analysis*

The east side of Williams Street, north of the pedestrian crossing and south of the railway crossing is located alongside a retirement home and adjacent to a vehicle workshop. The carpark serves as longer term parking for retirement home visitors and visitor parking for the workshop which has no off-street carpark.

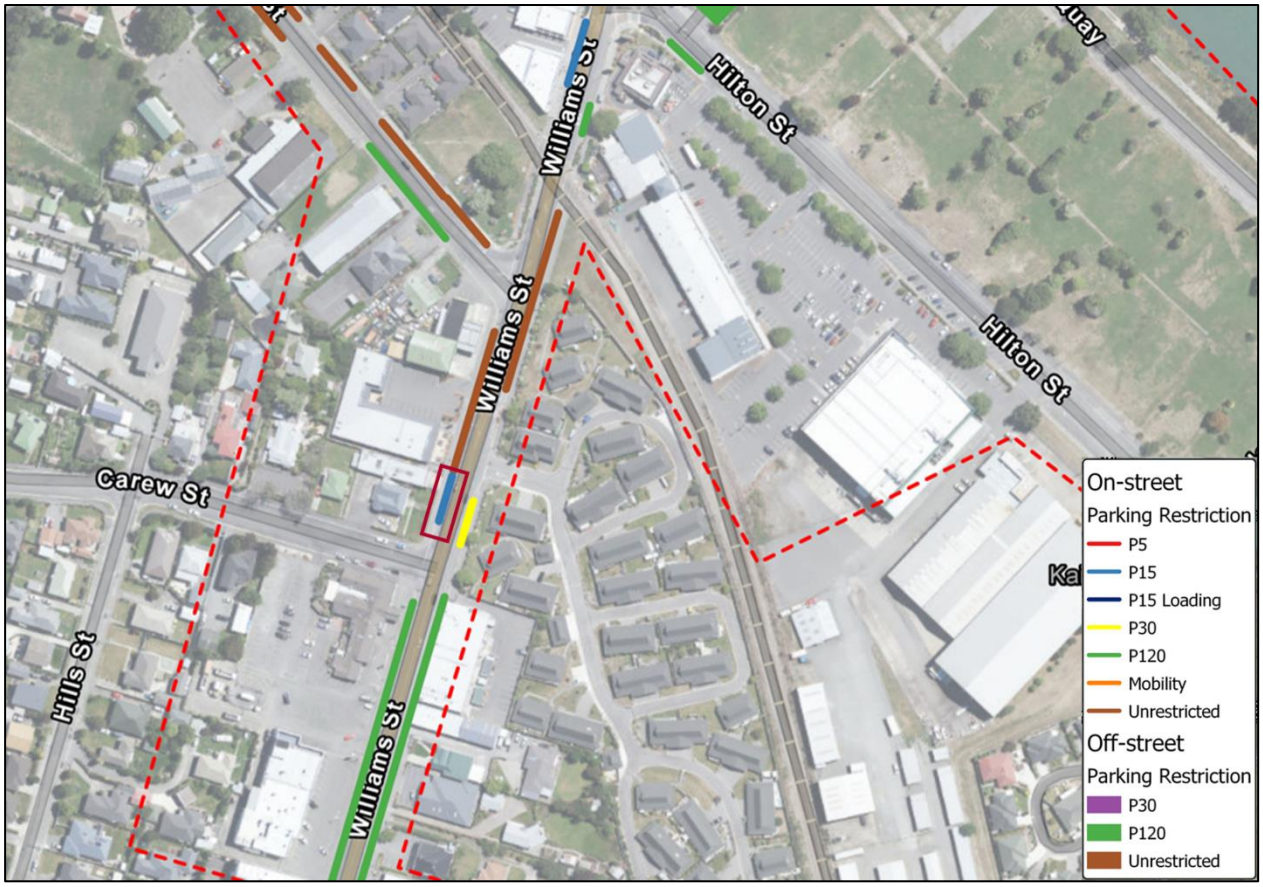
The 2020 on-street parking survey identified a moderate level of occupancy, peaking at 56% at 12.00pm with a common duration of 0 to 30 minutes and 42% staying under a 120-minute restriction. The other 58% of vehicles stayed beyond 120 minutes. The is no shortage of parking supply based on the occupancy results and the turnover results suggest the parking spaces are used for long stay visitors of the retirement home or the vehicle workshop.

### *Recommendation*

No change.

## 3.5 Williams Street, Carew St to Fuller Street

***Side of Street:*** West ***Current Parking Restriction:*** *P15* ***Supply:*** 3




### *Analysis*

The west side of Williams Street, between Fuller Street and Carew Road is predominantly occupied by a mix of commercial and hospitality focused retailers supported by a private car park that provide off-street parking servicing the businesses north of the segment.

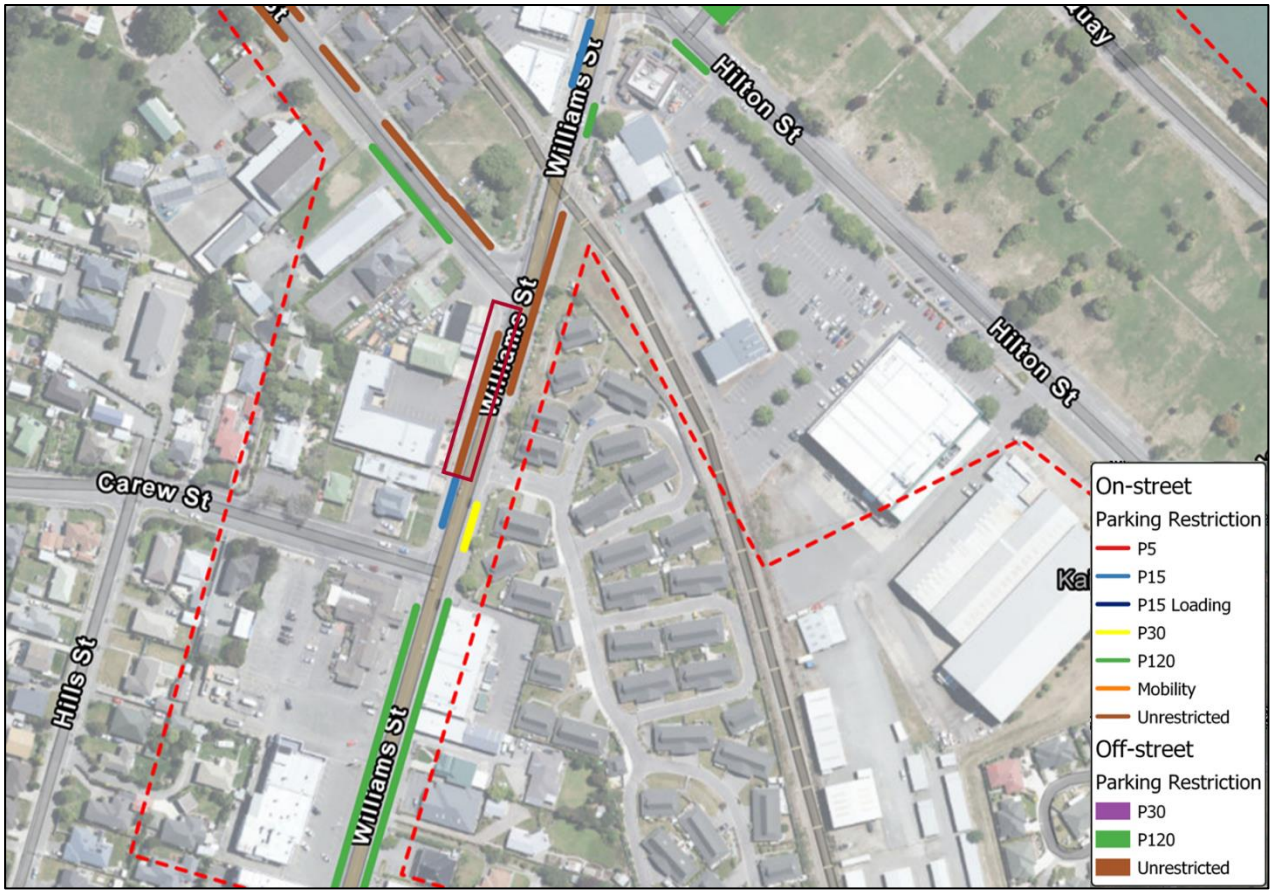
The 2020 on-street parking survey identified high occupancy at times for the three P15 parks assessed in this section, peaking at 100% at 9.30am to 10.00am and 12.30pm, the car park was regularly found to be unoccupied (53% of the time). The average duration was 0 to 30 minutes with only one vehicle staying 30 to 60 minutes. There is no indication that parking supply and management in this area requires specific consideration.

### *Recommendation*

No change.

## 3.6 Williams Street, Fuller St to Hilton Street

***Side of Street:*** West ***Current Parking Restriction:*** *Unrestricted* ***Supply:*** 6




### *Analysis*

The west side of Williams Street, between Fuller Street and Carew Road is predominantly occupied by a mix of commercial and hospitality focused retailers supported by a private car park with a capacity of 21, that provides off-street parking servicing the businesses along most of the segment. The difference from the previous segment is this parking is unrestricted.

The 2020 on-street parking survey identified moderate occupancy, peaking at 50% at 11.00am to 11.30am with the average duration being 30 to 60 minutes with 71% of vehicles staying less than 90 minutes. While off-street parking demand supplying the businesses to the south was higher, with an average peak occupancy of 95%% at 1:30pm, there is no indication that parking supply and management in this area requires specific consideration.

### *Recommendation*

No change.

## 3.7 Williams Street, Railway Crossing to Hilton Street

***Side of Street:*** East ***Current Parking Restriction:*** *P120* ***Supply:*** 2

### *Analysis*

The east side of Williams Street, between Hilton Street and Fuller Street is occupied by hospitality orientated retailers located between a bus stop and a railway crossing. There is a large private carpark in proximity to the on-street parking, however this is only accessible from Hilton Street and serves a mix of hospitality and commercial services most notably, the Countdown and McDonalds.

The 2020 on-street parking survey identified low average occupancy, with it only being half full and average duration was 0 to 30 minutes. There is no indication that parking supply and management in this area requires specific consideration.

Results and the surrounding activities suggest that the current parking restrictions are appropriate and should remain.

### *Recommendation*

No change.

## 3.8 Williams Street, Railway Crossing to Hilton Street

***Side of Street:*** West ***Current Parking Restriction:*** *P15* ***Supply:*** 3

### *Analysis*

The west side of Williams Street, between Hilton Street and Fuller Street is occupied by convenience and hospitality focused retailers which are supplied by a rear car park with a capacity of 17 parking spaces. The car park is shared by four businesses in proximity to the on-street parking.

The 2020 on-street parking survey identified low average occupancy at 33% throughout the day however it did peak at 100% occupancy at 10:00am. Average duration was 0 to 30[2] minutes with 94% of vehicles staying for that period. There is no indication that parking supply and management in this area requires specific consideration.

Results and the surrounding land use suggest that the current parking restrictions are appropriate and should remain.

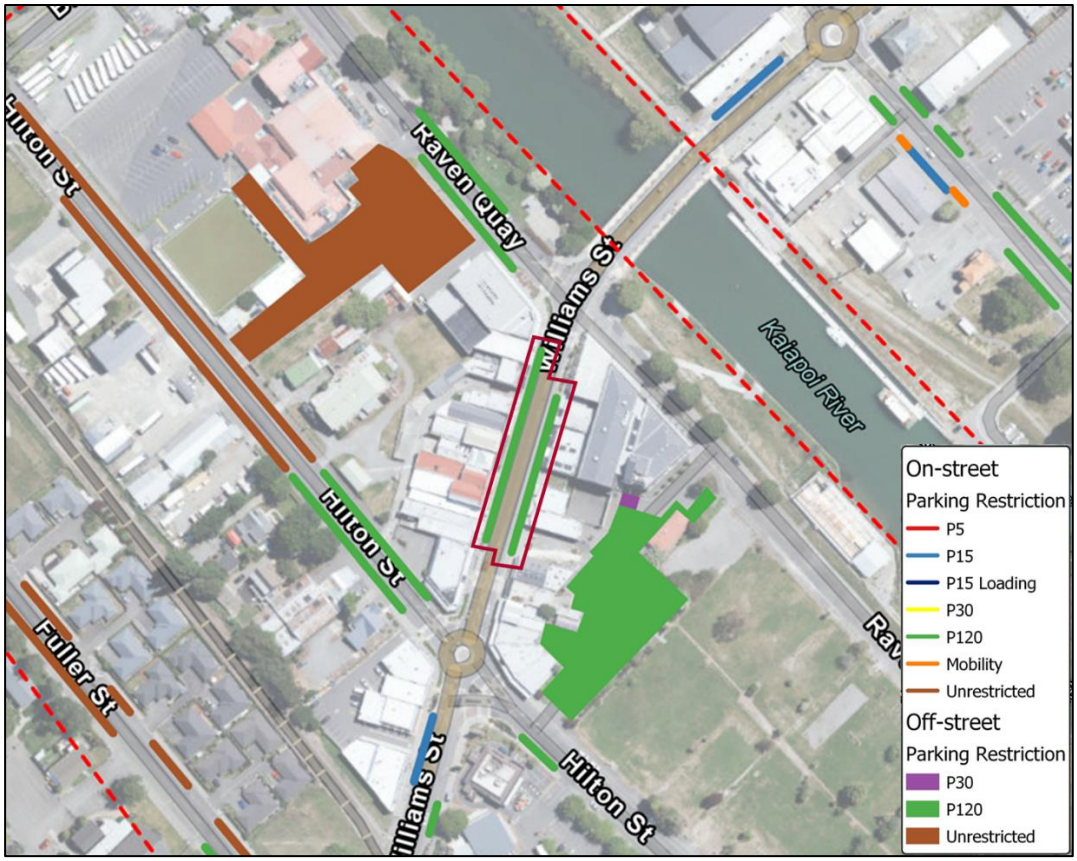
### *Recommendation*

No change

[2] The surveying cycle was on a 30minute return period which is longer than the P15 in this area.

## 3.9 Williams Street, Hilton Street to Raven Quay

***Side of Street:*** Both ***Current Parking Restriction:*** *P120* ***Supply:*** *27*




### *Analysis*

The parking located between Raven Quay and Hilton Street is in the centre of the Kaiapoi township and services in an area predominantly occupied by a mix of commercial, convenience and hospitality focused retailers and services. While the western side of the road is unsupported by off street parking, there is a substantial off-street parking area on the easter side that is accessed off Hilton St which includes pedestrian access through to Williams Street.

The 2020 on-street parking survey identified high average occupancy, especially on the western side, peaking at 92% on five occasions at 10.00am, 11:00am, 12.00pm, 1.30pm and 4.30pm. The east side had a peak occupancy of 77% from 11.00am to 12.30pm and 2.00pm. Duration time for 79% of vehicles was 0 to 30 minutes with 93% staying less than 60 minutes. Although there is high demand for parking in the area for the total of 26 parks available, capacity was not exceeded at any period during the survey time.

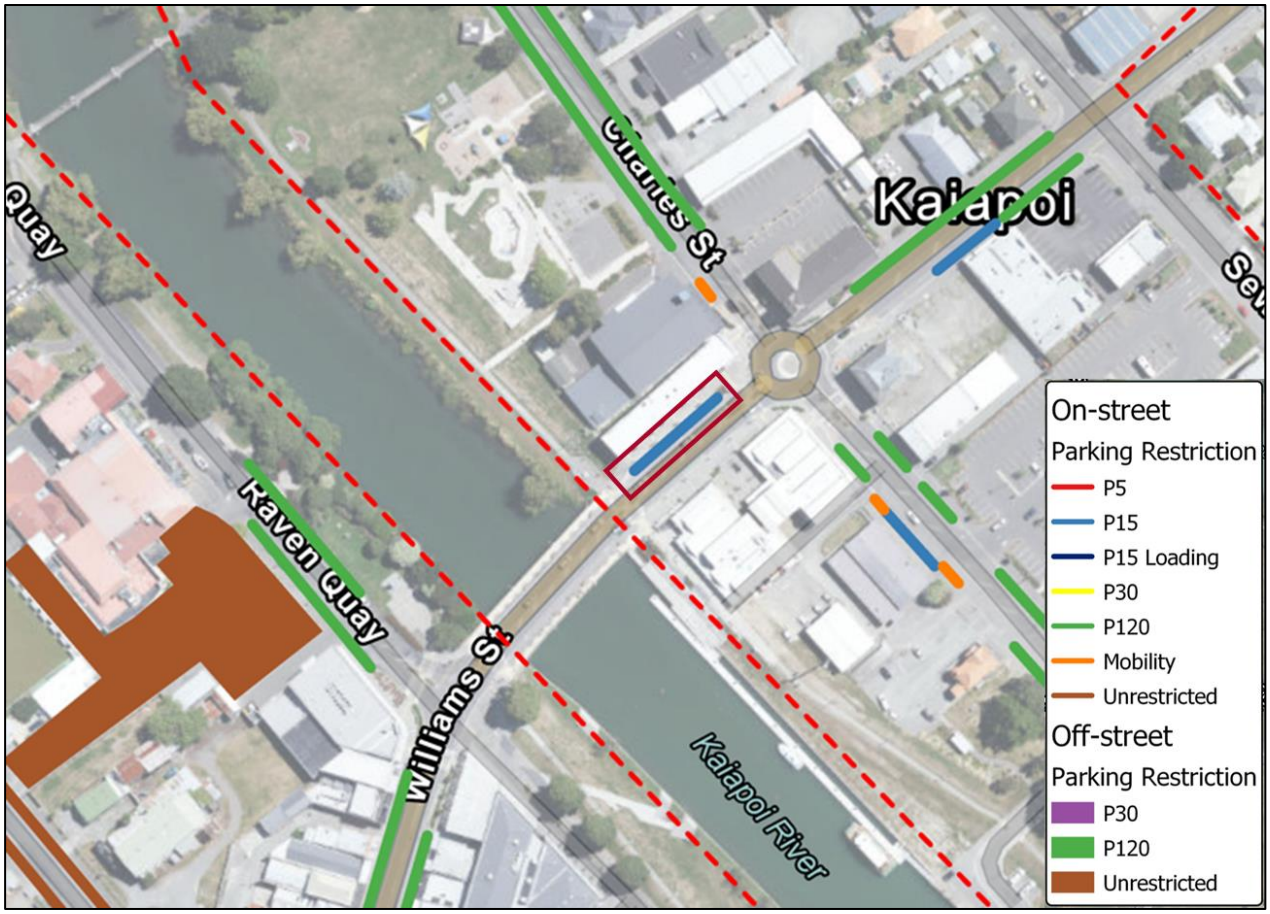
It would be appropriate to reconsider the P120 restriction on both sections, but engagement with the business owners is recommended prior. Changing the restriction to P60 would likely be beneficial based on vehicle occupancy and duration times.

### *Recommendation*

While current management appears appropriate, occupancy is higher than may be desirable. Consideration should be given to reducing the on-street parking restrictions to P90 or P60 and encouraging use of off-street parking for longer durations of stay. It is recommended that consultation with the surrounding businesses is carried out to further inform requirements.

## 3.10 Williams Street, Raven Quay to Charles Street

***Side of Street:*** West ***Current Parking Restriction:*** *P15* ***Supply:*** *6*




### *Analysis*

The west side of Williams Street, between the Kaiapoi river and Charles Street is occupied by professional and other services, unsupported by dedicated off-street parking.

The 2020 on-street parking survey identified a 52% average occupancy across the survey period (8.30am to 5.30pm), peaking at 100% at 2.30pm. With most vehicles exceeding the P15 restriction (79% of vehicles stayed for 0 to 30 minutes and the remaining 21% staying longer than 30 minutes) increased enforcement is recommended, however due to the average occupancy levels, it may be appropriate to increase the time available to P30.

### *Recommendation*

Increased enforcement and consideration of an expanded time period e.g., P30.

## 3.11 Williams Street, Charles Street to Sewall Street

***Side of Street:*** West ***Current Parking Restriction:*** *P120* ***Supply:*** *7*

### *Analysis*

The west side of Williams Street, between Charles Street and Sewall Street is predominantly occupied by a mix of commercial and hospitality focused retailers as well as the police station. There is no off-street car park accessible from the west side of the street however the businesses fronting the street may be supported by the private off street car park accessible from Charles Street with a capacity of 30 parking spaces.

The 2020 on-street parking survey identified moderate average occupancy at 56%, peaking at 89% at 11.00am and 12.30pm to 1.30pm and 43% stayed for a duration 0 to 30 minutes. It was observed that 90% of vehicles had left within the 120 minutes, with the transgressing vehicles being marked police vehicles outside the station. Off-street parking demand supplying the businesses from Charles Street was slightly lower, with a peak occupancy of 87% at 1.00pm, there is no indication that parking supply and management in this area requires specific consideration.

### *Recommendation*

While the parking behaviour of private vehicles was appropriate, the observed overstaying marked police vehicles, may indicate the necessity to provide specific parking provision for police vehicles. Engagement with NZ Police is recommended to confirm requirements.

## 3.12 Williams Street, Charles Street to Sewall Street

***Side of Street:*** East ***Current Parking Restriction:*** *P15/P120* ***Supply:*** *10*

### *Analysis*

The east side of Williams Street, between Charles Street and Sewall Street is predominantly occupied by a mix of commercial and hospitality focused retailers supported by a moderate (31 capacity) privately supplied off-street parking which services the businesses to the north end of the segment. At the south end of the segment there is a smaller temporary public off-streetcar park (19 capacity).

The on-street parking survey combined the two parking restrictions however identified a low average occupancy peaking at 50% at 10.00am, 11.00am, 11:30am and 1.00pm. Reducing the P15 restrictions may increase the parks utilisation. The average duration was 0 to 30 minutes with 54% of vehicles staying that duration and 83% of vehicles left after 90 minutes, with the longest duration being 150 to 180 minutes. Due to the survey not segmenting into the different restrictions, it cannot be determined if vehicles parked in the P15 area transgressed restrictions. Off-street parking demand at the north end of the segment had low occupancy peaking at 58% at 3:30pm. The temporary off-street car park had a high average occupancy at 74%, peaking at 89% at 11.30am. supplying the businesses from Charles Street was slightly lower, with a peak occupancy of 87% at 1.00pm.

### *Recommendation*

With overall demand relatively low, it may be appropriate to increase the time available within the P15 section, such as to P120 to increase utilisation, while supporting this with enforcement.

# 4. Charles Street

## 4.1 Charles Street, Davie Street to Tom Ayers Drive

***Side of Street:*** North ***Current Parking Restriction:*** *P120* ***Supply:*** *14*

### *Analysis*

The north side of Charles Street, between Davie Street and Tom Ayers Drive is predominantly occupied by a mix of commercial services and retailers supported by a medium and large off-street car parks on the east and west side of Williams Street being 30 parks and 182 parks respectively. Both car parks are privately supplied with the medium car park servicing predominately medical and commercial services and the large car park servicing the New World. Council has also introduced an additional off-street parking facility opposite Tom Ayers Drive

The 2020 on-street parking survey identified considerably high average occupancy for on street parking to the northeast, of Williams Street which peaked at 100% at 11.00am and the most common duration of stay was 0 to 30 minutes at 68% with 96% of vehicles staying less than the 120-minute parking restriction. The medium off-street private car park had a peak occupancy of 87% at 1.00pm, with an average occupancy of 58%.

Southeast of Williams Street was also surveyed, and results indicate high occupancy rates for on-street parking peaking at 86% at 1:00pm and the most common duration of stay was 0 to 30 minutes at 36% closely followed by 30 to 60 minutes which was 27% of vehicles with 17% of vehicles overstaying. The large off-street private car park serving the New World, had a peak occupancy of 70% at 12.00pm, with an average occupancy of 47%.

Based on the analysis parking supply and management in this area requires specific consideration. It may be appropriate to reconsider the P120 restriction in the area given that occupancy rates are high, and the majority of vehicles were found to stay less than 60 minutes. The Council provided car park is less than 200m from the intersection of Williams and Charles Street and is well located to service destinations along Charles Street.

### *Recommendation*

Consideration should be given to reducing the on-street parking restrictions to P90 or P60 and encouraging use of off-street parking for longer durations of stay. It is recommended that consultation with the surrounding businesses is carried out prior to changing the restrictions.

## 4.2 Charles Street, Davie Street to Williams Street

***Side of Street:*** South ***Current Parking Restriction:*** *P120* ***Supply:*** *19*

### *Analysis*

The south side of Charles Street, between Davie Street and Williams Street fronts Trousselot Park and is in proximity to various commercial, community and medical services.

The 2020 on-street parking survey identified exceptionally high average occupancy at 71%, which peaked at 95% between 11:00am to 12.00pm. Most vehicles stayed 0-60 minutes (58%), with 18% of vehicles staying past the restriction of 120 minutes, the longest being 240-270 minutes. Based on the analysis of the on-street parks fronting Trousselot Park, parking enforcement in this area may require specific consideration.

It may be appropriate to reconsider the P120 restriction and reduce it to P60 as most vehicles stayed for this duration. Transgression of the current parking restrictions was common, reducing potential parking supply.

### *Recommendation*

Consideration should be given to reducing the on-street parking restrictions to P90 or P60 and encouraging use of off-street parking for longer durations of stay.

## 4.3 Charles Street, Smith Street to Davie Street

***Side of Street:*** South ***Current Parking Restriction:*** *Unrestricted* ***Supply:*** *19*

### *Analysis*

The south side of Charles Street, between Davie Street and Williams Street fronts The Scott Rose Garden and is adjacent to the residential properties. There are no off-street car parks in the immediate vicinity.

The 2020 on-street parking survey identified exceptionally high average occupancy at 87%, which peaked at 100% between 11.00am to 1.00pm. Most vehicles stayed the entire survey period (29%) with turnover being low with only 16 vehicles leaving the parking spaces. Based on the analysis, of the on-street parks may need restrictions in place to require a higher level of turnover. P120 would be acceptable however P90 or P60 may be more appropriate to match the recommended changes along Charles Street above.

### *Recommendation*

Consideration should be given to introduce on-street parking restrictions being P120 or to either P90 or P60 if the previous recommendations for Charles Street are implemented.

## 4.4 Charles Street, Outside 45 Charles Street

***Side of Street:*** South ***Current Parking Restriction:*** *P120* ***Supply:*** *1*

### *Analysis*

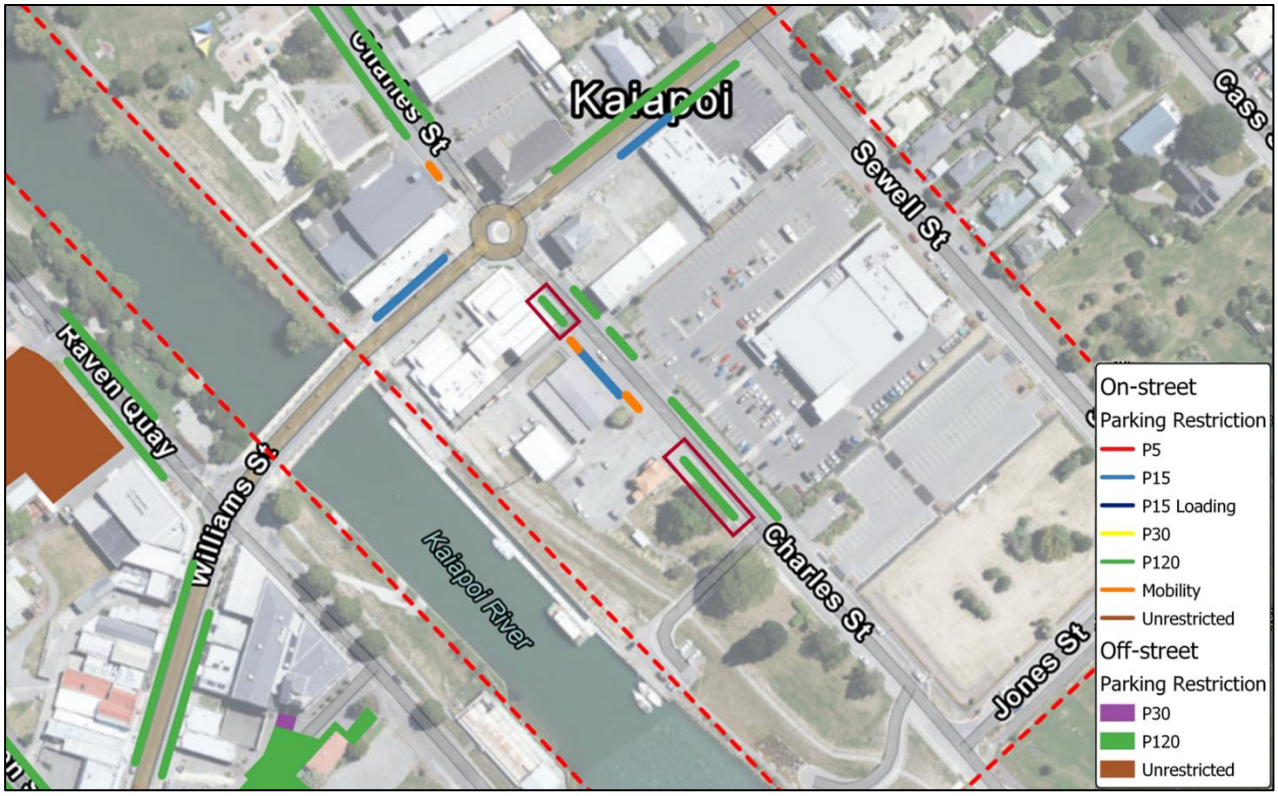
Located south side of Charles Street near the Charles Street and Williams Street roundabout, is a P120 mobility parking space located in front of Riverside Community Church. The 2020 parking survey did not indicate that that there is insufficient mobility parking spaces or specific consideration required.

### *Recommendation*

No change.

## 4.5 Charles Street, Williams Street to Tom Ayers Drive

***Side of Street:*** South ***Current Parking Restriction:*** *P120* ***Supply*****:** 11




### *Analysis*

The P120 restricted parking closest to Williams Street, located on the south side of Charles Street is directly in front of a lunch restaurant and florist, directly servicing the shops. The southmost P120 restricted parking, located south of the 21-capacity medium carpark, services as parking for the café and the park.

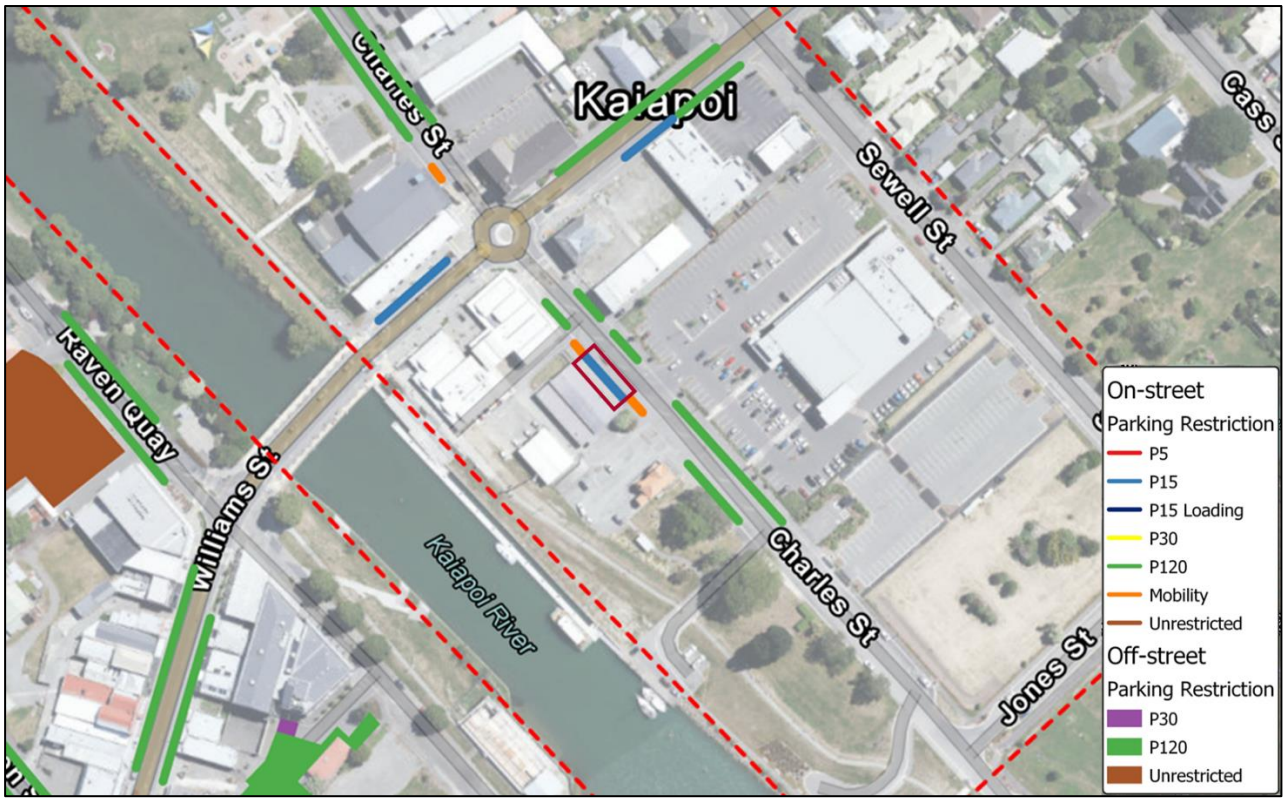
The 2020 on-street parking survey identified an average occupancy of 43% for both areas, peaking at 71% at 4.30pm and 61% stayed a duration between 0 to 30 minutes. The parks closest to Williams Street were occupied at a higher rate at 54% compared to 32%. These parks are more central, located closer to shops and services. Restrictions were transgressed as 11% of vehicles within both sets of parks stayed over 120 minutes. The longest duration of stay was within the section closest to Williams Street and between 210 and 240 minutes.

### *Recommendation*

There is no indication that parking supply in this area requires specific consideration, however due to restriction transgression increased enforcement in the area would be beneficial.

## 4.6 Charles Street, Williams Street to the edge of Kaiapoi Kiwibank

***Side of Street:*** South ***Current Parking Restriction:*** *P15* ***Supply*****:** 8




### *Analysis*

The south side of Charles Street, between Williams Street and the edge of the Kaiapoi Kiwibank is predominantly occupied by the postal and commercial services supported by a medium carpark with a capacity of 21 parks privately provided off-street parks which services the adjacent properties.

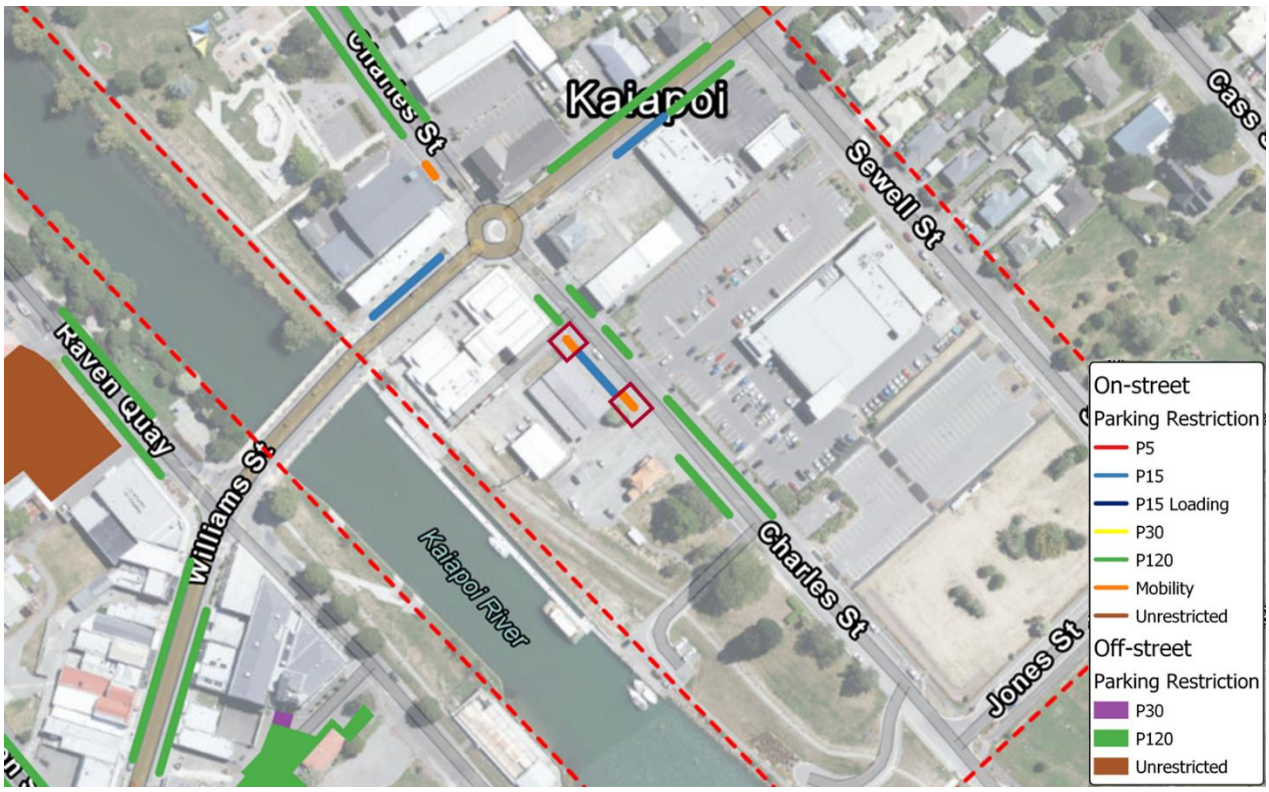
The 2020 on-street parking survey identified an average occupancy of 42%, peaking at 80% at 2.30pm and 84% stayed a duration between 0 to 30 minutes. While off-street parking demand was higher, peaking at 86% at 12.00pm, there is no indication that parking supply and management in this area requires specific consideration.

### *Recommendation*

No change.

## 4.7 Charles Street, Williams Street to the edge of Kaiapoi Kiwibank, on either end of parking

***Side of Street:*** South ***Current Parking Restriction:*** *P15 Mobility* ***Supply*****:** 2




### *Analysis*

Two mobility parks are located each side of the P15 restricted parking on the south side of Charles Street, between Williams Street and the edge of the Kaiapoi Kiwibank. One of the mobility parking spaces extends beyond the edge of the Kaiapoi Kiwibank and is located in front of a set of post boxes. The mobility parking spaces are restricted to 15 minutes. The 2020 parking survey results did not indicate that parking supply and management for these parking spaces require specific consideration.

### *Recommendation*

No change.

# 5. Davie Street

## 5.1 Davie Street, Charles Street to Sewall Street

***Side of Street:*** Both ***Current Parking Restriction:*** *Unrestricted* ***Supply:*** *27*

### *Analysis*

The parking located between Charles Street and Sewall Street on both sides of the road is located in a predominantly residential area, however it is close to community services such as the aquatic centre, Trousselot Park and Darnley Square. There are no off-street parking facilities close to the on-street parking.

The 2020 on-street parking survey identified exceptionally high average occupancy, on the northern side occupancy peaked at 107%[3] between 3.00pm to 4.00pm and on the southern side had a peak occupancy of 115% for the same period. Duration times varied for both sides; the majority of vehicles parked on the northern side was between 300 to 330 minutes whereas on the south site it was 60 to 90 minutes. It was observed that 14% of vehicles stayed the survey duration.

It may be appropriate to implement parking restrictions to enable greater turnover as currently the car parks are over capacity, although these spaces are unmarked, and capacity was estimated. Implementing P120/P240 parking restriction would reduce occupancy although the surrounding area is technically residential.

### *Recommendation*

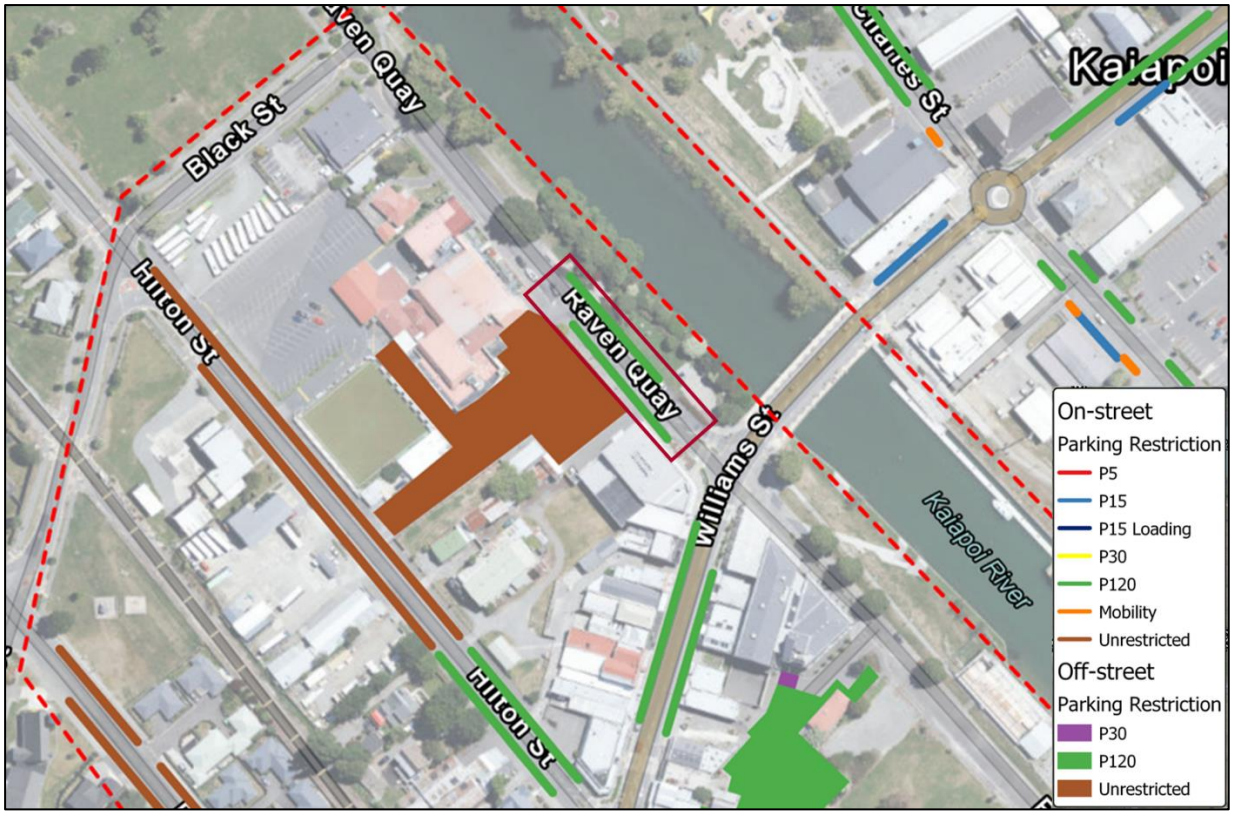
With parking occupancy high, it may be appropriate to consider parking restrictions as it may be assumed that the longer stay parking is for commuting purposes and may be negatively affecting residents. Engagement with affected parties is recommended.

[3] As the carpark is unmarked, capacity is calculated using assumed average space dimensions. Occupancy in excess of 100% can be recorded as vehicles may park closer than expected or encroach on accessways.

# 6. Raven Quay

## 6.1 Raven Quay, Black Street to Williams St

***Side of Street:*** Both ***Current Parking Restriction:*** *P120* ***Supply:*** *21*




### *Analysis*

The restricted parking on Raven Quay, between Black Street and Williams Street, predominantly supports hospitality, retail and commercial adjacent land uses with parking supplemented by a medium sized private car park with a capacity of 66 parks. The carpark is connected to a larger off-street car park with further capacity of 96 carparks, which is part of the Kaiapoi Workingmen's Club. The on-street parking may also be used as overflow parking if there are no available carparks on Williams Street, as the parks are within walking distance to this area.

The 2020 on-street parking survey identified that the occupancy was near, or at, capacity on multiple occasions, which peaked at 92% at 11.00pm between the two parking segments (83% and 100%). 70% of vehicles stayed under the 120-minute duration with 61% of those staying 0 to 60 minutes. Off-street parking demand for the medium carpark supplying the businesses was also high, with an average occupancy of 71% and peak occupancy of 92% at 4.30pm and 5.30pm.

It may be appropriate to reconsider the P120 restriction on both sides, but engagement with the business owners that are affected by the parking is recommended to better understand requirements.

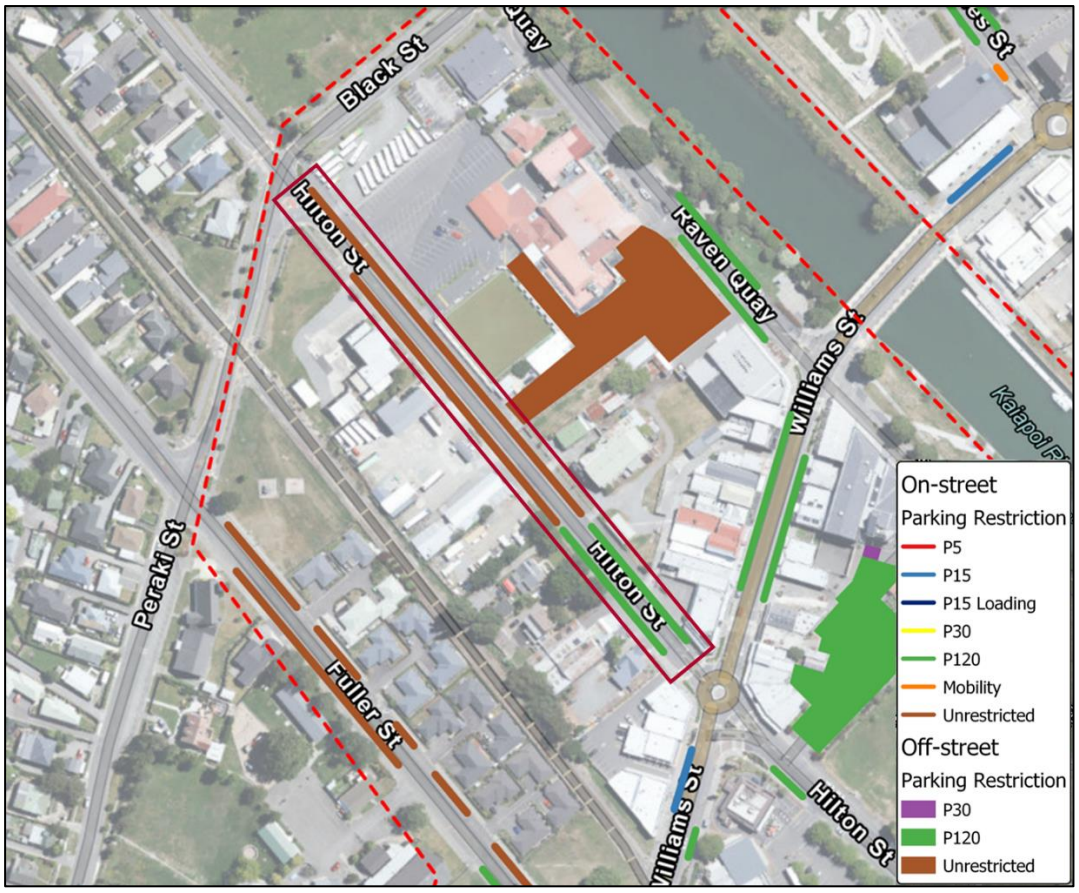
### *Recommendation*

Consideration should be given to reducing the on-street parking restrictions to P90 or P60 and encouraging use of off-street parking for longer durations of stay.

# 7. Hilton Street

## 7.1 Hilton Street, Williams Street to Peraki Street

***Side of Street:*** Both ***Current Parking Restriction:*** *P120/Unrestricted* ***Supply:*** *49*




### *Analysis*

Hilton Street, located west of Williams Street is predominantly occupied by a range of commercial and recreational services with the trading bank supported by a privately supplied off-street car park with a capacity of six parking spaces and a large off street car park located at the north west end with a capacity of 96 parking spaces.

The 2020 on-street parking survey identified a high average occupancy of 89% along both segments which extended from Williams Street to Peraki Street, peaking at 100% at 9.00am and 9.30am on the northeast side and 114% on the southwest side at 10.30am. Half of vehicles had a parking duration of between 0 and 60 minutes and 11% stayed 60 to 120 minutes. The remaining 39% likely parked in the unrestricted area. The maximum duration for both sides of the road was over 540 minutes. Off-street parking occupancy for the large car park was lower overall, with an average occupancy of 32%, however this peaked at 99% at 5.30pm. The occupancy of the smaller car park was not surveyed. The high occupancy indicates that parking supply in this area requires specific consideration, as high vehicle turnover rates are required.

### *Recommendation*

Parking is in high demand and limited in the immediate area and applying P120 restrictions to the unrestricted parking area will increase vehicle turnover. For longer stay parking, drivers can park further north on Hilton Street if required.

## 7.2 Hilton Street, Williams Street to Bowler Street

***Side of Street:*** South ***Current Parking Restriction:*** *P120* ***Supply:*** *2*

### *Analysis*

Hilton Street, east of Williams Street, predominantly faces the larges carpark that service the countdown, McDonalds and other commercial services and retail on the south side of the road. This small section of P120 restricted parking is located directly outside the McDonalds and is between Williams Street and an entry into the large carpark.

The 2020 on-street parking survey identified that the large off-street carpark supporting the Countdown, McDonalds, and other businesses, has a capacity of 253 parking spaces had a peak of 41% at 12:30pm. The three parking spaces were not included as part of the survey conducted. There is no shortage of parking spaces within the area and no changes to the current parking restrictions are evident.

### *Recommendation*

No change.

# 8. Fuller Street

## 8.1 Fuller Street, Williams St to Peraki St

***Side of Street:*** North ***Current Parking Restriction:*** *Unrestricted* ***Supply:*** *47*

### *Analysis*

The north side of Fuller Street, between Williams Street and Peraki Street is predominantly occupied by a mix of community services including St Patricks School, although the parking fronts open space and residential properties.

The 2020 on-street parking survey identified low to moderate average occupancy, which peaked at 76% at 10.00am and with occupancy being highest in the area closest to Williams Street. Average duration time was 0 to 30 minutes with 41% of vehicles staying that duration and 65% of vehicles had left after 90 minutes, however 16% of vehicles in the area closest to Williams Street segment were parked for over 540 minutes.

Although there are concerns of parking duration close to Williams Street, occupancy suggests that no change to parking restrictions is required at this stage.

### *Recommendation*

No change.

## 8.2 Fuller Street, Williams St to Peraki St

***Side of Street:*** South ***Current Parking Restriction:*** *P120/Unrestricted* ***Supply:*** *18*

### *Analysis*

The south side of Fuller Street, between Williams Street and Peraki Street fronts a mix of community services including St Patricks School, with an open space and residential properties located on the north side of the road.

The 2020 on-street parking survey identified low to moderate average occupancy, which peaked at 83% at 10.00am with occupancy being highest in the P120 zone closest to Williams Street. Average duration time was 30 to 60 minutes with 58% of vehicles staying that duration in the P120 restricted parks, no vehicles were observed to have stayed longer than 90 minutes. Within the unrestricted parking further down, 79% of vehicles had left after 60 minutes, with the longest duration being 510 to 540 minutes.

There are no concerns of parking duration and occupancy suggests that no change to parking restrictions is required at this stage.

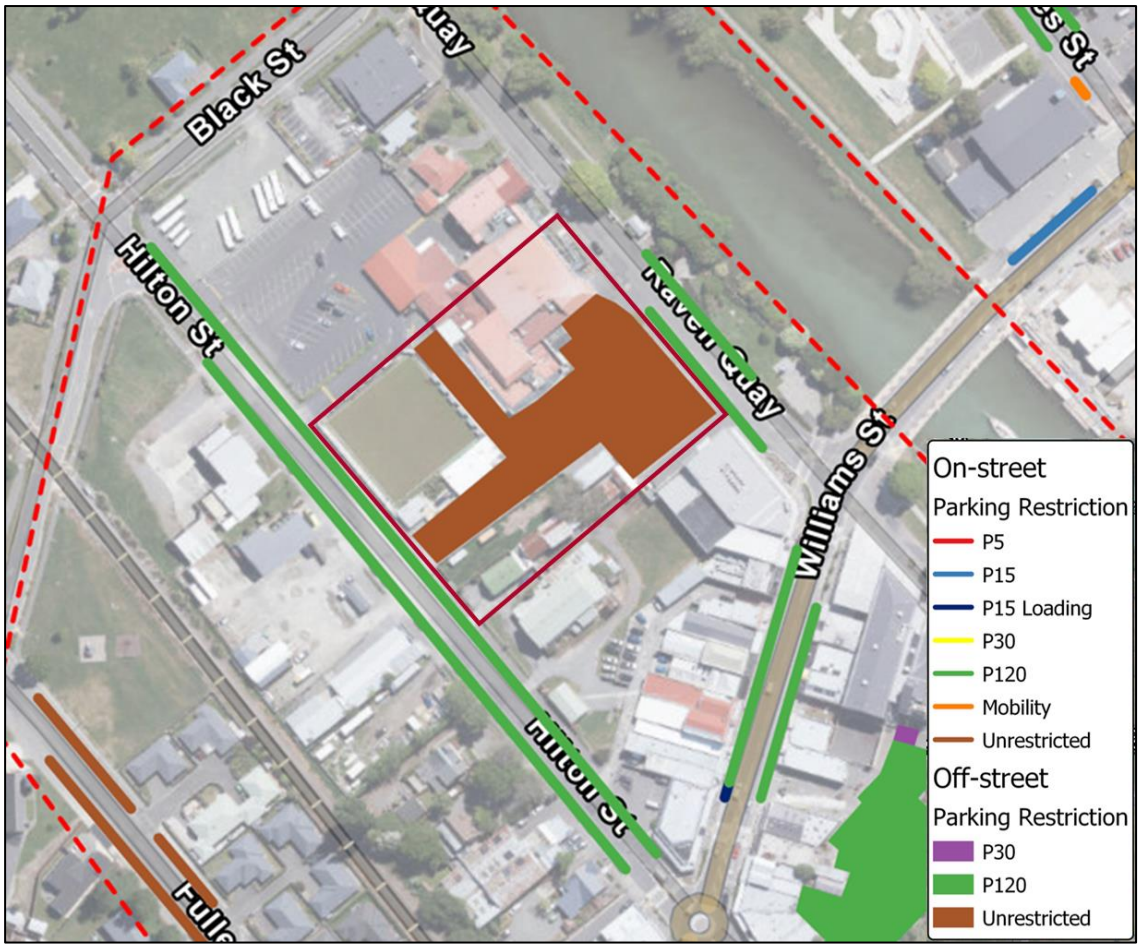
### *Recommendation*

No change.

# 9. Off-street

## 9.1 113 Raven Quay carpark

***Side of Street:*** Off-street ***Current Parking Restriction:*** *Unrestricted* ***Supply:*** *66*




### *Analysis*

This private off-street carpark is located off Raven Quay with two-way access from both Raven Quay and Hilton Street. The area is predominantly occupied by hospitality, commercial and retailers which are supported by the medium private car park with a capacity of 66 parks.

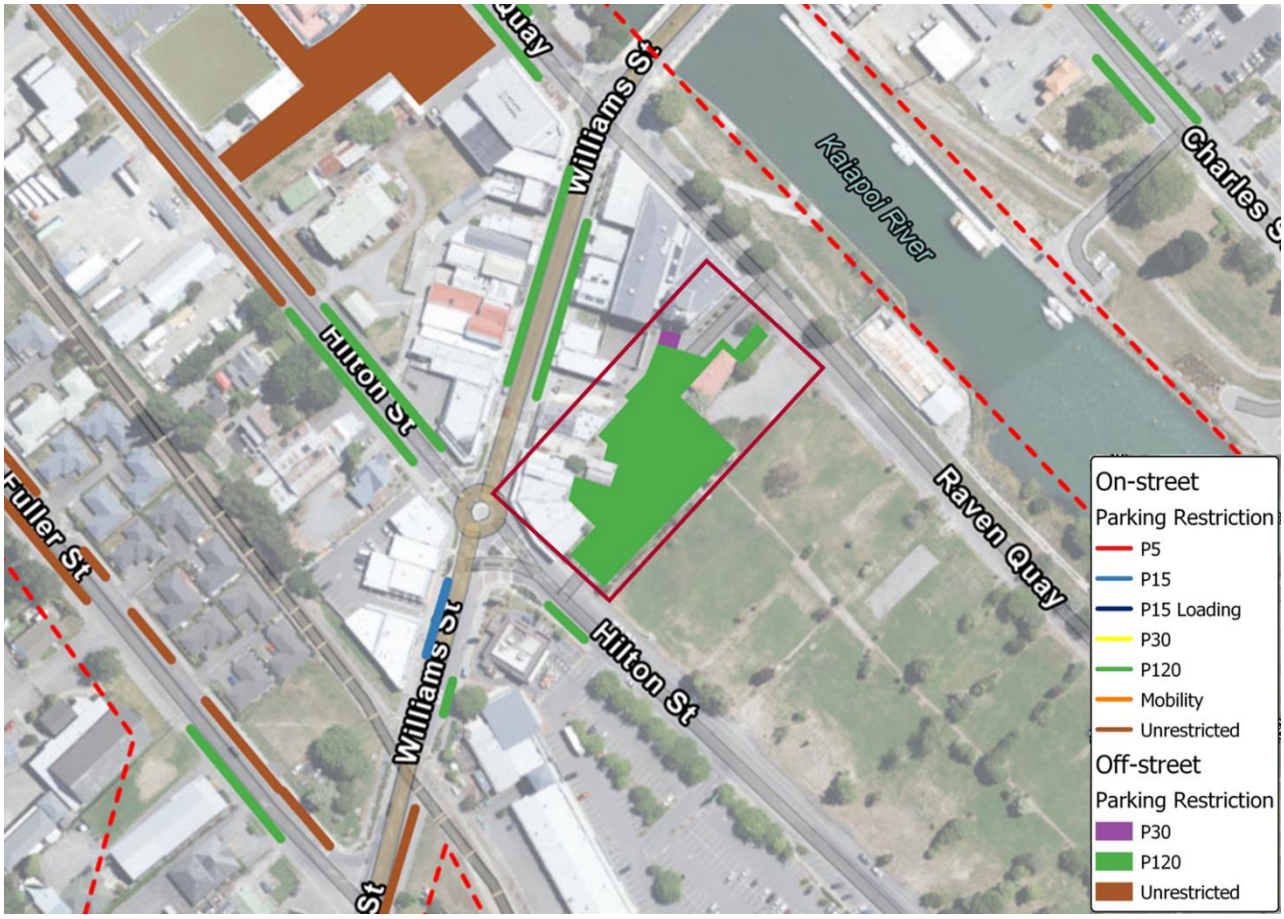
The 2020 on-street parking survey identified a high average occupancy within the car park at 71% and peak occupancy of 92% at 4.30pm and 5.30pm. Private off street parking duration was not surveyed for this car park. While Council cannot affect any control over this private carpark, ongoing engagement with the landowner is encouraged to ensure complementary parking management practices may be implemented. If demand was to increase in this carpark, there may be some spill over onto adjacent on-street parking areas which would need management.

### *Recommendation*

Not applicable.

## 9.2 Hilton Street (North) - Kaiapoi Library and Service Centre

***Side of Street:*** Off-street ***Current Parking Restriction:*** *P30/P120* ***Supply:*** *80*




### *Analysis*

This off-street carpark is located behind the Kaiapoi Library and Service Centre and is accessible from Raven Quay and Hilton Street. The car park is council owned and is predominantly used to serve the Kaiapoi Library and Service Centre along with other retail businesses that front Williams Street. The total capacity of the carpark is 80 parks.

The 2020 parking survey identified a low average occupancy for the P120 section with a peak occupancy of 54% at 10.30am and 11.00am. The survey results showed that most vehicles left the P120 section of the car park within 60 minutes (78%) and 11% stayed a duration between 60 to 120 minutes. The P30 section had an average occupancy of 63% and peaked at 150% at 12.30pm and 1.30pm with the average duration between 0 to 30 minutes (90%).

There is no indication that parking supply and management in this area requires specific consideration.

### *Recommendation*

No change

# 10. Summary

Overall Kaiapoi parking restrictions are appropriate for the surrounding land uses and for the experienced demand, as evidenced by the results of the 2020 parking survey which details occupancy and duration of stay.

Areas where further consideration is recommended, are listed below. No final determinations have been made at this stage as parking demand and utilisation should also be informed by engagement with affected landowners and/or businesses to understand any site-specific localised issues.

- **Williams Street, Carew Street and Ohoka Road (West)**, increase enforcement.
- **Williams Street, Hilton Street to Raven Quay**, reduce the on-street parking restrictions to P90 or P60.
- **Williams Street, Raven Quay to Charles Street**, increase enforcement and consideration of an expanding the time period.
- **Williams Street, Charles Street to Sewall Street (West)**, consider implementing police vehicle specific parking spaces.
- **Williams Street, Charles Street to Sewall Street (East)**, increase the time available in P15 (e.g.P120) and support with increased enforcement.
- **Charles Street, Davie Street to Tom Ayers Drive**, reduce the on-street parking restrictions to P90 or P60.
- **Charles Street, Davie Street to Williams Street**, reduce the on-street parking restrictions to P90 or P60.
- **Charles Street, Smith Street to Davie Street**, introduce P120 restrictions or if the above changes for Charles Street are made then match those restriction changes.
- **Charles Street, Williams Street to Tom Ayers Drive**, increase enforcement.
- **Davie Street, Charles Street to Sewall Street**, consider the introduction of parking restrictions.
- **Raven Quay, Black Street to Williams Street**, reduce the on-street parking restrictions to P90 or P60.
- **Hilton Street, Williams Street to Peraki Street**, apply P120 restrictions to unrestricted parking.

There were a number of areas where vehicles were observed in excess of the specified parking restrictions. While overall this does not appear to be creating any parking management issues at this stage, if non-compliant parking behaviour is sustained this can result in further transgressions and poor parking management outcomes. It is recommended that increased enforcement is undertaken as appropriate, to address this issue.

This document has been produced for the sole use of our client. Any use of this document by a third party is without liability and you should seek independent traffic and transportation advice. © Abley Limited 2021 No part of this document may be copied without the written consent of either our client or Abley Ltd. Please refer to https://www.abley.com/output-terms-and-conditions/ for our output terms and conditions.

**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

| | |
|---|---|
| **FILE NO and TRIM NO:** | RDG-26/ GOV-26-08-06/ 211007162305 |
| **REPORT TO:** | KAIAPOI-TUAHIWI COMMUNITY BOARD |
| **DATE OF MEETING:** | 18 October 2021 |
| **AUTHOR(S):** | Scott Morrow Rates Officer – Property Specialist |
| **SUBJECT:** | Kaiapoi-Tuahiwi List of Pre-Approved Road Names |
| **ENDORSED BY:** (for Reports to Council, Committees or Boards) | Department Manager / Chief Executive |

## 1. SUMMARY

1.1. The purpose of this report is for the Kaiapoi Tuahiwi Community Board to approve the updated list of pre-approved road names to include any new road names.

Attachments:

i. List of Pre-approved Kaiapoi Road Names. (Trim 200722092341)
ii. Policy for the naming of roads in the District. (Trim 120712043907)

## 2. RECOMMENDATION

**THAT** the Kaiapoi Tuahiwi Community Board

(a) **Receives** Report No. 211007162305

(b) **Approves** the attached Kaiapoi-Tuahiwi list of pre-approved road names as being correct and updated as at October 2021.

(c) **Notes:** That the Community Board has the ability to provide additional names to the list of their own choosing.

## 3. BACKGROUND

3.1. The Kaiapoi-Tuahiwi Community Board holds a list of pre-approved road names to be used by developers when selecting road names for new subdivisions.

3.2. The Board has requested that staff submit the list for approval as being updated on an annual basis.

## 4. ISSUES AND OPTIONS

4.1. New road names suggestions can be put forward by members of the public to be added to the list of pre-approved road names. There are currently no new names which are needing to be added.

4.2. Staff have approached the Kaiapoi Museum and historians for new road name suggestions, but as of this report no potential names have put forward to be added the list.

4.3. The Kaiapoi Tuahiwi pre-approved road naming list has been updated to include the road names from roads which were stopped in the Regeneration area in Kaiapoi as these are no longer in use.

4.4. Any new road name being added to the pre-approved road naming list needs to be checked by staff against the Council's database of road names to ensure that these are not the same or similar to existing road names in the District.

4.5. It is also noted that the names submitted to the Kaiapoi-Tuahiwi Community Board are received in good faith. Staff do not check the spelling or history details, however any errors will be accepted and corrected where possible.

**Implications for Community Wellbeing**

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

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

## 5. COMMUNITY VIEWS

### 5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report, however they could be approached to provide new names if required.

### 5.2. Groups and Organisations

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. This includes the developers of future subdivisions as well as the museum and community groups.

### 5.3. Wider Community

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

## 6. OTHER IMPLICATIONS AND RISK MANAGEMENT

### 6.1. Financial Implications

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

### 6.2. Sustainability and Climate Change Impacts

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

### 6.3 Risk Management

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

### 6.3 Health and Safety

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

## 7. CONTEXT

### 7.1. Consistency with Policy

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

### 7.2. Authorising Legislation

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

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

7.3. **Consistency with Community Outcomes**

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

7.4. **Authorising Delegations**

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

Scott Morrow

Rates Officer – Property Specialist

# Master List of Pre-approved Kaiapoi Road Names

## Updated 7 October 2021

| Pre-approved Road Name | History |
|---|---|
| Balch | |
| Bastings | Local early business owner |
| Begg | |
| Bevan Wright | Kaiapoi Brass Band stalwart |
| Blackie | |
| Brian | |
| Bristow | |
| Booker | shop owner in fifties and sixties |
| Braun | I have been both a Traffic Officer and Policeman for nearly 40 years in Kaiapoi and still live here, could a Street name be done in my name I prefer Karel or the surname Braun please. [Attended approximately 3000 accidents and 40 fatal accidents in the North Canterbury Area whilst on Duty]. |
| Brownlee | No not Gerry , but Arthur and family who own Kaikanui Hotel |
| Brundell | Alfred Brundell – local farming family |
| Bunker | shop owner in fifties and sixties |
| Checketts | |
| Ching | Early settler family |
| Cordla | |
| Courtier | |
| Croucher | Local family as per letter received by Board 16 April 2012 |
| Dudding | Purchased George Jacksons Punt |
| Dudley | Dr Charles Dudley a town clerk and on Kaiapoi Roads Board |
| Eagleston | Early settler |
| Eckersley | first accountant in Kaiapoi, built a flax mill |
| Engelbrecht | farmers to NW of Coutts Island |
| Grimshaw | Local business family |
| Hatchwell | shop owner in fifties and sixties |
| Hayman | J A Hayman was on the Council 1906 |
| Hopkins | Brothers were local wool & skin buyers and returned servicemen |
| Hudson | |
| Joseph | |
| Kath Adams | Past Councillor, Board member and active resident with Kaiapoi |
| Kennett | |
| Kitt Brown | Kitt Brown, local identity |
| Knighton | |
| Levey | |

| | |
|---|---|
| Lipscombe | shop owner in fifties and sixties |
| Lintott | Bill Lintott, local bandmaster, Beverley Lintott local volunteer and worked at Corcoran French for over 30 years |
| McFellen | |
| McGarry | Crimea War Veteran and last full military funeral in Kaiapoi in 1912 |
| McGregor | |
| Mealings | Long time local residents (5 generations) with members working at the Woollen Mill and heavily involved in local sport |
| Merrin | named after Conway Merrin who lived many years on Island Road |
| Midgley | Shop owner and school teacher |
| Midland | Midland Bus Company operated in the Kaiapoi area from WWII to the early 1980's. |
| Naish | Long standing family in Kaiapoi. Family worked in railways, Kaiapoi freezing works, dux of Kaiapoi Borough School, presidents of Kaiapoi Lions, sports reps, electrical business, Kaiapoi Monograms, volunteer for Kaiapoi Community Trust. |
| Ohapuku | original name of area between end Mill Rd and Ohoka |
| Pinkham | Local family |
| Pollard | J Pollard was on the Council 1928 |
| Redmond | Kaiapoi Borough Councillor 1980-85, Kaiapoi Tuahiwi Community Board Member 2016-19, solicitor and partner in Corcoran French ( formerly EJ Corcoran Son Thwaites and Brown) 1981-2017 council solicitors, life member KPA, Patron and life member Coastguard North Canterbury, foundation chair Kaiapoi Maritime Heritage Trust ( formerly MV Tuhoe Kaiapoi Rivertown Trust) 2005-2020, honorary solicitor for numerous community groups and awarded Queens Service Medal for community service in 2019, Waimakariri District Councillor 2019 to current,( Kaiapoi Woodend Ward). |
| Rice | |
| Richards | The Richards family have been in (Kaiapoi) residence for a number of generations. Mrs Moody's parents have donated a South Island Rifle Championship medal plus six photographs relating to members of the family dating back to 1912 |
| Thew | C R Thew was on the Council 1950 |
| Tuuta | Brendon Tuuta represented NZ in Rugby League. Russell Tuuta representative NZ Maori in Rugby League |
| Vermeulen | Hans Vermeulen of Kaiapoi Keep New Zealand Beautiful |
| Waverley | name of farm on cnr Mill Rd and Island Rd. Home of Charles Morgan Williams MP and farmer |
| Wheeler | Family Albie, Nellie, Peter, Clive and David all living and working in Kaiapoi from the late 60s to early 90s. Community involvement included membership of the rugby, hockey and model aeroplane clubs, working men's club and competing in the Kane Shield during the 1980s. |

| | **Stopped Roads now in Kaiapoi Regeneration Area.** |
|---|---|
| Askeaton | Formerly Askeaton Drive. |
| Azalea | Formerly Azalea Place. |
| Beswick | Formerly Beswick Street. |
| Cassia | Formerly Cassia Place. |
| Day | Formerly Day Place. |
| Hall | Formerly Hall Street. |
| Ilex | Formerly Ilex Place. |
| Jollie | Formerly Jollie Street. |
| Kirk | Formerly Kirk Street. |
| Nandina | Formerly Nandina Place. |
| Palmer | Formerly Palmer Place. |
| Shiels | Formerly Shiels Place. |
| | |
| | |
| | |
| | |
| | |
| | |

**Disclaimer:** All names submitted to the Kaiapoi-Tuahiwi Community Board for consideration are received in good faith. The Committee does not check spelling or history details. Errors will be accepted and corrected where possible.

**Note:** The family names of Pohio and Karaitiana are referred to the Kaiapoi Community Board for consideration as future Reserve names.

## 1 Introduction

The Waimakariri District Council is responsible for naming (and renaming) roads within its boundaries. Roads are named to reflect the identity of the local area and to ensure ease of identification for the Council, the public and key public and private services such as emergency, postal and courier services.

## 2 Policy Context

This policy applies where proposed roads and other vehicular accesses are being created either through subdivision development or the formation of existing unformed legal roads and to the naming of existing unnamed roads/vehicular accesses both public and private. This policy should form part of any subdivision design and approval process reference material.

## 3 Policy Objective

This policy specifies Council's requirements for the naming of roads and vehicle accesses throughout the District to provide a consistent and comprehensive approach to naming of roads in the District.

The Waimakariri District Council is responsible for the naming of roads by the *Local Government Act 1974* section 319(j).

## 4 Policy Statement

4.1 The Council's four Community Boards have the delegated authority for the naming of new streets and roads and altering existing street names within their respective wards.

4.2 Re-naming of streets and roads will only be undertaken if the Council considers the change will result in a clear benefit to the community.

4.3 Where a street is named for the first time or a street name is altered then the District Land Registrar, the Chief Surveyor, NZ Fire Service, Telecom, MainPower, valuation service provider, NZ Police, Civil Defence, and the Canterbury Regional Council shall be informed of the new name or change.

4.4 Where an existing street is extended, the street extension will be the same name as that of the existing street.

4.5 All new private roads in the Waimakariri District shall be named in consultation with the applicant, and at the applicant's expense, and relevant road signs shall be suitably annotated *"Private Road"*.

All private roads that are to be named, are to have a minimum of four lots with access from the private road.

4.6 A new street or road shall not be named the same or similar to a street or road already in existence in the District.

4.7 Council's 'List of Approved but Unallocated Road Names'

The list of unallocated potential road names for the Waimakariri District is maintained by Customer Services. Names approved for addition to the List of Approved but Unallocated

Road Names will remain there until they are either allocated to a road or removed as the result of a review of the list.

From time to time a road name may no longer need to be used as two or more roads may be jointed into one road or a road may be permanently closed. In both of these cases, the road name(s) may be put back on the list for potential reallocation, usually for a new or renamed road in the same general area.

The list of Approved but Unallocated Road Names will be reviewed by the Community Boards every six years.

4.8 Naming of streets in new subdivisions:

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

4.9 Approval Criteria and Weighting

The following factors shall be taken into account when selecting street, road or private road names in the Waimakariri District:

(a) The proposed name has local historical, cultural , environmental or geographical significance - e.g. Torlesse, Boys, Ashley, Cam.
(b) Maori names of local significance chosen in conjunction with local iwi representatives to ensure appropriateness of meaning and correct spelling.
(c) Significant and well known or previously well known names of farms, properties or run holdings – e.g. Coldstream, Carleton.
(d) Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, science, politics, local government, military, etc (e.g. Kippenberger, Kirk), or who have been long term residents.

4.10 Road Type

The road type should be one that most accurately reflects the type of roadway that is being named. The list below should be used where appropriate, however, this list is not exclusive – refer to AS/NZS 4819:2011.

| *Road Type | Abbre-viation | Description | Open ended | Cul-de-sac | Pedestrian only |
|---|---|---|---|---|---|
| Alley | Aly | Usually narrow roadway in a city or town. | √ | √ | |
| Arcade | Arc | Covered walkway with shops along the sides. | | | √ |
| Avenue | Ave | Broad roadway, usually planted on each side with trees. | √ | | |
| Boulevard | Blvd | Wide roadway, well paved, usually ornamented with trees and grass plots. | √ | | |
| Circle | Cir | Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle. | | √ | |
| Close | Cl | Short enclosed roadway. | | √ | |
| Court | Crt | Short enclosed roadway, usually surrounded by buildings. | | √ | |
| Crescent | Cres | Crescent shaped roadway, especially where both ends join the same thoroughfare. | √ | | |
| Drive | Dr | Wide main roadway without many cross-streets | √ | | |
| Esplanade | Esp | Level roadway along the seaside, lake, or a river. | √ | | |
| Glade | Gld | Roadway usually in a valley of trees. | √ | √ | |
| Green | Grn | Roadway often leading to a grassed public recreation area | | √ | |
| Grove | Grv | Roadway that features a group of trees standing together. | | √ | |
| Highway | Hwy | Main thoroughfare between major destinations. | √ | | |
| Lane | Lane | Narrow roadway between walls, buildings or a narrow country roadway. | √ | √ | √ |
| Loop | Loop | Roadway that diverges from and rejoins the main thoroughfare. | √ | | |
| Mall | Mall | Wide walkway, usually with shops along the sides. | | | √ |
| Mews | Mews | Roadway in a group of houses. | | √ | |
| Parade | Pde | Public roadway or promenade that has good pedestrian facilities along the side. | √ | | |
| Place | Pl | Short, sometimes narrow, enclosed roadway. | | √ | |
| Promenade | Prom | Wide, flat walkway, usually along the water's edge. | | | √ |
| Quay | Qy | Roadway alongside or projecting into water. | √ | √ | |
| Rise | Rise | Roadway going to a higher place or position. | √ | √ | |
| Road | Rd | Open roadway primarily for vehicles. | √ | | |
| Square | Sq | Roadway which generally forms a square shape, or an area of roadway bounded by four sides. | √ | √ | |
| Steps | Stps | Walkway consisting mainly of steps. | | | √ |
| Street | St | Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides. | √ | | |
| Terrace | Tce | Roadway on a hilly area that is mainly flat. | √ | √ | |

| Road Type Cont… | Abbre-viation | Description | Open ended | Cul-de-sac | Pedestrian only |
|---|---|---|---|---|---|
| Track | Trk | Walkway in natural setting. | | | √ |
| Walk | Walk | Thoroughfare for pedestrians. | | | √ |
| Way | Way | Short enclosed roadway. | | √ | √ |
| Wharf | Whrf | A roadway on a wharf or pier. | √ | √ | √ |

**AS/NZS 4819:2011 Appendix B, Road Types – New Zealand*

## 5 Links to other policies and community outcomes

This policy should be read in conjunction with:

5.1 *Local Government Act 1974 s319(j).*

5.2 AS/NZS 4819:2011 Geographic information – Rural and urban addressing.

5.3 Community Outcome:

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

- *Public organisations make information about their plans and activities readily available*
- *Public organisations make every effort to accommodate the views of people who contribute to consultations*

5.4 Waimakariri District Council, District Plan, Chapter 38, Road Names.

## 6 Adopted by and date

This Policy was approved by the Council's Resource Management and Regulation Committee and subsequently adopted by the Council on 2 April 2013.

## 7 Review

Review every six years or sooner on request.

**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT OR DECISION**

| | |
|---|---|
| **FILE NO and TRIM NO:** | GOV-26-08-06 / 210820136544 |
| **REPORT TO:** | KAIAPOI-TUAHIWI COMMUNITY BOARD |
| **DATE OF MEETING:** | 18 October 2021 |
| **AUTHOR(S):** | Kay Rabe, Governance Advisor |
| **SUBJECT:** | Application to the Kaiapoi-Tuahiwi Community Board's 2021/22 Discretionary Grant Fund |

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

Department Manager | Chief Executive

## 1. SUMMARY

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

| Name of Organisation | Purpose | Amount requested |
|---|---|---|
| Reflections Community Trust | Towards hosting the Waimakariri Light Party | $350.00 |
| It Takes a Village Hub (NZ) | Towards hosting a family day | $500.00 |
| Cure Boating Club Incorporated | Towards the purchase of three new propellers | $500.00 |
| Life Education Trust Canterbury | Towards the delivery of the Healthy Harold Programme | $500.00 |
| **Total:** | | **$1,850.00** |

Attachments:
i. Application from the Reflections Community Trust (Trim Ref: 210805128449).
ii. Application from the It Takes a Village Hub (NZ) (Trim Ref: 210816134124).
iii. Application from the Cure Boating Club Incorporated (Trim Ref: 210908143704).
iv. Application from Life Education Trust Canterbury (Trim Ref: 210923153853).
v. Spreadsheet showing previous two years grants.
vi. Board funding criteria 2021/2022. (Trim Ref: 210603089725).

## 2. RECOMMENDATION

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

(a) **Receives** report No. 210820136544.

(b) **Approves** a grant of $..... to the Reflections Community Trust to host the Waimakariri Light Party on Sunday 31 October 2021.

**OR**

(c) **Declines** the application from the Reflections Community Trust.

(d) **Approves** a grant of $.....to the It Takes a Village Hub (NZ) to host a family day to be held on 20 November 2021.

**OR**

(e) **Declines** the application from the It Takes a Village Hub (NZ).

(f) **Approves** a grant of $.....to the Cure Boating Club Incorporated towards the purchase of three new propellers for the clubs safety boats.

**OR**

(g) **Declines** the application from the Cure Boating Club Incorporated.

(h) **Approves** a grant of $.....to the Life Education Trust Canterbury towards the delivery of the Healthy Harold Programme.

**OR**

(i) **Declines** the application from the Life Education Trust Canterbury.

## 3. BACKGROUND

3.1 The ***Reflections Community Trust*** will be hosting the 17th Waimakariri Light Party on Sunday 31 October 2021 and is seeking funds towards the cost of entertainment/activities.

3.2 The ***It Takes a Village Hub (NZ)*** is requesting funding towards the cost of hosting a family fun day to be held on 20 November 2021.

3.3 The ***Cure Boating Club Incorporated*** is requesting funding towards the purchase of three propellers for the club's safety boats.

3.4 ***Life Education Trust Canterbury*** is requesting funding to deliver its Healthy Harold Programme.

3.5 The current balance of the 2021/22 Discretionary Grant fund is $4,390.

## 4. ISSUES AND OPTIONS

***Reflections Community Trust (the Trust)***

4.1 The concept of the Light Party is a 'nation-wide' non-scary alternative to Halloween. The Trust aims to provide a fun night for children and youth by offering safe, family entertainment. The Light Party effectively keeps children from 'trick or treating', an activity which can be intimidating for vulnerable community members.

4.2 Especially elderly people in the community have expressed their relief that there are fewer children roaming the streets on Halloween. As they often feel intimated into opening their doors in the evening to people they do not know. There is also the financial burden of providing the demanded lollies.

4.3 The event will this year again be hosted at Wylie Park in Kaiapoi, as this the most suitable venue in the Waimakariri area given the nature and size of the event. However, the Light Party is truly a Waimakariri wide event with participants attending from Kaiapoi, Rangiora, other areas within the Waimakariri District (57%) and Christchurch (43%).

4.4 Started in 2004 with approximately 350 attendees, the event has grown to in-excess of 5,000 pre-schoolers, children, youth and families attending. The Trust relies heavily on the generous support and donation of time from volunteers to manage the event e.g. set-up and breakdown of the event, managing entertainment, the collection of rubbish etc.

4.5 Besides being fun, community events such as the Light Party offer a host of economic and social benefits to the greater Waimakariri community. These events also offer an opportunity to foster stronger relationships between the various communities within the Waimakariri district.

4.6 The Trust is requesting a grant of $350 which will be used for the entertainment/activities to be provided on the night. A grant from the Board would help keep growing this amazing event and directly benefits the many pre−schoolers, children, youth and families in the Waimakariri area and enables the Trust to continue to provide family fun entertainment at a small cost of $2 donation entry. The event will however continue even if this application is unsuccessful.

4.7 It should be noted that over the last five years the Board has allocated the following funding to the Trust:

| | | |
|---|---|---|
| 2015/16 | Towards the cost of hiring of Pedalmania | $375 |
| 2016/17 | Towards the costs of hiring a clown/street performer | $450 |
| 2017/18 | Towards the costs of pre and post event advertising | $420 |
| 2018/19 | Toward costs of hiring bouncy castles | $475 |
| 2019/20 | Toward costs of hiring Natural Magic Pirates Show | $300 |
| 2020/21 | Towards the cost of entertainment | $200 |
| | **Total** | **$2,220** |

4.8 All previous Accountability Forms have been received. It is suggested that organisations that host long standing events be encouraged to apply for funding through the Council's Annual Plan.

***It Takes a Village Hub (NZ) (the Hub)***

4.9 The Hub is a charity that help parents/caregivers who are struggling a helping hand through our baby and toddler bundles. Due to Covid-19 there has been a high demand for the bundles. It started as a pay it forward effort and it became evident that there was a lack of support for low to middle income families. The baby bundles were the first way to help these families and they were so successful that there is a high demand for them. The bundles contain clothing, blankets, bedding, nappies, bathing products, bibs, books, toys, re-usable breast pads, sanitary items feeding equipment and other little odds and ends. We provide bundles to help from new born to toddlers, and all goods are donated.

4.10 The Hub also assists with providing a one stop shop on information on options for childcare which can save time and explains the difference in Playcentres, Kindies, Preschools and Homecare.

4.11 The Hub is organising a fun family day in Kaiapoi in November 2021 with the aim of being low cost to the community but fun for all ages to attend. The Kaiapoi township will be supporting this initiative which will include free bouncy castles and face painting activities. The event will raise the profile of the Hub in the area, making new parents aware that there is help for them as well as raising funds for the bundles programme to enable the provision of consumables that are not donated.

4.12 It is anticipated that the majority of attendees will be from the Kaiapoi-Tuahiwi area with approximately 10% from each of the other areas of the district. It is estimated that at least 2,000 people will benefit from the event by making people aware of the assistance offered by the Hub while enjoying a family focused event.

4.13 The approximate cost of the event is estimated to be $4,000 and will still take place if this application is not successful. The Hub is approaching all of the local businesses in Kaiapoi, and some further afield for funding towards the bouncy castle hire and advertising etc. The Hub has not applied to the Board for funding previously.

***Cure Boating Club Incorporated) (the Club)***

4.14 The Club was established in 1868 to "cure" the fierce rivalry between Kaiapoi River rowing crews that used to meet for high profile races on the Waimakariri and Kaiapoi Rivers and is one of the oldest rowing clubs in New Zealand. The Club is a community within itself and is managed by a committee of volunteers who provide a range of skills and expertise in business and rowing. The coaches are also volunteers and dedicate countless hours to training, mentoring and fine-tuning the rowers for competition level. Due to the volunteer principles at Cure, the Club is able to offer rowers affordable annual subscriptions and an environment of support and comradery. The club also provides a fantastic base for Rangiora and Kaiapoi High School rowers. The Club provide support to both schools for participation in Canterbury, Otago, South Island and National high school regattas.

4.15 Due to the covid lockdowns the rebuild of the Clubs new building has been delayed which has caused additional costs include for interim boat storage and shed which have been unable to be removed from site.

4.16 The Club's safety boats were serviced prior to the start of last season, however, replacement of the propellers was deferred. The propellers need to be replaced prior to the pre-season, which runs from November to April. The safety boats are used up to five times a week during the summer for regular club coaching and as umpiring/safety boats during regattas and races which are held two to three times each year.

4.17 The project will benefit between 50 to 150 people within the district including youth and older adults. The majority of members are from the Kaiapoi (60%) area with the remainder being spread throughout the rest of the district. There are also visitors from other areas who will benefit when attending regattas and competitive races.

4.18 The safety boats are vital to support rowers both during training and race days providing adherence to health and safety compliance with the Rowing NZ Water Safety Code. The new propellers will also cause less wear on motors reducing maintenance costs and improving fuel economy. The new propellers will also reduce the likelihood of a breakdown and having to call on the Coastguard for assistance.

4.19 The Club is a member of the Canterbury Rowing Association (CRA) which supports club rowing across the region. Club members hold office on the Executive and Cure volunteer manpower support on CRA-run regattas.

4.20 The Club has received one quote of $547.50 and awaiting a second quote which has been delayed by the Covid lockdown. No specific fundraising has been carried out for this project however weekly meat raffles and periodic quiz nights subsidise the cost of plan maintenance and help to keep membership fees as low as possible. The Waimakariri District Council has assisted the Club with its rebuild in 2020 with a grant of $100,000.

4.21 The Club has not applied to the Board for funding previously.

***Life Education Trust Canterbury (the Trust)***

4.22 Life Education began in Christchurch in 1988 in a static classroom and has evolved to operate out of three mobile classrooms with four qualified Life Education Educators. The Trust delivers its Life Education programme as far as the Hurunui District through to the Rakaia Region, and reaches up to 20,000 children each year in 80 different primary and intermediate schools throughout Canterbury.

4.23 Being a health resource, Life Education takes children on a journey through five subject strands; self-esteem, food and nutrition, body knowledge, social relationships and substances. Exploring these strands helps them to understand the wonder of their own bodies, and how best to take care of them. The Trust has been active for 30 years, which has given them a proud history in the community and the programmes have become a respected resource for the education sector.

4.24 Funding is requested to complete the programme delivery for 2021. Applications have therefore been submitted to all four community boards. It is expected that over 2,500 children, between years one to eight will participate in the programme and be equipped with the knowledge they require to make informed decisions affecting their health and wellbeing. The Trust has a vision of reaching 85% of tamariki and rangatahi every year.

4.25 The Trust relies mostly on fundraising activities to deliver the programme each year. They have a number of supporters that assist them to deliver the service including trucking partners who move the classrooms from school to school.

4.26 The costs for providing the programme is approximately $600,000 per year, $450,000 of which needs to be fundraised and the Trust therefore applies to many funding organisations. No government funding is received. If this application is not successful the programme will continue to be provided. The Trust has not applied for Discretionary Grant funding previously.

***Kaiapoi Borough School (the School)***

4.27 The School is a decile 5, full primary school, catering for students in Year 0 (5 years) to Year 8 (12−13 years). The School was the first school in Kaiapoi, founded in 1873 and provided primary education for around 371 pupils, of which 90% comes from the Kaiapoi area.

4.28 Although the School is overseen and funded by the Ministry of Education, this funding unfortunately does not meet the cost of all it requires for the education and wellbeing of its students. Applications to organisations such as the Community Board are therefore important in meeting the shortfall that the School experience.

4.29 The School has applied for $500 to go towards the cost of hosting its annual 'Back−to−School Family Picnic' which will be held on 11 February 2022. The event seeks to bring Kaiapoi Borough School families together for a day of fun, food and community building. It is an opportunity for new and existing students and whānau to be connected with the School and meet other families. The School has a number of fun activities at the picnic such as bouncy castles, face painting, crazy bikes, ice−cream sundae bar and more. Everything provided on the day is free to families. It is expected that the event will cost approximately $1,500.

4.30 The School believe in partnering with whānau to develop lifelong learners in a safe and inclusive learning environment. The School wish to work proactively to ensure its whānau feel welcome and included within the school community. The School's picnic at the beginning of the year is one of the ways it seeks to connect with families in a non−threatening way. It is an opportunity for the School to connect, build relationships and set up positive communication for the year ahead.

4.31 The PTA contribute a substantial amount to the overall expenses of the picnic by running sausage sizzles and other fundraising exercises. If this application was however unsuccessful the School would investigate other funding options. In August 2017 the Board declined an application from the School for the upgrading and expanding its sports equipment as the Board believed that funding for mainstream school items and equipment was the responsibility of the Ministry of Education. In 2020 the Board approved funding for the 2021 Back to School Picnic which was a wonderful success. The Accountability form has been received.

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

4.33 There are implications to community wellbeing by the issues and options that are the subject matter of this report.

4.34. 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 unlikely 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 Reflections Community Trust, It Takes a Village Hub (NZ), Cure Boating Club Incorporated and Life Education Trust Canterbury. Kaiapoi Borough School and the residents of Kaiapoi, which are likely to be affected by, or to have an interest in the subject matter of this report.

### 5.3 Wider Community

The wider community is not likely to be affected by, or to have an interest in, the subject matter of this report. However it should be noted that the wellbeing of the Kaiapoi community will be positively affect by all of these projects and/or events.

## 6. OTHER IMPLICATIONS AND RISK MANAGEMENT

### 6.1 Financial Implications

The 2021-31 Long Term Plan includes budget provision for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups up to a total of $5,890 in the 2021/22 financial year.

The application criteria specify that grants are customarily limited to a maximum of $500 in any one financial year (July to June), even though a group can apply up to twice in a year, providing it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups.

### 6.2 Sustainability and Climate Change Impacts

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

### 6.3 Risk Management

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

### 6.4 Health and Safety

All health and safety related issues will fall under the auspices of the Reflections Community Trust, It Takes a Village Hub (NZ), Cure Boating Club Incorporated, Life Education Trust Canterbury and Kaiapoi Borough School.

## *7.* CONTEXT

### 7.1 Consistency with Policy

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

### 7.2 Authorising Legislation

Not applicable.

### 7.3 Consistency with Community Outcomes

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

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

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

### 7.4 Authorising Delegations

Community Boards have delegated authority to approve Discretionary Grant Funding.

TRIM: 210805128449 / GOV-26-08-05

Kaiapoi - Tuahiwi August 2nd.



**Groups applying for Board Discretionary Grants 2020/2021**

Name of Group: Reflections Community Trust.

Address: 45 Charles Street, Kaiapoi

Contact Person within Organisation: Tiana Wills.

Position within Organisation: Trust Administrator and Events Coordinator

Contact phone number: 022 431 2917 Email: tianawills@outlook.co.nz.

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

The Waimakariri Light Party in it's 17th year, which is an alternative to Halloween held on the 31st October at Wylie Park, Kaiapoi. We are kindly asking for a donation towards entertainment/activity.

What is the timeframe of the project/event date? 31st October / Sunday.

Overall Cost of Project: $24,017.96 Amount Requesting: $350.00

How many people will directly benefit from this project? 5000 or more attendees

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 13.5% Woodend-Sefton 13.5% Kaiapoi-Tuahiwi 19%

Other (please specify): 8% Waimakariri District and 43% Christchurch. attached survey results for 2020.

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

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

WAIMAKARIRI DISTRICT COUNCIL
RECEIVED: 5 AUG 2021
To: Thea.

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

This event is a family / community orientated event for those families who wish their children to not feel like they are missing out celebrating Halloween, but attending this event in a safe environment, keeping our children off the streets, trick or treating.

What is the benefit(s) to your organisation?

Our aim is to offer family/community events that encourage families being together in a fun safe environment.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

This event has become an iconic event and directly benefits many preschoolers, children, youth and their families in the Waimakariri area and further into Christchurch.

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

If yes, name of parent group: _____

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

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

Funding for this event can be seen on attached budget. Also by way of sponsorship and donations.

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

If yes, please supply details:

FLIP Out Trampoline mats, for the sum of $200 on the 29/6/2020.

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: Joana Wells Date: 23.7.2021.

TRIM: 210805128449 / GOV-26-08-05



Event organised by
REFLECTIONS COMMUNITY TRUST
P O Box 215, Kaiapoi
reflections.trust@gmail.com
021 157 6914

## Motion to Apply for Funding

It was agreed at a meeting held on the 3 August 2021 of Reflections Community Trust to apply **to Kaiapoi-Tuahiwi Community Board for a Donation of Three Hundred And Fifty dollars ($350.00)** for the below mentioned Sporting activity/entertainment for the Waimakariri Light Party 2021.

This application to **Kaiapoi-Tuahiwi Community Board** would be used to cover costs towards

1. **Move X Trampoline Mat** **Total Cost $350.00**

Funding for the event will be met with funding from various grant funders, sponsorship, donations and the Trust's own contribution.

The Waimakariri Light Party event is in its 17th year and as a result, an extremely good working relationship has occurred with our entertainment providers above, during this time.

I certify that this is a true and correct record of a resolution passed at this meeting.

**Julie Knowles (Trustee)**
**Signed on behalf of Sue Edwards (Secretary)**
**Reflections Community Trust**

TRIM: 210805128449 / GOV-26-08-05



# QUOTE

Reflections Community Trust

**Date**
29 Jul 2021

**Expiry**
30 Sep 2021

**Quote Number**
QU-0040

**Reference**
Airtrack Hire

**GST Number**
118456459

Clear Rock Limited
Trading as MoveX formerley
Flipout Christchurch
230 Maces Road
03 384 8244
manager@movex.co.nz

| Description | Quantity | Unit Price | Amount NZD |
|---|---|---|---|
| Reflections Community Trust<br>MoveX Air Track hire including staff, set up and transport to/from venue<br>4.30pm - 7.30pm<br>Waimakariri Light Party<br>Sunday 31st October,<br>Wylie Park, Kaiapoi | 1.00 | 350.00 | 350.00 |
| | | Subtotal | 350.00 |
| | | **TOTAL NZD** | **350.00** |

TRIM: 210805128449 / GOV-26-08-05



WAIMAKARIRI LIGHT PARTY®
a positive alternative to halloween

**Sunday 31 October 2021**
**4.30pm to 7.30pm**
**Wylie Park, Kaiapoi**

The Waimakariri Light Party falls under the direction of the Reflections Community Trust, a charitable trust set up in 2002 and based in Kaiapoi.

The Light Party is a wonderful opportunity for our community to gather together and have a family orientated fantastic adrenalin fueled fun time on all the entertainment we provide.The Light Party is a "nation-wide" non-scary alternative to Halloween, and is a great option for parents who may not like the creepy side of the Halloween tradition, but at the same time, do not want their children to feel like they are missing out. The Trust aims to bring the local and wider community together and put on a fabulous night for children and youth (aged between 4 to 14 years old), by providing family orientated, non-scary entertainment in a safe and positive environment. The Light Party effectively keeps children off the streets from trick or treating, an activity which can turn sour quite easily. Local householders, particularly the elderly have expressed their relief that there have been fewer children coming to their homes trick or treating on the evening of 31 October.

The Waimakariri Light Party is now in its 17th year, having provided to the community a safe alternative to Halloween since 2004. Starting from extremely humble beginnings of around 350 attendees – the event has now grown to more than 5,000 preschoolers, children, youth and families attending each year. The Light Party has become an iconic Waimakariri event for families, and although based in Kaiapoi, (Wylie Park is the most suitable venue in the Waimakariri area for the nature and size of the event) it is truly a Waimakariri wide event with participants attending from Kaiapoi (19%), Rangiora (13.5%), Woodend (13.5%),Pegasus (3%) and with 48% attending from northern Christchurch suburbs. (*Figures taken from 2020 survey of event.*)

Dan Gordon will officially open the event at 4.30pm followed by Kaiapoi High school kapa haka waiata.. The fun at the Waimakariri Light Party, will kick-off with a multitude of entertainment, bouncy castles, super slides, bumper boats, ponie rides, climbing wall, bungee fun run, mini jeeps,and pedalmania crazy bikes, sporting activities include trampolining, canterbury cricket and archery and more to come. A highlight of our night is the non-scary fancy dress competition held every year, followed by a fancy-dress parade and prize giving. Additional entertainment will include a dog agility display by the waimakariri dog training club, stage performances by sport suzy the clown, swarbrick irish dancing and dale hartley performing arts school, also roaming clown (Silly Billy and roaming magician, Josh Grimaldi), lastly relay raildog character and friends.

Food will be available to purchase during the event from many community group food stalls. This is an opportunity for local groups, schools and churches to raise funds as well as promote themselves and be active in the community. The Light Party will also host local community information stands including NZ Fire Service, North Canterbury Neighbourhood Support, North to South first aid , Do -Terra essential oils and Eco Educate to name a few.

The Waimakariri Light Party relies on the generous support and donation of time from volunteers to manage the event, from the Committee to event marshals, activity participation, i.e. face painting, set-up and breakdown of the event, collection of rubbish... the jobs are endless. The Trust aims to ensure the Waimakariri Light Party remains accessible for all families to attend regardless of their financial situation. To date this has been achieved with the generous support of funding organisations, local Churches, service organisations and local businesses who provide funding, sponsored goods and voluntary hours to the event.

In 2015, the Reflections Community Trust reluctantly made the decision to introduce a $2.00 donation to enter the Light Party, to enable the Trust to continue to provide a high-quality event that is still very affordable for families and participants. Reflections Community Trust aims to serve the children and their families in our community, by providing early intervention through quality effective and educational community based programmes, projects and events that are accessible to all people in our community to provide hope in the next generation.

**Organised by:**
REFLECTIONS COMMUNITY TRUST

P O Box 215, Kaiapoi
reflections.trust@gmail.com
021 157 6914
**Website**: www.waimaklightparty.org
**Facebook:** "waimaklightparty"

TRIM: 210805128449 / GOV-26-08-05



**Preliminary Budget for 2021 Waimakariri Light Party**

| Income | Estimate | Actual | Expenses | Budget |
|---|---|---|---|---|
| | | | | |
| **Own Funding** | | | Chartites Services | $ 54.00 |
| Commercial Food Vendor | $ 200.00 | | Accountant Fees | $ 150.00 |
| Community Group Fees | $ 100.00 | | **Advertising** | |
| | | | Northern Outlook | $ 300.00 |
| Entry donations -3,227.35 @ $2.00 each | $ 6,454.50 | | North Canterbury News | $ 300.00 |
| | | | North Canterbury News (Thank you Notice) | $ 300.00 |
| | | | Posters (donated) | $ - |
| **Church donations** | | | Facebook Promotion | $ 250.00 |
| Parish of Kaiapoi | $ 50.00 | $ 50.00 | Fancy Dress Competition expenses | $ - |
| | | | Fire Service Donation | $ 75.00 |
| | | | Insurance | $ 1,190.25 |
| | | | Mileage | $ 50.00 |
| | | | Photographic Club | $ 75.00 |
| | | | Portable Generators | donated |
| | | | Rubbish Bin Hire | donated |
| | | | Signage | $ 400.00 |
| **Funding Applications** | | | Sponsor Board | $ 400.00 |
| | | | St John Donation | $ 75.00 |
| Kiwi Gaming Foundation Ltd | $ 5,814.31 | | Stage Truck | $ 200.00 |
| Pub Charity | $ 6,731.65 | | Canterbury Cricket Club donation | $ 100.00 |
| Trust Aoraki | $ 1,314.00 | | Telephone - Mobile Calls | $ 50.00 |
| Lion Foundation | $3,153.50 | | Toilet Hire | donated |
| Kaiapoi-Tuahiwi Community Board | $ 200.00 | | Venue Fee | $ 30.00 |
| | $ 17,213.46 | | Entertainment/Sound/Mcee | $17,213.46 |
| | | | | |
| | | | Total | $ 21,212.71 |
| **Total Projected Income** | **$ 24,017.96** | | | |
| | | **$ 50.00** | | |

TRIM: 210805128449 / GOV-26-08-05



27th July 2020

The Treasurer
Reflections Community Trust

Dear Jannene

I have reviewed the financial books for the Reflections Community Trust for the year ended 31 March 2020 with the information provided and have found everything to be correct with one matter questioned (See attached notes)

Records have been kept in excellent order.

The results summary is as follows:

| | | |
|---|---|---|
| RCT General | Loss | $4264.74 |
| Light Party | Profit | $ 377.82 |
| Christmas Meal | Loss | $1725.74 |
| Childrens Day | Loss | $2545.13 |
| Overall | Loss | $8157.79 |

| | | |
|---|---|---|
| Westpac Cheque Account | Opening balance 01/4/19 | 21201.79 |
| | Overall loss | 8157.79 |
| | Closing balance 31/3/20 | 13044.00 |

Also attached is a breakdown of the donations and grants as requested.

Yours faithfully

Glenda Greenwood
27 Cam Road
Kaiapoi

TRIM: 210805128449 / GOV-26-08-05



**Reflections Community Trust**

**Notes to be read with the review of the accounts for 2020.**

**The banking of the taking on 23/12/19 for the Christmas lunch show a discrepancy of $14.10.**

**However, this had already been picked up and queried by Jannene and the conclusion was reached that this amount has been counted twice.**

**I've checked all the figures and I feel that this is a reasonable conclusion**

TRIM: 210805128449 / GOV-26-08-05



# Profit and Loss

Reflections Community Trust

For the year ended 31 March 2020

| Account | 2020 | 2019 |
|---|---|---|
| **Trading Income** | | |
| Commission & stall fees | 1,160.00 | 1,300.00 |
| Donations | 4,152.00 | 4,277.00 |
| Gate Sales | 4,971.20 | 4,586.20 |
| Grant | 22,148.94 | 31,854.27 |
| Interest Received | 17.18 | 24.04 |
| Lunch sales | 1,668.10 | 1,413.00 |
| Sundry | 0.00 | 1.00 |
| **Total Trading Income** | **34,117.42** | **43,455.51** |
| **Gross Profit** | **34,117.42** | **43,455.51** |
| **Operating Expenses** | | |
| Accountancy Fees | 138.00 | 138.00 |
| Advertisng, Promotion. | 2,618.40 | 2,009.19 |
| Audit / Review Fees | 150.00 | 150.00 |
| Consumables | 302.22 | 143.03 |
| Contract payments | 0.00 | 807.75 |
| Entertainment hire | 24,222.44 | 22,023.94 |
| Equipment hire | 40.00 | 0.00 |
| Food & Drink | 2,050.00 | 1,868.50 |
| Ground Fees | 51.00 | 25.55 |
| Health and Safety | 1,455.00 | 0.00 |
| Insurance | 1,190.25 | 1,190.25 |
| Miscellaneous | 364.10 | 1,912.17 |
| Other expenses | 356.51 | 424.41 |
| Postage, Stationary. | 139.60 | 167.88 |
| Printing and photocopying | 156.17 | 622.75 |
| Wages, Salaries. | 9,041.52 | 6,649.66 |
| **Total Operating Expenses** | **42,275.21** | **38,133.08** |
| **Net Profit** | **(8,157.79)** | **5,322.43** |

TRIM: 210805128449 / GOV-26-08-05



# Balance Sheet
## Reflections Community Trust
## As at 31 March 2020

| | 31 Mar 2020 | 31 Mar 2019 |
|---|---|---|
| **Assets** | | |
| **Bank** | | |
| Children's Day | -$7,607.51 | -$4,765.78 |
| Christmas Meal funds | -$976.62 | -$1,522.14 |
| Light Party Funds | $20,019.68 | $19,460.16 |
| RCT General Funds | $3,788.38 | $8,053.12 |
| **Bank Clearing account** | | |
| Bank Clearing account | -$15,223.93 | -$21,225.36 |
| Westpac cheque Account | $13,044.00 | $21,201.79 |
| **Total Bank Clearing account** | **-$2,179.93** | **-$23.57** |
| **Total Bank** | **$13,044.00** | **$21,201.79** |
| **Current Assets** | | |
| Petty Cash | $200.00 | $200.00 |
| **Total Current Assets** | **$200.00** | **$200.00** |
| **Total Assets** | **$13,244.00** | **$21,401.79** |
| **Net Assets** | **$13,244.00** | **$21,401.79** |
| **Equity** | | |
| Current Year Earnings | -$8,157.79 | $5,322.43 |
| Historical adjustments | $2,128.20 | $2,128.20 |
| Retained Earnings | $7,463.13 | $7,463.13 |
| Retained Earnings9 | $11,810.46 | $6,488.03 |
| **Total Equity** | **$13,244.00** | **$21,401.79** |

TRIM: 210805128449 / GOV-26-08-05



# Profit and Loss

## Reflections Community Trust

## For the year ended 31 March 2020

Event is Christmas Meal.

| Account | 2020 | 2019 |
|---|---|---|
| **Trading Income** | | |
| Donations | 0.00 | 732.00 |
| Grant | 500.00 | 1,125.00 |
| Lunch sales | 1,668.10 | 1,413.00 |
| Sundry | 0.00 | 1.00 |
| **Total Trading Income** | **2,168.10** | **3,271.00** |
| **Gross Profit** | **2,168.10** | **3,271.00** |
| **Operating Expenses** | | |
| Advertisng, Promotion. | 698.63 | 846.25 |
| Consumables | 104.72 | 0.00 |
| Food & Drink | 2,050.00 | 1,771.00 |
| Miscellaneous | 14.10 | 110.00 |
| Other expenses | 9.45 | 200.00 |
| Printing and photocopying | 0.00 | 9.90 |
| Wages, Salaries. | 1,016.94 | 329.58 |
| **Total Operating Expenses** | **3,893.84** | **3,265.73** |
| **Net Profit** | **(1,725.74)** | **5.27** |

TRIM: 210805128449 / GOV-26-08-05



# Profit and Loss

## Reflections Community Trust

## For the year ended 31 March 2020

Event is Light Party.

| Account | 2020 | 2019 |
|---|---|---|
| **Trading Income** | | |
| Commission & stall fees | 965.00 | 1,040.00 |
| Donations | 4,152.00 | 3,515.00 |
| Gate Sales | 4,971.20 | 4,586.20 |
| Grant | 16,286.44 | 18,581.27 |
| **Total Trading Income** | **26,374.64** | **27,722.47** |
| **Gross Profit** | **26,374.64** | **27,722.47** |
| **Operating Expenses** | | |
| Advertisng, Promotion. | 1,066.63 | 512.19 |
| Consumables | 88.00 | 0.00 |
| Entertainment hire | 18,787.44 | 18,154.44 |
| Equipment hire | 40.00 | 0.00 |
| Food & Drink | 0.00 | 97.50 |
| Ground Fees | 25.50 | 25.55 |
| Health and Safety | 1,455.00 | 0.00 |
| Insurance | 0.00 | 1,190.25 |
| Miscellaneous | 150.00 | 1,650.23 |
| Other expenses | 69.20 | 0.00 |
| Postage, Stationary. | 139.60 | 69.90 |
| Printing and photocopying | 0.00 | 168.88 |
| Wages, Salaries. | 4,176.45 | 3,111.63 |
| **Total Operating Expenses** | **25,996.82** | **24,980.57** |
| **Net Profit** | **377.82** | **2,741.90** |

TRIM: 210805128449 / GOV-26-08-05



# Profit and Loss

## Reflections Community Trust

## For the year ended 31 March 2020

Event is RCT General.

| Account | 2020 | 2019 |
|---|---|---|
| **Trading Income** | | |
| Grant | 0.00 | 7,000.00 |
| Interest Received | 17.18 | 24.04 |
| **Total Trading Income** | **17.18** | **7,024.04** |
| **Gross Profit** | **17.18** | **7,024.04** |
| **Operating Expenses** | | |
| Accountancy Fees | 138.00 | 138.00 |
| Audit / Review Fees | 150.00 | 150.00 |
| Insurance | 1,190.25 | 0.00 |
| Miscellaneous | 0.00 | 151.94 |
| Other expenses | 236.96 | 174.41 |
| Postage, Stationary. | 0.00 | 70.99 |
| Printing and photocopying | 156.17 | 413.97 |
| Wages, Salaries. | 2,410.54 | 2,938.43 |
| **Total Operating Expenses** | **4,281.92** | **4,037.74** |
| **Net Profit** | **(4,264.74)** | **2,986.30** |

TRIM: 210805128449 / GOV-26-08-05



# Profit and Loss

## Reflections Community Trust

## For the year ended 31 March 2020

Event is Children's Day.

| Account | 2020 | 2019 |
|---|---|---|
| **Trading Income** | | |
| Commission & stall fees | 195.00 | 260.00 |
| Donations | 0.00 | 30.00 |
| Grant | 5,362.50 | 5,148.00 |
| **Total Trading Income** | **5,557.50** | **5,438.00** |
| **Gross Profit** | **5,557.50** | **5,438.00** |
| **Operating Expenses** | | |
| Advertisng, Promotion. | 853.14 | 651.75 |
| Consumables | 109.50 | 143.03 |
| Contract payments | 0.00 | 807.75 |
| Entertainment hire | 5,435.00 | 3,869.50 |
| Ground Fees | 25.50 | 0.00 |
| Miscellaneous | 200.00 | 0.00 |
| Other expenses | 40.90 | 50.00 |
| Postage, Stationary. | 0.00 | 26.99 |
| Printing and photocopying | 0.00 | 30.00 |
| Wages, Salaries. | 1,438.59 | 270.02 |
| **Total Operating Expenses** | **8,102.63** | **5,849.04** |
| **Net Profit** | **(2,545.13)** | **(411.04)** |

TRIM: 210805128449 / GOV-26-08-05



# Account Transactions

Reflections Community Trust

For the period 1 April 2019 to 31 March 2020

| Date | Source | Description | Reference | Debit | Credit |
|---|---|---|---|---|---|
| **Donations** | | | | | |
| 08 May 2019 | Receive Money | ESKANDER B E | | 0.00 | 5.00 |
| 20 Jun 2019 | Receive Money | SUTTON TOOLS NZ - Sutton Tools Inv 000014 | | 0.00 | 500.00 |
| 24 Jun 2019 | Receive Money | helloworld - helloworld Kaiapoi | | 0.00 | 100.00 |
| 25 Jun 2019 | Receive Money | Riverside Christian - Riverside CC LP Donation | | 0.00 | 250.00 |
| 01 Jul 2019 | Receive Money | GRACEWORKS DE - PAUL KING GRACEWORKS | | 0.00 | 500.00 |
| 11 Jul 2019 | Receive Money | Kaiapoi Co-o - Kaiapoi Union Parish | | 0.00 | 100.00 |
| 16 Jul 2019 | Receive Money | Person to Person Hel | | 0.00 | 500.00 |
| 16 Aug 2019 | Receive Money | KAIAPOI BAPTIST - KAIAPOI BAPTIST | | 0.00 | 500.00 |
| 30 Aug 2019 | Receive Money | Kaiapoi Borough School | | 0.00 | 1,017.00 |
| 23 Sep 2019 | Receive Money | Parish of Kaiapoi - Waimakariri Light Party | | 0.00 | 50.00 |
| 26 Sep 2019 | Receive Money | PLACEMAKERS LTD - PLACEMAKERS Payment Num | | 0.00 | 250.00 |
| 14 Oct 2019 | Receive Money | SWEBODZINSKI, R | | 0.00 | 10.00 |
| 14 Oct 2019 | Receive Money | Ranglora Anglican | | 0.00 | 150.00 |
| 25 Oct 2019 | Receive Money | John Knox Presbyterian Church - donation | | 0.00 | 20.00 |
| 05 Nov 2019 | Receive Money | COLLINS B H - Collins Co | | 0.00 | 200.00 |
| **Total Donations** | | | | **0.00** | **4,152.00** |
| **Grant** | | | | | |
| 13 May 2019 | Spend Money | Pub Charity Limited - Internet Payment | | 330.00 | 0.00 |
| 27 Jun 2019 | Receive Money | North Canterbury Eco - ENC | | 0.00 | 432.50 |
| 28 Jun 2019 | Receive Money | CERT YOUR LO - CERT Grant | | 0.00 | 5,033.75 |
| 24 Jul 2019 | Receive Money | Bennett Ostler & JC Trust | | 0.00 | 200.00 |
| 02 Aug 2019 | Receive Money | PubCharityLimited - PubCharityLI tcostsforthe | | 0.00 | 6,558.69 |
| 29 Aug 2019 | Receive Money | The Lion Foundation | | 0.00 | 3,780.00 |
| 20 Sep 2019 | Receive Money | Waimakariri Dist Council - Ranglora-Ashley Community Board | | 0.00 | 184.00 |
| 20 Sep 2019 | Receive Money | Waimakariri Dist Council - Woodend-Sefton Community Board | | 0.00 | 230.00 |
| 02 Oct 2019 | Receive Money | WAIMAKARIRI D/C - Kaiapoi-Tuahiwi Community Board | | 0.00 | 300.00 |
| 20 Dec 2019 | Receive Money | Mainpower New Zealan - Mainpower | | 0.00 | 500.00 |
| 31 Jan 2020 | Receive Money | PubCharityLimited - PubCharityLI rensDayevent | | 0.00 | 5,260.00 |
| **Total Grant** | | | | **330.00** | **22,478.94** |
| **Total** | | | | **330.00** | **26,630.94** |

TRIM: 210805128449 / GOV-26-08-05


Inland Revenue
*Te Tari Taake*

Inland Revenue Department,
Private Bag, Christchch
Telephone 0800 377 774
Facsimile 03-363 1001

05219 BUSINESSLINK

27 FEB 2003

REFLECTIONS COMMUNITY TRUST

P O BOX 215
KAIAPOI 8252

IRD Number 84-478-644
Our Reference
Your Reference

DEAR Sir/Madam

**Resident Withholding Tax on Interest and Dividends Certificate of Exemption** **IRD/Exemption number:** 84-478-644

Here is your Certificate of Exemption from resident withholding tax on interest and dividends (IR 15C). Please keep it in a safe place. You will have to show it to those paying you interest or dividends, or you may have to return it to Inland Revenue if requested.

This certificate exempts you from paying resident withholding tax but does not exempt you from paying income tax. You must still file an income tax return.

If you no longer qualify for an exemption please send this certificate back to us with a written explanation. You must do this within five working days of the date you were no longer entitled to an exemption.

Yours faithfully

D Butler
Commissioner of Inland Revenue

Inland Revenue
*Te Tari Taake*

Private Bag Christchch
Telephone 03-363 1011

BUSINESSLINK

CERTIFICATE OF EXEMPTION FROM RESIDENT WITHHOLDING TAX ON INTEREST/DIVIDENDS

REFLECTIONS COMMUNITY TRUST

P O BOX 215
LNK KAIAPOI 8252

Exemption/IRD Number 84-478-644

This certifies that Resident Withholding Tax deductions are not to be made from any interest and dividends paid to the named recipient from 27/02/2003

D Butler
Commissioner of Inland Revenue

This certificate is issued without alteration or erasure.

TR06.02 **IR15C**

TRIM: 210805128449 / GOV-26-08-05



charities commission
Komihana Kaupapa Atawhai

# Certificate of Registration

**Reflections Community Trust**

Registration number: CC22246

This is to certify that Reflections Community Trust was registered as a charitable entity under the Charities Act 2005 on 28 March 2008.

Chair
Charities Commission

Chief Executive
Charities Commission

TRIM: 210805128449 / GOV-26-08-05



NEW ZEALAND
COMPANIES OFFICE

# CERTIFICATE OF INCORPORATION

## REFLECTIONS COMMUNITY TRUST
## 1208209

This is to certify that REFLECTIONS COMMUNITY TRUST was incorporated under the Charitable Trusts Act 1957 on the 22nd day of April 2002.

Mandy McDonald

Registrar of Incorporated Societies
17th day of July 2016

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

For further details visit www.societies.govt.nz

Certificate printed 17 Jul 2016 09:13:08 NZT

TRIM: 210805128449 / GOV-26-08-05



Westpac

# deposit

Rangiora
Cnr Ashley & High Streets, Rangiora, NZ

DATE

| | |
|---|---|
| NOTES | $ |
| COINS | $ |
| TOTAL CASH | $ |
| CHEQUES AS REVERSE | $ |
| TRANSFER FROM ACCOUNT NO. | $ |

PAID IN BY: (PLEASE PRINT NAME)

FOR THE CREDIT OF

REFLECTIONS

TOTAL $

Westpac New Zealand Limited

⑈030674⑆ 0193865⑈00 ⑈ 50

NEW ZEALAND
COMPANIES OFFICE

# CERTIFICATE OF INCORPORATION

## REFLECTIONS COMMUNITY TRUST
## 1208209

This is to certify that REFLECTIONS COMMUNITY TRUST was incorporated under the Charitable Trusts Act 1957 on the 22nd day of April 2002.

Mandy McDonald

Registrar of Incorporated Societies
17th day of July 2016

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

For further details visit www.societies.govt.nz

Certificate printed 17 Jul 2016 09:13:08 NZT

TRIM: 210805128449 / GOV-26-08-05



charities commission
Komihana Kaupapa Atawhai

# Certificate of Registration

**Reflections Community Trust**

Registration number: CC22246

This is to certify that Reflections Community Trust was registered as a charitable entity under the Charities Act 2005 on 28 March 2008.

Chair
Charities Commission

Chief Executive
Charities Commission

TRIM: 210805128449 / GOV-26-08-05



Westpac

# deposit

Rangiora
Cnr Ashley & High Streets, Rangiora, NZ

DATE

| | |
|---|---|
| NOTES | $ |
| COINS | $ |
| TOTAL CASH | $ |
| CHEQUES AS REVERSE | $ |
| TRANSFER FROM ACCOUNT NO. | $ |

PAID IN BY: (PLEASE PRINT NAME)

FOR THE CREDIT OF

REFLECTIONS

TOTAL $

Westpac New Zealand Limited

⑈030674⑆ 0193865⑈00 ⑈ 50

TRIM: 210805128449 / GOV-26-08-05



Westpac

# deposit

Rangiora
Cnr Ashley & High Streets, Rangiora, NZ

DATE

| | |
|---|---|
| NOTES | $ |
| COINS | $ |
| TOTAL CASH | $ |
| CHEQUES AS REVERSE | $ |
| TRANSFER FROM ACCOUNT NO. | $ |

PAID IN BY: (PLEASE PRINT NAME)

FOR THE CREDIT OF

REFLECTIONS

TOTAL $

Westpac New Zealand Limited

⑈030674⑆ 0193865⑈00 ⑈ 50

## Groups applying for Board Discretionary Grants 2021/2022

Name of Group: It Takes A Village Hub (NZ)

Address: 26, Sutherland Drive, Kaiapoi 7630

Contact Person within Organisation: Jessica Roberts

Position within Organisation: Director

Contact phone number: 021918973 Email: Jess@itav.org.nz

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

It takes a Village Hub are organising a family day in Kaiapoi in November. We would like to make this an event that is low cost to the community, but still fun for all ages to attend.
We will host the event with the support of the Kaiapoi township, and the event will include free bouncy castles and face painting activities. REF210814006 for facilities bookings

What is the timeframe of the project/event date? 20th Nov 2021

Overall Cost of Project: 4000 Amount Requested: 500

How many people will directly benefit from this project? 2000

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 10 % Rangiora-Ashley 10 % Woodend-Sefton 10 % Kaiapoi-Tuahiwi 70 %

Other (please specify): These are estimations

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

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

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

A family day that will be essentially free to the attendees

What is the benefit(s) to your organisation?

The benifit is bringing It Takes A Village families together to raise our profile, and to raise funds for our bundles program in terms of consumables that are not donated.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

We provide baby and toddler bundles to families that need a little extra help, this is a free activity for families that cannot afford to pay for activities out of school hours

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

If yes, name of parent group: _____

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

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

We are in the process of approaching all of the local businesses in Kaiapoi, and some further reaching organisations for costs towards bouncy castle hire, and marketing of the event.

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

If yes, please supply details:

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: Jessica Roberts Date: 14 Aug 2021

TRIM: 210816134124 / GOV-26-08-05



**Waimakariri District Council**
215 High Street
Private Bag 1005
Rangiora 7440, New Zealand
**Phone** 0800 965 468

GOVERNANCE

## Kaiapoi-Tuahiwi Community Board

# Discretionary Grant Application

### Information to assist groups with their application

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

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs 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*



210603089725 / QD GOV Form 006 - Version 1.0 - June 2021

## Criteria for application

- Grant applications will be considered every month by the Kaiapoi-Tuahiwi 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 2021 to June 2022) 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 Kaiapoi-Tuahiwi 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 Kaiapoi-Tuahiwi 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

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

**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

## 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.

TRIM: 210816134124 / GOV-26-08-05



# It Takes A Village Hub, NZ

## Performance Report

**For the year ended:**
**31 March 2021**

| | |
|---|---|
| Legal Name of Entity:* | It Takes A Village Hub |
| Other Name of Entity (if any): | It takes a village canterbury |
| Type of Entity and Legal Basis (if any):* | Registered Charity, Limited company. |
| Registration Number: | CC55533 |

Entity's Purpose or Mission: *

To provide the local low-middle income families with support, learning opportunities, relief of poverty, providing a recreational facility that can become a community Hub.

Entity Structure: *

We have a board of directors based in Canterbury, consisting of 4 roles, all Co-Director. Additionally we have 19 volunteers that provide support to the board to achieve the Goals of the Hub.

Main Sources of the Entity's Cash and Resources:*

Our main source of funding in 2020 was through a grant from the Ministry of Business, Innovation and Employment.

Main Methods Used by the Entity to Raise Funds:*

Our fundraising efforts in 2020 were hampered by the COVID-19 pandemic, we did raise a small amount of funds through a charity auction, and a give a little page.

| Entity's Reliance on Volunteers and Donated Goods or Services: * |
|---|
| Our charity relies on volunteers to operate. Our governance body is made up of volunteers. We receive donated items from the local community which we redistribute to families in need in the Canterbury region. |

| Additional Information* |
|---|
| This is our third year of operation, the number of baby and toddler bundles provided through our charity has significantly increased. In 2021 we intend to raise sufficient funding to support a permanent facility and two full time employees. |

**Contact details**

| | |
|---|---|
| Physical Address: | 26, Sutherland Drive, Kaiapoi, 7630 |
| Postal Address: | 26, Sutherland Drive, Kaiapoi, 7630 |
| Phone/Fax: | 21918973 |
| Email/Website: | www.itav.org.nz |

Description of the Entity's Outcomes:
To provide essential items required to clothe a baby or child of low to middle income families in the greater Canterbury region.

| | Actual* | Budget | Actual* |
|---|---|---|---|
| Description and Quantification (to the extent practicable) of the Entity's Outputs:* | This Year | This Year | Last Year |
| Baby bundles | 202 | 52 | 104 |
| Toddler bundles | 117 | 26 | 70 |

| Additional Output Measures: |
|---|
| We have formed collaborative relationships with a number of other community support groups including St John of God, Kiwi Family Trust and Te Puawaitanga Ki Otautahi Trust to wider the reach of our offering. |

| Additional Information: |
|---|
| The total annual support in terms of physical bundles was achieved, with a higher target set for the next financial year. We were able to provide a 83% increase on last years result, a $5,000 grant from MBIE was critical to providing the support requested during the COVID-19 pandemic. |

| | Notes | Actual* This Year $ | Budget This Year $ | Actual* Last Year $ |
|---|---|---|---|---|
| | | | | |
| **Operating Receipts** | | | | |
| Donations, fundraising and other similar receipts* | | 5,341 | | 1,479 |
| Fees, subscriptions and other receipts from members* | | | | |
| Receipts from providing goods or services* | | | | 3,908 |
| Interest, dividends and other investment income receipts* | | | | |
| Other operating receipts | | | | |
| | | | | |
| **Total Operating Receipts** | | **5,341** | **-** | **5,387** |
| | | | | |
| **Operating Payments** | | | | |
| Payments related to public fundraising* | | | | |
| Volunteer and employee related payments* | | | | |
| Payments related to providing goods or services* | | 5,303 | | 3,157 |
| Grants and donations paid* | | | | |
| Other operating payments | | 440 | | 412 |
| | | | | 50 |
| | | | | |
| | | | | |
| **Total Operating Payments** | | **5,743** | **-** | **3,619** |
| | | | | |
| **Operating Surplus or (Deficit)** | | **(402)** | **-** | **1,768** |
| | | | | |
| **Capital Receipts** | | | | |
| Receipts from the sale of resources* | | | | |
| Receipts from borrowings* | | | | |
| | | | | |
| **Capital Payments** | | | | |
| Purchase of resources* | | | | 324 |
| Repayments of borrowings* | | | | |
| | | | | |
| **Increase/(Decrease) in Bank Accounts and Cash*** | | **(402)** | **-** | **1,444** |
| | | | | |
| Bank accounts and cash at the beginning of the financial year* | | **1,444** | | |

| | | | | |
|---|---|---|---|---|
| **Bank Accounts and Cash at the End of the Financial Year*** | 112 | **1,042** | **-** | **1,444** |
| | | | | |
| **Represented by:*** | | | | |
| Cheque account(s) | | 439 | | 714 |
| Savings account(s) | | | | |
| Term Deposit account(s) | | | | |
| Cash Floats | | | | |
| Petty Cash | | 1,186 | | 1,386 |
| | | | | |
| **Total Bank Accounts and Cash at the End of the Financial Year*** | | **1,625** | **-** | **2,100** |
| | | FALSE | | FALSE |

| **SCHEDULE OF RESOURCES** | This Year $ | Last Year $ |
|---|---|---|
| **Bank Accounts and Cash (from Statement of Receipts and Payments)*** | **1,625** | **2,100** |
| **Money Held on Behalf of Others*** | | |
| **Description*** | **Amount*** | **Amount*** |
| | | |
| **Money Owed to the Entity*** | | |
| **Description*** | **Amount*** | **Amount*** |
| | | |
| **Other Resources*** | | |
| **Description and Source of Value* (cost or current value required if practicable to obtain)** | **Cost or Current Value*** | **Cost or Current Value*** |

| **SCHEDULE OF COMMITMENTS** | This Year $ | Last Year $ |
|---|---|---|
| **Money Payable by the Entity*** | | |
| **Description*** | **Amount*** | **Amount*** |
| | | |
| **Other Commitments*** | | |
| **Description*** | **Amount*** | **Amount*** |
| | | |
| **Guarantees*** | | |
| **Description*** | **Amount*** | **Amount*** |

| **SCHEDULE OF OTHER INFORMATION** | This Year | Last Year |
|---|---|---|

| | $ | $ |
|---|---|---|

| Grants or Donations with Conditions Attached (where conditions not fully met at balance date)* | Amount* | Amount* |
|---|---|---|
| | | |
| **Resources Used as Security for Borrowings*** | | |
| | | |

## Note 1: Accounting Policies "How did we do our accounting"

**Basis of Preparation***

It Takes A Village Hub, NZ is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

**Goods and Services Tax (GST)***

It Takes A Village Hub, NZ is registered for GST. Therefore amounts recorded in the Performance Report are exclusive of GST (if any). GST owing, or GST refunds due as at balance date are shown in the Statement of Resources and Commitments.

**OR *(Delete one not applicable to the entity)***

**Goods and Services Tax (GST)***

It Takes A Village Hub, NZ is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

## Note 2 : Analysis of Receipts "How was it funded?"

| | | This Year | Last Year |
|---|---|---|---|
| **Receipt Item** | **Analysis** | $ | $ |
| Fundraising receipts | Give a little | 188 | |
| | Taggart Earthmoving | 155 | |
| | | | |
| | **Total** | **343** | **-** |

| | | This Year | Last Year |
|---|---|---|---|
| **Receipt Item** | **Analysis** | $ | $ |
| Grants and donations | MSD Community funding | 4,999 | |
| | | | |
| | **Total** | **4,999** | **-** |

| | | This Year | Last Year |
|---|---|---|---|
| **Receipt Item** | **Analysis** | $ | $ |
| Fees, subscriptions and other receipts from members | | | |
| | | | |

| | | | |
|---|---|---|---|
| | **Total** | - | - |

| | | This Year | Last Year |
|---|---|---|---|
| **Receipt Item** | **Analysis** | $ | $ |
| Receipts from providing goods or services | | | |
| | | | |
| | **Total** | - | - |

| | | This Year | Last Year |
|---|---|---|---|
| **Receipt Item** | **Analysis** | $ | $ |
| Interest, dividends and other investment income receipts | | | |
| | | | |
| | **Total** | - | - |

| | | This Year | Last Year |
|---|---|---|---|
| **Receipt Item** | **Analysis** | $ | $ |
| Other receipts | | | |
| | **Total** | - | - |

| | | This Year | Last Year |
|---|---|---|---|
| **Receipt Item** | **Analysis** | $ | $ |
| Capital receipts | | | |
| | **Total** | - | - |

**Note 3 : Analysis of Payments "What did it cost?"**

| | | This Year | Last Year |
|---|---|---|---|
| **Payment Item** | **Analysis** | $ | $ |
| Payments related to public fundraising | | | |
| | | | |
| | **Total** | - | - |

| | | This Year | Last Year |
|---|---|---|---|
| **Payment Item** | **Analysis** | $ | $ |
| Volunteer and employee related payments | | | |
| | | | |
| | **Total** | - | - |

| | | This Year | Last Year |
|---|---|---|---|
| **Payment Item** | **Analysis** | $ | $ |
| Payments related to providing goods or services | Direct costs relating to service delivery | 5,303 | |
| | Administration and overhead costs | 440 | 412 |
| | | | |
| | | | |
| | **Total** | **5,743** | **412** |

| | | This Year | Last Year |
|---|---|---|---|
| **Payment Item** | **Analysis** | $ | $ |
| Grants and donations paid | | | |
| | | | |
| | **Total** | - | - |

| | | This Year | Last Year |
|---|---|---|---|
| **Payment Item** | **Analysis** | $ | $ |
| Other operating payments | | | |
| | | | |
| | **Total** | - | - |

| | | This Year | Last Year |
|---|---|---|---|
| **Payment Item** | **Analysis** | $ | $ |
| Capital payments | | | |
| | | | |
| | **Total** | - | - |

**Emily Cameron**

**From:** Jess Roberts <jess@itav.org.nz>
**Sent:** Monday, 16 August 2021 11:12 AM
**To:** Records Staff
**Subject:** It Takes a Village - Request for assistance
**Attachments:** PDF copy - ITAV annual return 2021.pdf; Fwd_ Re_ It Takes a Village Hub - Fete.html; It Takes a Village fate grant request Aug 2021.PDF

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

Good Morning,

Please find attached an application for discretionary grant funding.

Kind regards
Jess

Jessica Roberts
Toddler bundle Manager and Founding Member
It Takes A Village Hub (NZ)
Registered Charity CC55533
021918973
Jess@itav.org.nz
www.itav.org.nz

- Dani Petterd <dani.petterd@itav.org.nz>

Sat, 14 Aug 2021 2:45:15 PM +1200INBOX

To"Jess Roberts" <jess@itav.org.nz>

Tags

Security TLS Learn more

Danielle Petterd
Baby Bundle Manager
It Takes a Village Hub Nz
www.itav.org.nz

========== Forwarded message ==========
From: Around A Bounce <hirejumbo@gmail.com>
To: "Dani Petterd"<dani.petterd@itav.org.nz>
Date: Fri, 30 Jul 2021 21:08:58 +1200
Subject: Re: It Takes a Village Hub - Fete
========== Forwarded message ==========

Hi Dani

Thank you for your email sorry for the delay in our reply.

We would love to help you out with castles if would like to choose us I will throw in the bungee run as a donation from us to you if you book 3 castles.

To have 3 castles I would go with the Ultimate king, bump and slide and the monkey as we do discount on multiple hires the total would be $504.

Saving of $256 full set up and pack down Service provided as well.

If you wish to book your hire please fill in the details below and read important information provided in this email.

We need your Name.

Place of hire & your Address if different.

Phone number that we can use on the day of hire to contact you.

What time your party starts and when will it finish.

Once we have you booked in one of our team will confirm via email then you will be contacted up 24 hours before your hire via phone call to confirm the drop off time with you please only call if you have not heard from us within 12 hour before your event.

Most hires are delivered unless you are picking yours up but if you are outside our area you may be required to pay a travel charge.

For terms of hire please see http://www.around-a-bounce.com/terms-of-hire

Please visit the link provided for all your questions. https://www.around-a-bounce.com/faq/

A non refundable deposit of $100.00 will be required for every $500.00 spent with us to be paid at the time of booking.

All payment is strictly required before any hires commence.

Payments can be made by cash on the, credit card , Eftpos , Internet banking & Afterpay (we don't take cheques) bank details can be found at www.around-a-bounce.com/payment

Many Thanks
Louisa & Mark

| | |
|---|---|
| Around A Bounce | Inflated |
| Bouncy Castle Hire Limited | Balloon Decorating |
| 0800 69 26 86 | 0800 692686 |
| 03 347 9174 / 027 347 9174 | 03 347 9174 / 0273479174 |
| hirejumbo@gmail.com | inflateddecorating@gmail.com |
| www.aroundabounce.co.nz | www.Inflated.co.nz |

On Jul 28, 2021, at 10:12 AM, Dani Petterd <dani.petterd@itav.org.nz> wrote:

Morning Around a Bounce Team,

My name is Danielle I am part of the team at It Takes a Village Hub (NZ), we are a registered charity based in Canterbury that supply baby and toddler bundles to families in need.

We are planning a fete for 20th November this year from 10am till 3pm as a fundraiser for the charity as well as a way to celebrate 5 years of us running.

I was wondering if you would be able to provide us a quote for your Entertainer longtwist, the bungee run and 3 bounce castles.

Thank you in advance for your support.

Danielle Petterd
Baby Bundle Manager

It Takes a Village Hub Nz
www.itav.org.nz

ReplyReply AllForwardEdit as new

- 
  - Move to
  - Tag as
  - Delete
  - Mark as spam
  - Archive
  - Snooze
- 
- 
- 
- 

**Fwd: Re: It Takes a Village Hub - Fete**

**From:** Jess Roberts
**To:** Records Staff
**Subject:** RE: It Takes a Village - Request for assistance
**Date:** Monday, 16 August 2021 11:45:58 AM
**Attachments:** 1.png
0.png
Bouncy castle quote Jul 2021 - ITAV family day.pdf

**[THIS EMAIL IS FROM AN EXTERNAL SOURCE]** DO NOT CLICK links or attachments unless you recognise the sender email address and know the content is safe.

Hi Emily,

Please find attached the pdf, I had to copy/paste into a word document so I hope that's ok?

Kind regards
Jess

Jessica Roberts
Toddler bundle Manager and Founding Member
It Takes A Village Hub (NZ)
Registered Charity CC55533
021918973
Jess@itav.org.nz
www.itav.org.nz

---- On Mon, 16 Aug 2021 11:37:45 +1200 **Records Staff <records@wmk.govt.nz>** wrote ----

Hi Jessica
Thank you for your application.
Unfortunately we can't read the HTML attachment you have sent with the pdfs. Are you able to please save it as a PDF also and re-send?

Many thanks ☺

**Emily Cameron** | **Information Management Officer**
**Information & Technology Services**
**Phone: 0800 965 468 (0800 WMK GOV)**

WAIMAKARIRI DISTRICT COUNCIL
waimakariri.govt.nz

**From:** Jess Roberts <jess@itav.org.nz>
**Sent:** Monday, 16 August 2021 11:12 AM
**To:** Records Staff <records@wmk.govt.nz>
**Subject:** It Takes a Village - Request for assistance

**[THIS EMAIL IS FROM AN EXTERNAL SOURCE]** DO NOT CLICK links or attachments unless you recognise the sender email address and know the content is safe.

Good Morning,

Please find attached an application for discretionary grant funding.

Kind regards
Jess

Jessica Roberts
Toddler bundle Manager and Founding Member
It Takes A Village Hub (NZ)
Registered Charity CC55533
021918973
Jess@itav.org.nz
www.itav.org.nz

## Groups applying for Board Discretionary Grants 2021/2022

Name of Group: Cure Boating Club Incorporated

Address: 136 Raven Quay, Kaiapoi 7630

Contact Person within Organisation: Catherine Kappelle

Position within Organisation: Club Treasurer

Contact phone number: 027 722 6898 Email: gileskap@outlook.com

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

The purpose of the funding is to buy 3 new propellers for the club's safety boats. The boats are used up to 5x per week on the Kaiapoi and Waimakariri Rivers in summer for regular club coaching, and as umpiring/safety boats at regattas and races on the rivers held 2-3 x each year. Purchase of propellers is part of the club's plant maintenance schedule.

What is the timeframe of the project/event date? Pre-season, which runs from November through to April

Overall Cost of Project: $547.50 excl GST Amount Requested: $500

How many people will directly benefit from this project? 50-150

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 10 % Rangiora-Ashley 24 % Woodend-Sefton 16 % Kaiapoi-Tuahiwi 60 %

Other (please specify): Club members on regular basis plus a large number of visitors during regattas

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

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

Please see covering letter. The boats still require attention. Replacement is part of the boat maintenance schedule as per our Health and Safety policy.

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

Rowers on the water are supported by well maintained safety/coach boats. There are better boat response times if acting with urgency. Club members part of of a good club safety culture.

What is the benefit(s) to your organisation?

Less wear and lower maintenance costs on boat motors. Better fuel economy. Adherence to policy regarding safe practice and compliance with the Rowing NZ Water Safety Code (2016).

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

Minimise the risks associated with boat breakdown or call for Coastguard assistance. Reputation within the community as regards good water safety practice.

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

If yes, name of parent group: Canterbury Rowing Association (CRA)

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

The club is a member of the CRA, which supports club rowing across the region. Club members hold office on the CRA Executive and Cure volunteer manpower supports CRA-run regattas.

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:

No specific fundraising for this project. Weekly meat raffles and periodic fundraisers such as quiz nights subsidise the cost of plant maintenance and keep membership fees as low as possible.

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

If yes, please supply details:

The Waimakariri District Council contributed a $100,000 grant toward our club rebuild in 2020. See covering letter.

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 September 2021

**Cure Boating Club**
136 Raven Quay
Kaiapoi 7630

7 September 2021

GOVERNANCE TEAM
Waimakariri District Council
Private Bag 1005
Rangiora 7440

**To members of the Kaiapoi-Tuahiwi Community Board**

Tēnā koutou

Please find an application for funds to purchase new outboard propellers for our club coaching boats. While the boats were serviced prior to the start of last season, replacement of the propellers was deferred. The propellers now need to be replaced.

The attached quote comes from a local supplier and friend of Cure. A second quote was requested from the company that normally services our boat motors, but due to the current lockdown we have not yet heard back.

A copy of the draft 2021 Financial Statements, which are currently with the auditor, are also included. Should you have any queries or wish to view the previous year's audited accounts these can be made available.

The Board will be aware of the significant milestone reached in July when construction finished on the new club rooms. This was an extensive rebuild period following the Canterbury earthquakes. We are now able to progress on-site and, importantly, to focus on growing both our membership and the club as a whole.

A seven month delay in the building handover due to onset of the pandemic impacted our readiness for the coming season. Club funds that would otherwise have been used to ensure plant readiness were drawn on to keep us on the interim site. Most recently two rented shipping containers used for interim boat storage and now empty remained stuck on site, accruing rental over the current lockdown period. Likewise, with the rental on the interim shed that we have been unable to vacate. Offsetting necessary costs with funds such as what the Board might contribute for plant maintenance is how we can overcome these hurdles.

We have a truly exciting period ahead in our new build after years of challenges and remain committed to the club's future as a valued sport and recreation entity within the district.

Your support with funding toward the purchase of the propellers would be greatly appreciated.

Ngā mihi nui

Catherine Kappelle
Cure Boating Club Committee

TRIM: 210908143704 / GOV-26-08-05



The Boat Factory (NZ) Ltd

305 Flaxton Road
Rangiora, 7400
NEW ZEALAND

# Tax Invoice

| Tax Date | Invoice No. |
|---|---|
| 31/08/2021 | C15636 |

| Invoice To |
|---|
| Cure Boating Club<br>PO Box 161<br>Kaiapoi 7644 |

| P.O. Number | Terms | Project |
|---|---|---|
| | | |

| Description | Qty | Price | TAX | TAX AMT | Amount |
|---|---|---|---|---|---|
| Quote to supply three Yamaha 15 hp propellors for coach boats | 3 | 182.50 | S | 82.13 | 547.50 |

**Tax Summary**
S-S 82.13;

| | |
|---|---|
| **Subtotal** | $547.50 |
| **Tax** | $82.13 |
| **Total** | $629.63 |

| Company Business Number | 114-813-222 |
|---|---|

## Cure Boating Club Incorporated

## Balance Sheet as at 30 June 2021

**for audit**

| | 2021 | | 2020 | |
|---|---|---|---|---|
| **Assets** | | | | |
| **Current Assets** | $ | $ | $ | $ |
| SBS Bank | 28,139.27 | | 870,167.64 | |
| Bonus bonds | 0.00 | | 95,120.00 | |
| Bonus Bond dividends | 0.00 | | 180.00 | |
| Accounts receivable | 140.41 | | 981.73 | |
| GST | 55,778.05 | | 0.00 | |
| **Total Current Assets** | | **84,057.73** | | **966,449.37** |
| **Non Current Assets** | | | | |
| **Fixed Assets** | | | | |
| Boat shed | 168,500.00 | | 168,500.00 | |
| Plant | 83,015.30 | | 81,624.00 | |
| Rowing skiffs and oars | 266,914.55 | | 262,200.00 | |
| Trailer | 4,000.00 | | 4,000.00 | |
| **Total Fixed Assets** | | **522,429.85** | | **516,324.00** |
| **Asset Under Construction** | | | | |
| Rebuild Design and Engineering Fees | 1,232,268.02 | | 295,624.10 | |
| | | 1,232,268.02 | | 295,624.10 |
| **Total Assets** | | **1,838,755.60** | | **1,778,397.47** |
| **Liabilities** | | | | |
| **Current Liabilities** | | | | |
| Erg Bonds | 695.66 | | 347.84 | |
| GST | 0.00 | | 56,985.43 | |
| Aoraki Trust | 488.45 | | 0.00 | |
| **Total Current Liabilities** | | 1,184.11 | | 57,333.27 |
| **Total Liabilities** | | **1,184.11** | | **57,333.27** |
| **Net Assets over Liabilities** | | **1,837,571.49** | | **1,721,064.20** |
| **Equity** | | | | |
| **General Funds** | | | | |
| Balance at 1 July | 650,717.25 | | 645,009.18 | |
| New Plant | 6,105.85 | | 0.00 | |
| Net Income (Loss) for Year | -38.42 | | 5,708.07 | |
| **Balance General Funds 30 June** | | **656,784.68** | | **650,717.25** |
| **Rebuild Fund** | | | | |
| Balance 01 July | 1,070,346.95 | | 570,027.14 | |
| Rebuild Design Engineering Fees Construction | 936,643.92 | | 95,606.10 | |
| Net Income (Loss) for Year | -826,204.06 | | 404,713.71 | |
| **Balance Rebuild Funds 30 June** | | **1,180,786.81** | | **1,070,346.95** |
| **Total Equity** | | **$1,837,571.49** | | **$1,721,064.20** |

TRIM: 210908143704 / GOV-26-08-05



## Cure Boating Club Incorporated

### Statement of Income and Expenditure for the year ending 30 June 2021

**for audit**

| | 2021 | | 2020 | |
|---|---|---|---|---|
| **Club Income** | $ | $ | $ | $ |
| Association affiliation CRA & RNZ | 2,340.00 | | 4,550.00 | |
| Bonus Bonds dividends | 0.00 | | 180.00 | |
| Donations | 1,180.00 | | 0.00 | |
| Fundraising | 4770.15 | | 5,687.91 | |
| Grants (Aoraki Trust) | 4,714.55 | | 0.00 | |
| Interest | 2.11 | | 5.95 | |
| Membership | 14,517.96 | | 15,609.10 | |
| Paladin clothing sales | 3,214.83 | | 0.00 | |
| Paladin clothing sponsorship | 4,347.83 | | 0.00 | |
| Rowsuit sales | 60.87 | | 1,342.62 | |
| Season regatta levies: entries & boat haulage | 6,124.39 | | 7,250.10 | |
| | | 41,272.69 | | 34,625.68 |
| **Rebuild Income** | | | | |
| Donations | 170.00 | | 0.00 | |
| Grants (Waimakariri District Council) | 100,000.00 | | 489,300.87 | |
| Fundraising | 835.00 | | 0.00 | |
| Bridge to Bridge Sponsorship | 1,500.00 | | 0.00 | |
| Interest | 7,934.86 | | 11,018.94 | |
| | | 110,439.86 | | 500,319.81 |
| **Total Income** | | **151,712.55** | | **534,945.49** |
| **Club Expenditure** | | | | |
| Affiliation fees CRA & RNZ | 2,340.00 | | 4,550.00 | |
| Bank fees | 0.00 | | 109.50 | |
| Coaching boats: fuel & maintenance | 1,948.52 | | 1,066.65 | |
| Electricity | 931.60 | | 946.85 | |
| General expenses | 503.74 | | 1,556.80 | |
| Insurance | 5,569.20 | | 6,329.48 | |
| Plant maintenance | 268.62 | | 486.92 | |
| New plant | 6,105.85 | | 0.00 | |
| Rates | 1,183.13 | | 1,136.76 | |
| Safety and related equipment | 0.00 | | 526.96 | |
| Season regatta seat fees | 4,826.38 | | 4,171.45 | |
| Secondary schools regatta seat fees | 0.00 | | 946.84 | |
| Uniforms | 7,693.00 | | 993.21 | |
| Interim shed site and rental | 8,866.32 | | 6,184.43 | |
| Vehicle: fuel & maintenance | 1,074.75 | | 1,463.77 | |
| | | 41,311.11 | | 30,469.62 |
| **Rebuild Expenditure** | | | | |
| Construction | 906,443.92 | | 15,866.10 | |
| Plans and reports | 30,200.00 | | 79,740.00 | |
| | | 936,643.92 | | 95,606.10 |
| **Total Expenses** | | **977,955.03** | | **126,075.72** |
| **Net Income/Expenditure** | | **-826,242.48** | | **408,869.77** |
| **Net Income apportioned** | | | | |
| General Funds | | -38.42 | | 4,156.06 |
| Rebuild Fund | | -826,204.06 | | 404,713.71 |
| | | **-826,242.48** | | **408,869.77** |

## Emily Cameron

**From:** Catherine Kappelle <gileskap@outlook.com>
**Sent:** Tuesday, 7 September 2021 3:46 PM
**To:** Records Staff
**Subject:** Kaiapoi - Tuahiwi Community Board Grant Application
**Attachments:** Cure Financial Statements 2021 - draft to auditor.pdf; Cure BC propeller quote.pdf; Kaiapoi-Tuahiwi Community Board grant application Sept 2021.pdf; Cover letter application.pdf

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

Kia ora

Please find the attached application for a Kaiapoi - Tuahiwi Community Board grant, to be considered at the October meeting of the Board.
Also, find supporting information in a cover letter, our latest financial statements, and a quote.

Ngā mihi nui

*Catherine Kappelle*
***Treasurer***
***Cure Boating Club***

## Groups applying for Board Discretionary Grants 2021/2022

Name of Group: Life Education Trust Canterbury

Address: PO Box 80211, Riccarton, Christchurch, 8440

Contact Person within Organisation: Andrew Gray

Position within Organisation: Community Engagement Manager

Contact phone number: 0211766519 Email: andy.gray@lifeed.org.nz

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

The funding would be used to support the delivery of our Healthy Harold Programme that runs in the Kaiapoi - Tuahiwi area.

What is the timeframe of the project/event date? 2021

Overall Cost of Project: $672,361.96 Amount Requested: $500

How many people will directly benefit from this project? 2671

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 25 % Rangiora-Ashley 50 % Woodend-Sefton 5 % 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?

N/A

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

• The intended outcome is that we will reach 2,671 Waimakariri children (yrs 1-8) children and after participating they will be equipped with the knowledge they require to make informed decisions affecting their own health and wellbeing

What is the benefit(s) to your organisation?

Our organisation has a vision of reaching 85% of tamariki and rangatahi every year. This funding will help towards acheiving this vision.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

Following on-going participation children will be proud of their identity and confident in who they are, empowered to make healthy informed decisions, respectful of themselves, others and the

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

If yes, name of parent group: _____

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

N/A

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:

Our operating costs are approximately $600,000 per year. $450,000 of which needs to be fundraised. We are not governement funded. We apply to every trust and grant funder that we

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

If yes, please supply details:

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: Andrew Gray Date: 21/9/21

TRIM: 210923153853 / GOV-26-08-05



**Waimakariri District Council**
215 High Street
Private Bag 1005
Rangiora 7440, New Zealand
**Phone** 0800 965 468

GOVERNANCE

## Kaiapoi-Tuahiwi Community Board

# Discretionary Grant Application

### Information to assist groups with their application

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

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs 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*



210603089725 / QD GOV Form 006 - Version 1.0 - June 2021

## Criteria for application

- Grant applications will be considered every month by the Kaiapoi-Tuahiwi 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 2021 to June 2022) 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 Kaiapoi-Tuahiwi 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 Kaiapoi-Tuahiwi 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

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

**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

## 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.

TRIM: 210923153853 / GOV-26-08-05



**Life Education Trust Canterbury**

PO Box 80211 • Christchurch, 8440

022 544 2339

andy.gray@lifeed.org.nz • www.lifeeducation.org.nz

---

21st September 2021

Dear Sir/Madam,

Thank you for the opportunity to present this application for funding to Woodend-Sefton Community Board.

At Life Education our vision is to ***enable children to reach their full potential***, by ***educating and inspiring generations to embrace positive choices for a healthy mind and body.***

Each year Life Education Trust Canterbury delivers educational programmes through lessons in four mobile classrooms. Our philosophy is based on three principles*;* ***You are unique***, our aim is to make each child feel comfortable with their identity. ***The human body is magnificent***; we capture children's imagination using technology that shows them the magnificence of the body, how it functions and what its needs are. ***We need to support & respect***, we teach children that they need to do this to one another, because of the delicate and complex nature of life.

Life Education offers an Education outside the Classroom experience to children. It's within our mobile classroom environment that our registered, specialist teachers using an integrated inquiry-based planning model, makes Life Education successful. Being a health resource, Life Education takes children on a journey through five subject strands; ***self-esteem, food and nutrition, body knowledge, social relationships and substances***. Exploring these strands helps them to understand the wonder of their own bodies, and how best to take care of them.

Life Education exists to empower children with the knowledge and confidence to make healthy decisions for themselves. Our vision is that children will reach their full potential and our philosophy focuses on the wellbeing and mental health of children. Growing up in part determines who you are and who you'll be as an adult. Behaviours developed during childhood and early adolescence is predictors of adult behaviours, we believe that if we can provide the educational opportunity to children, they then can make informed choices during the journey of their lives.

In 2021 to meet demand we have expanded to a fourth mobile classroom which has demonstrated the communities need for health and wellbeing support. In the current year we are projected to reach 24,000 tamariki across the Canterbury region.

TRIM: 210923153853 / GOV-26-08-05



In terms of community demand and need, the Ministry of Education produce a five yearly 'National Monitoring Study of Student Assessment' (NMSSA), and this work is undertaken by Otago University. Amongst the comprehensive report it identified:

- Lower confidence by teachers in teaching health
- Therefore, almost all principals' use an external provider for support
- And, **Life Education was named as the lead provider** of the 163 providers identified.

| External providers | Year 4 | Year 8 | Health focus |
|---|---|---|---|
| | % | % | |
| Life Education | 86 | 63 | Healthy body/mind/food, relationships, safety, well-being, sexuality |
| NZ Police/Fire Department | 40 | 33 | Keeping Ourselves Safe (KOS), DARE (drug alcohol education), fire safety |
| Public health nurse/dental nurse/DHB | 14 | 16 | Sexuality, puberty, hygiene |
| St John's | 4 | - | First aid |
| Parenting Place/Attitude/ Family Planning | - | 20 | Puberty, friendships, mental health, well-being, KOS |

***Supporting the health education needs of children is a critical outcome and never more needed than this year.*** Each school teacher is invited to provide feedback of through an evaluation system managed independently by Research NZ, so we can monitor the effectiveness of our programme.

Life Educations new additional focus is to show the impact and outcomes of our work. It's fine and well that our brand is so strong and everyone knows Harold the Giraffe, but:

- what is the effect of our programme?
- Is our programme hitting the mark at each school?
- What issues need to be tackled and how do we know?
- What is the feedback from teachers about our service?

The below impact and outcomes statistics outline the first step of how we plan to show how effective we are and how we measure our success and decide on what we deliver.

TRIM: 210923153853 / GOV-26-08-05



# CHALLENGES FOR OUR YOUNG PEOPLE

In our complex and changing society, the mental health and wellbeing of our children shapes their success in life. Young people face an increasing number of issues which can seriously impact their wellbeing.

**Key significant health issues of young people in New Zealand:**

- **New Zealand has one of the worst youth suicide rates in the OECD** – and on average 20 young people are admitted to hospital each week as a result of self-harm. (Chief Coroner 2019)
- New Zealand has **one of the highest child obesity rates and we know this leads to poor mental health**, higher incidences of being a victim of bullying and lower educational achievement. (Taking Action on Childhood Obesity, WHO, 2016)
- **Thirty percent of children aged 13 or less have tried alcohol** and 18% of that group say they 'currently drink', with nearly 7% saying they have been 'binge drinking' in the last four weeks. (The University of Auckland Youth 2000 Series)
- Youth experience high levels of anxiety, depression and psychological distress, within 15-24 year olds **19% reported moderate to severe depression, 12% reported moderate to severe anxiety** and **36% reported medium-high levels of psychological distress** within a 2-4 week period. (HPA Wellbeing and Mental Distress in Aotearoa NZ: Snapshot 2016)

To gain further insight from children directly around the challenges they are facing we conducted a survey of 2,370 children in years five to eight, spread across the country. Survey results helped to ensure that we are addressing the current issues to the development of children today in our programme. Our findings uncovered some key areas of concern:

It was the need to support children's health and wellbeing that saw Life Education begin its work in New Zealand over 30 years ago. **Today we are New Zealand's largest health education provider in primary, intermediate and secondary schools.**

LIFE EDUCATION

TRIM: 210923153853 / GOV-26-08-05



# Healthy Minds for our tamariki

**Tamariki face many challenges to their mental health and hauora and growing up isn't easy. Factors like increased loneliness, discrimination, harmful environments, social pressures, increased social media and worries about the future are just a few of the struggles impacting the mental health of tamariki.** [1]

**Life Education Trust and Anxiety NZ have come together to support young people's mental health and wellbeing to thrive. Launching a new initiative Healthy Minds, they aim to empower young people to grow their hauora and meet challenges with resilience, resources and connection.**

Health, wellbeing and behaviours developed as a young person largely shape your success throughout life. Our young people are our future, and it is important they learn how to develop a positive growth mindset and resilience in order to be happy and healthy, now and in years to come.

Unfortunately, statistics show declining mental health and wellbeing of young people in Aotearoa:

Healthy Minds provides teachers support in teaching resilience and strategies to manage anxiety. Educators encourage tamariki to think critically and consider the strategies and solutions that can make it easier to manage emotionally, preparing them for when challenges arise.

Life Education teaching is focused on the magnificence of the brain, building a positive identity, and the ability to identify and regulate different feelings, thoughts, and behaviours. Life Education want each child to feel comfortable with their unique identity, strengths and abilities, and to understand how incredibly special and amazing they are. They help children discover how to use positive self-talk and practice a positive growth mindset, which helps them to become more resilient. They teach about the magnificence of the brain so that tamariki can develop an understanding of how the brain functions. This leads on to teaching how to regulate emotions when feeling worried or stressed. As part of Life Education lessons, students will engage with videos and resources which represent the types of problems they may face, helping them identify their thoughts and feelings. Educators help students explore and consider how they might adapt their behaviour, thinking and emotional responses as they navigate through challenges they may face.

Life Education is New Zealand's leading external health education provider, used in 86% of primary and intermediate schools.[5] Healthy Minds teaching and learning resources have been reviewed by Anxiety New Zealand's team of expert clinicians to ensure teaching models and resources fit with best practice in the field.

**Find out more about how Life Education can support the mental health and resilience of your students at: lifeeducation.org.nz**

LIFE EDUCATION *Learning with Harold*

In partnership with: AnxietyNZ TRUST

## Healthy Minds

All tamariki have unique abilities and identities, and with the right knowledge, strategies and support, they can thrive! Life Education has partnered with Anxiety NZ to strengthen our ability to support the mental health and wellbeing or tamariki.

Find out more about Healthy Minds online at:
**lifeeducation.org.nz/healthy-minds**

1.Youth19 Rangatahi Smart Survey, 2.Unicef Innocenti Report Card 2020, 3.Life Education Child Survey 2018, 4.Life Education Feedback, Research New Zealand 2020, 5.Ministry of Education 2018 National Monitoring Study of Student Achievement Report

TRIM: 210923153853 / GOV-26-08-05



## THE NEED FOR TEACHING SUPPORT IN HEALTH EDUCATION

Recent findings from the Ministry of Education report published in 2018, National Monitoring Study of Student Assessment (NMSSA), validated the need in schools for teaching support when it comes to health. The report identified:

- Teachers have less access to good quality health resources, professional learning development and professional support in health.
- Almost all principals reported using an external provider for support with health teaching.
- Principals were confident that programmes implemented by external providers were relevant to the NZ Curriculum.
- Teachers are less confident teaching mental health: 9% reported they felt slightly or not at all confident in teaching food and nutrition, where as 52% reported they felt slightly or not at all confident in teaching mental health.
- **Life Education was named the leading external health provider, used in 86% of schools.**

View the report at: www.educationcounts.govt.nz/publications/series/nmssa

## THROUGH OUR HEALTHY HAROLD PROGRAMME WE EDUCATE AND INSPIRE GENERATIONS TO MAKE POSITIVE CHOICES FOR A HEALTHY MIND AND BODY

BEST PRACTICE

## OUR SHARED PLANNING APPROACH

Through a shared planning approach with schools we are able to support children in each school community.

## KEY FOCUS AREAS

To meet schools' individual needs, our Educators liaise with teachers choosing a topic to focus on from our five learning strands. Teachers then select a key focus area, which the lesson will be planned around.

**The top 10 key focus areas identified by teachers in 2018 were:**

1. What does our body need to stay healthy and happy?
2. What makes me a good friend?
3. What can we do when we have problems?
4. What is the importance of kindness?
5. What makes us special and unique?
6. Why is it important to show empathy towards others?
7. What are the impacts of the decisions we make?
8. How do we know what other people could be feeling?
9. Why is my reputation and identity important? Where can I go for help?
10. How can our feelings influence the way we act?

TRIM: 210923153853 / GOV-26-08-05

# OUR OUTCOMES

Teachers are asked to provide their feedback after their lessons with Life Education. This continuous evaluation process measures the quality of our teaching and how we meet teacher's and children's learning needs. This is managed independently through Research NZ.

TEACHER FEEDBACK

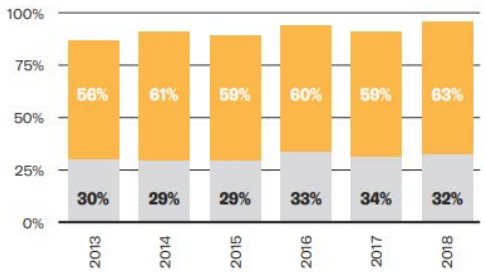
## WE MEET CHILDREN'S NEEDS

"The Educator created and delivered lessons that met the needs of children in my class"

*From effective planning, we can better meet the needs of children*

STRONGLY AGREE

AGREE

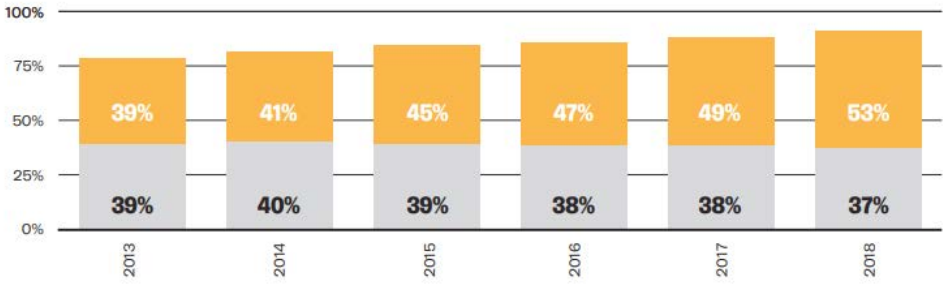


"Content tied in well with current classroom topic"

*To be effective, external providers need to be an integral part of school's teaching and goals Our investment in our planning process and resources has seen a significant increase in how effectively we integrate into the children's health needs*

STRONGLY AGREE

AGREE




LIFE EDUCATION

TRIM: 210923153853 / GOV-26-08-05



TEACHER FEEDBACK

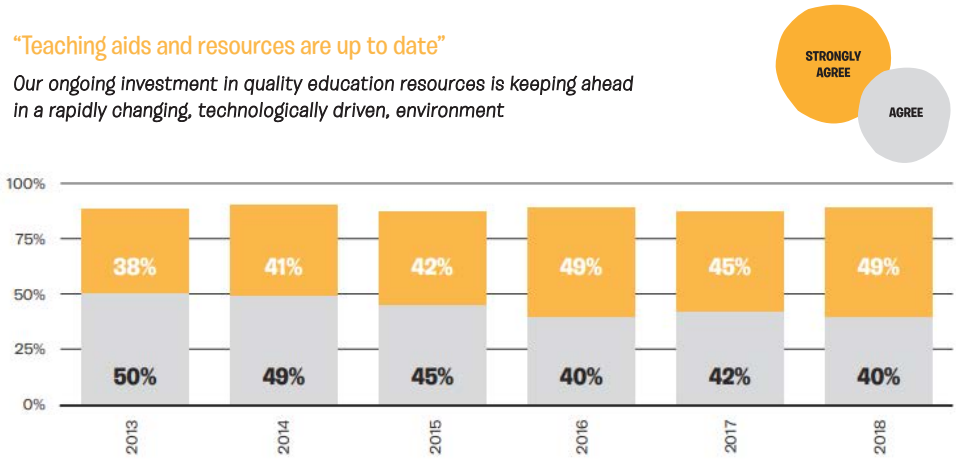
## TEACHERS USE OUR RESOURCES

**9,305**

RESOURCE DOWNLOADS IN 2018 BY TEACHERS

"Teaching aids and resources are up to date"

*Our ongoing investment in quality education resources is keeping ahead in a rapidly changing, technologically driven, environment*




TEACHER FEEDBACK

## SCHOOLS RECOMMEND US TO OTHERS

**96%**

of teachers agreed or strongly agreed with these statements

★ **Life Education provides children with useful skills in the future**

★ **I would definitely recommend Life Education to schools in my area**

## IMPROVED SOCIETAL OUTCOMES AMONG YOUNG PEOPLE

**Significant improvements were reported for many health-compromising behaviours in the Youth 2000 series - the largest longitudinal youth study in NZ**

- ✓ Decreased substance use (cigarettes, marijuana and binge drinking)
- ✓ Reduced risky driving behaviours (going without a seat belt, drink driving and driving dangerously)
- ✓ Reduced violence (being hit or harmed by someone on purpose)
- ✓ Decreased sexual coercion/ abuse

LIFE EDUCATION

2 March 2021

**Life Education Trust – Letter of Support**

To Whom It May Concern,

I am pleased to provide a letter of endorsement for the work of Life Education Trust.

For 41 years Anxiety New Zealand Trust has provided education, support and treatment for people experiencing disability or disadvantage due to anxiety, depression and mental health challenges. Anxiety New Zealand helps over 120,000 kids, teens, adults and families yearly.

Life Education Trust shares similar values as Anxiety NZ Trust - an evidence based, community organisation respecting and valuing people's differences of culture, age, gender, sexual orientation, personal values and spiritual beliefs. Life Education Trust works in schools to education and inspire children and young people to make positive choices. We have had the pleasure to help Life Education Trust to create a Healthy Minds campaign to support young people's mental health and hauora to thrive. Research from Life Education Trust found that 86% of school leaders identified anxiety as 'very much an issue' or is 'an issue' for their students. Our partnership with Life Education Trust will strengthen and grow to involve sharing of information across our teams and ultimately benefit communities across New Zealand.

Life Education Trust makes a significant difference in the community and their work is essential to the wellbeing of young New Zealanders. They have established trusted relationships throughout New Zealand. They focus on factors like increased loneliness, discrimination, harmful environments, worries about the future and increased social media which all impact on the mental health of our tamariki. Like many NGO's, they do a lot, with a little. Their contribution in increasing resilience, building stronger communities and being a part of wider conversations about the wellbeing of New Zealanders is truly valuable.

I would be happy at any point to provide a verbal reference should one be needed and can be contacted directly on 021 264 5505. Please do not hesitate to contact me if you should you need further information.

Yours sincerely,

**Sarah Woollard**
**CEO**
**Anxiety New Zealand Trust**
Email: sarahw@anxiety.org.nz
Ph: 09 846 9776

Matt Doocey
MP for Waimakariri

7 October 2020

**Support of application – Life Education Trust: New Classroom Campaign**

***To Whom It May Concern***

I am delighted to write in support of the application by Life Education Trust for funding for their new classroom campaign to increase the trust's capacity to deliver valuable coping tools to more students throughout Canterbury.

Life Education empowers children to make healthy decisions for themselves. This has never been more valuable for our children. New Zealand has the worst teen suicide rate in the developed world. The number of adolescents reporting two or more psychological symptoms (feeling low, feeling irritable, feeling nervous, and having sleeping difficulties) is increasing.

Providing access to Life Education specialist health educators is a powerful tool in the fight to combat these issues. The specialist educators teach about relationships and communities, and they focus on connecting and relating to others. Children learn about leadership and teamwork, coping with change, pressure and conflict, and digital citizenship. The Trust is often approached by schools to provide expertise and support around the issues of bullying and cyber safety. Life Education's collaborative approach allows it to adapt with the times and be as effective as possible.

The Trust has schools on its waiting list, with Canterbury at capacity. To service growing demand it needs to build capacity by funding a new classroom and meeting the costs associated with this, including for a registered teacher and resources.

I whole-heartedly support Life Education Trust in the support they provide to our student communities and am delighted to support this request for funding.

Yours sincerely

**Matt Doocey**
**MP for Waimakariri**

National

Parliament Parliament Buildings, Wellington, 6160 · 04 817 9369 · matt.doocey@parliament.govt.nz
Kaiapoi 156E Williams Street, Kaiapoi 7630 · 03 327 3584 · kaiapoi@parliament.govt.nz
Rangiora Oxford Lane, 188 High Street, Rangiora 7400 · 03 313 0768 · waimakariri@parliament.govt.nz
MattDoocey/Waimakariri · mattdoocey.com

TRIM: 210923153853 / GOV-26-08-05



Thank you for the consideration of this funding application. We hope together we can continue to make an impact on children's lives in the Canterbury community.

Yours sincerely,

**Andrew Gray**
Community Engagement Manager

LIFE EDUCATION
Learning with Harold

TRIM: 210923153853 / GOV-26-08-05



# Balance Sheet

## Life Education Trust Canterbury
## As at 30 September 2021

| | 30 Sep 2021 |
|---|---|
| **Assets** | |
| **Bank** | |
| ANZ Current Account | 3,988 |
| Harold SBS Account | 50 |
| SBS Account | 25 |
| **Total Bank** | **4,063** |
| **Current Assets** | |
| Accounts Receivable | 17,135 |
| Merchandise - Asset | 4,046 |
| **Total Current Assets** | **21,181** |
| **Fixed Assets** | |
| Computer Equipment | 10,177 |
| Computer Equipment - Accumulated Depreciation | (7,327) |
| Mobile Classroom | 472,358 |
| Mobile Classroom - Accumulated Depreciation | (331,089) |
| Motor Vehicle | 5,100 |
| Office Equipment | 14,798 |
| Office Equipment - Accumulated Depreciation | (6,938) |
| **Total Fixed Assets** | **157,080** |
| **Total Assets** | **182,324** |
| **Liabilities** | |
| **Current Liabilities** | |
| Accounts Payable | 30,939 |
| ANZ Visa Card | 1,451 |
| GST | 3,189 |
| Holiday Pay Accrual | 16,221 |
| Loan - Dean Percy | 5,000 |
| PAYE Payable | 9,788 |
| **Total Current Liabilities** | **66,589** |
| **Non-Current Liabilities** | |
| Loan - LET NZ | 47,000 |
| **Total Non-Current Liabilities** | **47,000** |
| **Total Liabilities** | **113,589** |
| **Net Assets** | **68,735** |
| **Equity** | |
| Current Year Earnings | 2,624 |
| Retained Earnings | 66,112 |
| **Total Equity** | **68,735** |

TRIM: 210923153853 / GOV-26-08-05



# Profit and Loss

## Life Education Trust Canterbury
## 1 January 2021 to 30 September 2021

| | 30 Sep 21 |
|---|---|
| **Income** | |
| Covid-19 Wage Subsidy | 9,600 |
| Donations | 10,416 |
| Donations Harold | 450 |
| Fundraising/events - Duck Race | 3,082 |
| Grant no GST | 112,762 |
| Grants GST | 14,652 |
| Interest Income | 9 |
| Lion Foundation Grant | 20,000 |
| Lotteries Grant | 40,000 |
| Pub Charity Grant | 15,000 |
| Resurgence Support Payment (RSP) | 3,500 |
| School Fees | 106,898 |
| Sponsorship - GST | 25,025 |
| **Total Income** | **361,393** |
| **Gross Profit** | **361,393** |
| **Less Operating Expenses** | |
| Accommodation | 540 |
| Audit fees | 57 |
| Bank Fees | 251 |
| Classroom Resources | 3,770 |
| Cleaning | 250 |
| Computer expense | 424 |
| Conference cost - Trustees | 2,996 |
| Conference expenses - Educators | 3,604 |
| Fundraising expenses | 1,064 |
| General Expenses | 1,202 |
| Insurance | 1,370 |
| Interest Expense | 751 |
| KiwiSaver Employer Contributions | 8,283 |
| Marketing/Promotional costs | 117 |
| Merchandise | 309 |
| Moblie Classroom expenses | 9,035 |
| Motor Vehicle Expenses | 12,395 |
| Postage and Freight | 1,854 |
| Printing & Stationery | 796 |
| Professional Development - Trustees | 29 |
| Repairs and Maintenance | 6,448 |
| Salaries - Educators | 280,837 |
| Staff expenses | 25 |
| Subscriptions | 1,175 |
| Travel | 1,501 |

TRIM: 210923153853 / GOV-26-08-05



# Profit and Loss

| | 30 Sep 21 |
|---|---|
| Uniform | 152 |
| Workbooks | 19,537 |
| **Total Operating Expenses** | **358,770** |
| **Net Profit** | **2,624** |

TRIM: 210923153853 / GOV-26-08-05



**2021 Projection**
**Life Education Trust Canterbury**
**1 Jan 2021 to 31 Dec 2021**

| | January | February | March | April | May | June | July | August | September | October | November | December | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **INCOME** | | | | | | | | | | | | | |
| **Donations** | | | | | | | | | | | | | |
| Donations | $ 2,000.00 | $ 2,000.00 | $ 2,000.00 | $ 2,000.00 | $ 2,000.00 | $ 2,000.00 | $ 2,000.00 | $ 2,000.00 | $ 2,000.00 | $ 2,000.00 | $ 2,000.00 | $ 2,000.00 | $ 24,000.00 |
| Harold Club | $ 50.00 | $ 50.00 | $ 50.00 | $ 50.00 | $ 50.00 | $ 50.00 | $ 50.00 | $ 50.00 | $ 50.00 | $ 50.00 | $ 50.00 | $ 50.00 | $ 600.00 |
| **Total Donations** | **$ 2,050.00** | **$ 2,050.00** | **$ 2,050.00** | **$ 2,050.00** | **$ 2,050.00** | **$ 2,050.00** | **$ 2,050.00** | **$ 2,050.00** | **$ 2,050.00** | **$ 2,050.00** | **$ 2,050.00** | **$ 2,050.00** | **$ 24,600.00** |
| **Events** | | | | | | | | | | | | | |
| Run to Remember | $ - | $ 500.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 500.00 |
| Life Ed Luncheon | $ - | $ - | $ - | $ - | $ - | $ 4,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ 4,000.00 |
| Duck Race | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 20,000.00 | $ - | $ 20,000.00 |
| Golf Day | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 10,000.00 | $ - | $ 10,000.00 |
| **Total Events** | **$ -** | **$ 500.00** | **$ -** | **$ -** | **$ -** | **$ 4,000.00** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 30,000.00** | **$ -** | **$ 34,000.00** |
| **Grants OPEX** | | | | | | | | | | | | | |
| Rata | | | | | | | | | | | | | $ - |
| Lotteries COVID | | | | | | | $ 50,000.00 | | | | | | $ 50,000.00 |
| The Southern Trust | | | | | | | $ 25,000.00 | | | | | | $ 25,000.00 |
| Pub Charity | | | | $ 15,000.00 | | | | | $ 25,000.00 | | | | $ 40,000.00 |
| Lotteries Community Fund | | | | | | | | | | $ 50,000.00 | | | $ 50,000.00 |
| The Lion Foundation | | | | | $ 20,000.00 | | | | | | | | $ 20,000.00 |
| Selwyn DC | | | | | | $ 3,200.00 | | | | | | | $ 3,200.00 |
| Mainland Foundation | | $ 5,000.00 | | | $ 5,000.00 | | | | $ 5,000.00 | | | $ 5,000.00 | $ 20,000.00 |
| Waimak DC | | | | | | | | | $ 4,000.00 | | | | $ 4,000.00 |
| Rotary's | | | $ 5,000.00 | | | | | | | | | | $ 5,000.00 |
| Perpetual Trust | | | | | | | | | | $ 5,000.00 | | | $ 5,000.00 |
| Christchurch Casino | | | | | | | | | | | $ 10,000.00 | | $ 10,000.00 |
| Working Together Fund | | | | | | | | | | | $ 3,000.00 | | $ 3,000.00 |
| CERT | $8,000.00 | | | $ 8,000.00 | | $ - | $ 8,000.00 | | | $ 8,000.00 | | | $ 32,000.00 |
| COGS Rural | | | | | | | $ 5,000.00 | | | | | | $ 5,000.00 |
| COGS City | | | | | | | $ 5,000.00 | | | | | | $ 5,000.00 |
| **Total Grants OPEX** | **$ 8,000.00** | **$ 5,000.00** | **$ 5,000.00** | **$ 23,000.00** | **$ 25,000.00** | **$ 3,200.00** | **$ 93,000.00** | **$ -** | **$ 34,000.00** | **$ 63,000.00** | **$ 13,000.00** | **$ 5,000.00** | **$ 277,200.00** |
| **Grants CAPEX** | | | | | | | | | | | | | |
| Rata Foundation | | | | | | | | | | $ 91,000.00 | | | $ 91,000.00 |
| NZCT | | $ - | | | $ 27,500.00 | | | | | | | | $ 27,500.00 |
| **Total Grants CAPEX** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 27,500.00** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 91,000.00** | **$ -** | **$ -** | **$ 118,500.00** |
| **Sponsorship** | | | | | | | | | | | | | |
| Sponsorship | $ - | | | | | | $ 20,000.00 | | $ 20,000.00 | $ 20,000.00 | | $ 20,000.00 | $ 80,000.00 |
| **Total Sponsorship** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 20,000.00** | **$ -** | **$ 20,000.00** | **$ 20,000.00** | **$ -** | **$ 20,000.00** | **$ 80,000.00** |
| | | | | | | | | | | | | | $ - |
| **School Fees** | | | | | | | | | | | | | $ - |
| School Fees | $ 12,000.00 | $ 12,000.00 | $ 12,000.00 | $ 12,000.00 | $ 12,000.00 | $ 12,000.00 | $ 12,000.00 | $ 12,000.00 | $ 12,000.00 | $ 12,000.00 | $ 12,000.00 | $ 12,000.00 | $ 144,000.00 |
| **Total School Fees** | **$ 12,000.00** | **$ 12,000.00** | **$ 12,000.00** | **$ 12,000.00** | **$ 12,000.00** | **$ 12,000.00** | **$ 12,000.00** | **$ 12,000.00** | **$ 12,000.00** | **$ 12,000.00** | **$ 12,000.00** | **$ 12,000.00** | **$ 144,000.00** |
| **Total Income** | **$ 22,050.00** | **$ 19,550.00** | **$ 19,050.00** | **$ 37,050.00** | **$ 66,550.00** | **$ 21,250.00** | **$ 127,050.00** | ***$ 14,050.00*** | **$ 68,050.00** | **$ 188,050.00** | **$ 57,050.00** | **$ 39,050.00** | **$ 678,300.00** |
| **Gross Profit** | **$ 22,050.00** | **$ 19,550.00** | **$ 19,050.00** | **$ 37,050.00** | **$ 66,550.00** | **$ 21,250.00** | **$ 127,050.00** | ***$ 14,050.00*** | **$ 68,050.00** | **$ 188,050.00** | **$ 57,050.00** | **$ 39,050.00** | **$ 678,300.00** |
| **Less Event Expenses** | | | | | | | | | | | | | |
| Run to Remember | | $ 500.00 | | | | | | | | | | | |
| Life Ed Luncheon | | | | | | $ 3,000.00 | | | | | | | |
| Duck Race | | | | | | | | | | | $ 2,500.00 | | |
| Golf Day | | | | | | | | | | | $ 4,000.00 | | |
| **Total Event Expenses** | **$ -** | **$ 500.00** | **$ -** | **$ -** | **$ -** | **$ 3,000.00** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 6,500.00** | **$ -** | **$ 10,000.00** |
| **Less Operating Expenses** | | | | | | | | | | | | | |
| ACC levy | $ 87.00 | $ 87.00 | $ 87.00 | $ 87.00 | $ 87.00 | $ 87.00 | $ 87.00 | $ 87.00 | $ 87.00 | $ 87.00 | $ 87.00 | $ 87.00 | **$ 1,044.00** |
| Audit fees | $ - | $ 1,600.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | **$ 1,600.00** |
| Bank Fees | $ 10.00 | $ 10.00 | $ 10.00 | $ 10.00 | $ 10.00 | $ 10.00 | $ 10.00 | $ 10.00 | $ 10.00 | $ 10.00 | $ 10.00 | $ 10.00 | **$ 120.00** |
| Classroom Resources | $ 670.00 | $ 670.00 | $ 670.00 | $ 670.00 | $ 670.00 | $ 670.00 | $ 670.00 | $ 670.00 | $ 670.00 | $ 670.00 | $ 670.00 | $ 670.00 | **$ 8,040.00** |
| Cleaning | $ 1,000.00 | $ 100.00 | $ - | $ 100.00 | $ - | $ - | $ 100.00 | $ - | $ - | $ 100.00 | $ - | $ - | **$ 1,400.00** |
| Computer expense | $ 8,500.00 | $ 216.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | **$ 8,716.00** |
| Conference cost - Trustees | $ - | $ - | $ - | $ - | $ - | $ - | $ 1,000.00 | $ - | $ - | $ - | $ - | $ - | **$ 1,000.00** |
| Conference expenses - Educator | $ - | $ - | $ - | $ - | $ - | $ - | $ 4,000.00 | $ - | $ - | $ - | $ - | $ - | **$ 4,000.00** |
| Conference cost - Manager | $ - | $ - | $ - | $ - | $ - | $ - | $ 500.00 | $ - | $ - | $ - | $ - | $ - | **$ 500.00** |
| Depreciation | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | **$ -** |
| Freight - truck expense | $ - | $ 7,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | **$ 7,000.00** |
| Fundraising expenses GST | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | **$ -** |
| Insurance | $ 800.00 | $ 800.00 | $ 800.00 | $ 800.00 | $ 800.00 | $ 800.00 | $ 800.00 | $ 800.00 | $ 800.00 | $ 800.00 | $ 800.00 | $ 800.00 | **$ 9,600.00** |
| KiwiSaver Employer Contributions | $ 820.00 | $ 820.00 | $ 820.00 | $ 820.00 | $ 820.00 | $ 820.00 | $ 820.00 | $ 820.00 | $ 820.00 | $ 820.00 | $ 820.00 | $ 820.00 | **$ 9,840.00** |
| Marketing/Promotional costs | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | **$ -** |
| Motor Vehicle Expenses | $ 1,400.00 | $ 1,400.00 | $ 2,000.00 | $ 2,000.00 | $ 2,000.00 | $ 24,000.00 | $ 600.00 | $ 600.00 | $ 600.00 | $ 600.00 | $ 600.00 | $ 600.00 | **$ 36,400.00** |
| PO box expense | $ 13.33 | $ 13.33 | $ 13.33 | $ 13.33 | $ 13.33 | $ 13.33 | $ 13.33 | $ 13.33 | $ 13.33 | $ 13.33 | $ 13.33 | $ 13.33 | **$ 159.96** |
| Printing & Stationery | $ 200.00 | $ - | $ - | $ 200.00 | $ - | $ - | $ 200.00 | $ - | $ - | $ 200.00 | $ - | $ - | **$ 800.00** |
| Professional Development | $ - | $ 30,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | **$ 30,000.00** |
| Professional Fees | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | **$ -** |
| Repairs and Maintenance | $ 500.00 | $ 500.00 | $ 500.00 | $ 500.00 | $ 500.00 | $ 500.00 | $ 500.00 | $ 500.00 | $ 500.00 | $ 500.00 | $ 500.00 | $ 500.00 | **$ 6,000.00** |
| Salaries - Educator | $ 23,933.00 | $ 23,933.00 | $ 23,933.00 | $ 23,933.00 | $ 23,933.00 | $ 23,933.00 | $ 25,000.00 | $ 25,000.00 | $ 25,000.00 | $ 25,000.00 | $ 25,000.00 | $ 25,000.00 | **$ 293,598.00** |
| Salaries - Marketing | $ 7,417.00 | $ 7,417.00 | $ 7,417.00 | $ 7,417.00 | $ 7,417.00 | $ 7,417.00 | $ 7,417.00 | $ 7,417.00 | $ 7,417.00 | $ 7,417.00 | $ 7,417.00 | $ 7,417.00 | **$ 89,004.00** |
| Staff expenses | $ 300.00 | $ 300.00 | $ 300.00 | $ 300.00 | $ 300.00 | $ 300.00 | $ 300.00 | $ 300.00 | $ 300.00 | $ 300.00 | $ 300.00 | $ 300.00 | **$ 3,600.00** |
| Telephone & Internet | $ 100.00 | $ 100.00 | $ 100.00 | $ 100.00 | $ 100.00 | $ 100.00 | $ 100.00 | $ 100.00 | $ 100.00 | $ 100.00 | $ 100.00 | $ 100.00 | **$ 1,200.00** |
| Travel | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | **$ -** |
| Trustee expenses - reimbursement | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | **$ -** |
| Uniform | $ 20.00 | $ 20.00 | $ 20.00 | $ 20.00 | $ 20.00 | $ 20.00 | $ 20.00 | $ 20.00 | $ 20.00 | $ 20.00 | $ 20.00 | $ 20.00 | **$ 240.00** |
| Workbooks | $ 6,000.00 | $ - | $ - | $ 8,000.00 | $ - | $ - | $ 8,000.00 | $ - | $ - | $ 8,000.00 | $ - | $ - | **$ 30,000.00** |
| **Total Operating Expenses** | **$ 51,770.33** | **$ 74,986.33** | **$ 36,670.33** | **$ 44,970.33** | **$ 36,670.33** | **$ 58,670.33** | **$ 50,137.33** | ***$ 36,337.33*** | **$ 36,337.33** | **$ 44,637.33** | **$ 36,337.33** | **$ 36,337.33** | **$ 543,861.96** |
| **Less Capital Expenses** | | | | | | | | | | | | | |
| 4th Classroom | | $ 50,000.00 | | | | $ 27,500.00 | | $ 25,000.00 | $ - | $ 16,000.00 | $ - | $ - | $ 118,500.00 |
| **Total Capital Expenses** | **$ -** | **$ 50,000.00** | **$ -** | **$ -** | **$ -** | **$ 27,500.00** | **$ -** | ***$ 25,000.00*** | **$ -** | **$ 16,000.00** | **$ -** | **$ -** | **$ 118,500.00** |
| **Total Expenses** | **$ 51,770.33** | **$ 75,486.33** | **$ 36,670.33** | **$ 44,970.33** | **$ 36,670.33** | **$ 61,670.33** | **$ 50,137.33** | **$ 36,337.33** | **$ 36,337.33** | **$ 44,637.33** | **$ 42,837.33** | **$ 36,337.33** | **$ 672,361.96** |
| **Net Profit** | **$ (29,720.33)** | **$ (55,936.33)** | **$ (17,620.33)** | **$ (7,920.33)** | **$ 29,879.67** | **$ (40,420.33)** | **$ 76,912.67** | ***$ (22,287.33)*** | **$ 31,712.67** | **$ 143,412.67** | **$ 14,212.67** | **$ 2,712.67** | **$ 6,438.04** |

## Emily Cameron

**From:** Andy Gray <andy.gray@lifeed.org.nz>
**Sent:** Thursday, 23 September 2021 3:23 PM
**To:** Records Staff
**Subject:** Community ward applications
**Attachments:** kaiapoi tuahiwi.pdf; Oxford ohoka.pdf; Rangiora - Ashley.pdf; woodend:sefton grant app.pdf

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

Hi, please find attached our applications for the Waimakariri Community Boards, thanks, Andy

Andy Gray
Community Engagement Manager
022 544 2339
**Life Education Trust (Canterbury)**
Po Box 80 -211
Riccarton
Christchurch, 8440

www.lifeeducation.org.nz

# Board Funding for the 2021-22 Financial Year

| Meeting considered | Group | Project | Amount Requested | Amount Granted | Running Balance |
|---|---|---|---|---|---|
| | | 2021/22 = $5,270 = carry forwards $620 Total $5,890 | | | $ 5,890.00 |
| 19-Jul | Waimakariri Older Person's Expo Committee | Older Person's Expo | $500 | $500 | $ 5,390.00 |
| 16-Aug | Kaiapoi Toy Library | Towards the cost of purchasing a new bouncy castle/ soft play for younger children | $500 | $500 | $ 4,890.00 |
| 16-Aug | St Patrick's School's Parent Teacher Association | Towards the cost of a new junior playground | $500 | $500 | $ 4,390.00 |
| 20-Sep | Reflections Community Trust | Towards Light Party | $350 | | $ 4,390.00 |
| 20-Sep | It take a Village Hub | family day | $500 | | $ 4,390.00 |
| 18-Oct | Cure Boating Club | Propellers | $500 | | $ 4,390.00 |
| October | Life Education Trust | Delivery of the Healthy Harold Programme | $500 | | |

# Board Funding for the 2020-21 Financial Year

| | Meeting considered | Group | Project | Amount Requested | Amount Granted | Running Balance |
|---|---|---|---|---|---|---|
| Kaiapoi-Tuahiwi Community Board 10.136.100.2410 | | | Council allocation $6,130 + Carry forwards $610 = | | | $ 6,740.00 |
| | 20-Jul | Reflections Community Trust | Towards entertainment at the Waimakariri Light Party | $200 | $ 200.00 | $ 6,540.00 |
| | 20-Jul | All Togther Kaiapoi | Towards the commemeration of Earthquake | $1,000 | $1,000 | $ 5,540.00 |
| | 17-Aug | All Togther Kaiapoi | Towards the cost of hosting the Kaiapoi Spring Festival | $500 | $500 | $ 5,040.00 |
| | 30-Sep | **No applications considered** | | | | |
| | 19-Oct | Kaiapoi Borough School | Towards the cost of hosting their annual Back-to School family picnic | $500 | $500 | $ 4,540.00 |
| | 19-Oct | Kaiapoi Pony Club | Towards the cost of building of an enclosed area for less experienced riders. | $500 | $500 | $ 4,040.00 |
| | 16-Nov | SeniorNet North Canterbury | Towards a seminar on Internet Banking | $120 | $120 | $ 3,920.00 |
| | 16-Nov | Arts Canterbury Inc | Towards the cost of hiring panels and spotlights | $500 | $250 | $ 3,670.00 |
| | 14-Dec | Karanga Mai Early Learning Centre | Towards the cost of purchasing high visibility vests. | $500 | $200 | $ 3,470.00 |
| | 14-Dec | Oxford Community Trust | Towards the hosting of a wellbeing networking retreat. | $500 | $500 | $ 2,970.00 |
| | 15-Feb | North Canterbury Pride | Host LGBTIQ social event | $250 | $250 | $ 2,720.00 |
| | 15-Feb | Waimakariri Arts Trust | Towards the running costs associated with the Kaiapoi Art Expo and Schools' Art Expo. | $500 | $250 | $ 2,470.00 |
| | 15-Feb | Kaiapoi High School's 50th Anniversary Committee | Towards the cost of promoting the school's 50th Anniversary | $500 | $250 | $ 2,220.00 |
| | 15-Mar | SeniorNet North Canterbury | Hosting a workshop and seminar on internet banking | $100 | $100 | $ 2,120.00 |
| | 19-Apr | The Pines Kairaki Beach Association | Towards the cost of hosting a barbeque for the firefighters and community | $500 | $500 | $ 1,620.00 |
| | 17-May | Allstars Marching Teams | Towards the cost of hosting a training camp | $500 | $ 500.00 | $ 1,120.00 |
| | 21-Jun | North Canterbury Area Pony Club | Towards the cost of sending two coaches to the NZ Pony Club Confrence | $500 | $ 500.00 | $ 620.00 |
| | | | | | | $ 620.00 |

**Waimakariri District Council**
215 High Street
Private Bag 1005
Rangiora 7440, New Zealand
**Phone** 0800 965 468

GOVERNANCE

# Kaiapoi-Tuahiwi Community Board

# Discretionary Grant Application

## Information to assist groups with their application

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

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs 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*



210603089725 / QD GOV Form 006 - Version 1.0 - June 2021

## Criteria for application

- Grant applications will be considered every month by the Kaiapoi-Tuahiwi 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 2021 to June 2022) 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 Kaiapoi-Tuahiwi 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 Kaiapoi-Tuahiwi 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

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

**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

## 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.

## Groups applying for Board Discretionary Grants 2021/2022

Name of Group: _____

Address: _____

Contact Person within Organisation: _____

Position within Organisation: _____

Contact phone number: _____ Email: _____

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

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

Overall Cost of Project: _____ Amount Requested: _____

How many people will directly benefit from this project? _____

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

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

☐ Preschool ☐ School/youth ☐ Older adults ☐ Whole community/ward

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

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

Other (please specify): _____

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

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

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

What is the benefit(s) to your organisation?

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

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

If yes, name of parent group: _____

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

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

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

If yes, please supply details:

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: _____

**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

| | |
|---|---|
| **FILE NO and TRIM NO:** | GOV-26-08-06 / 210910145430 |
| **REPORT TO:** | KAIAPOI-TUAHIWI COMMUNITY BOARD |
| **DATE OF MEETING:** | 18 October 2021 |
| **AUTHOR(S):** | Kay Rabe, Governance Advisor |
| **SUBJECT:** | Amendment to the Discretionary Grant Funding Criteria |
| **ENDORSED BY:** (for Reports to Council, Committees or Boards) | Department Manager / Chief Executive |

## 1 SUMMARY

1.1 The purpose of this report is for the Kaiapoi-Tuahiwi Community Board (the Board) to consider an amendment to its 2021/22 Discretionary Grant Fund Application Criteria which aims to clarify schools eligibility to apply to the Boards discretionary grant funding.

Attachments:
i. Current Approved 2021/22 Discretionary Grant Fund Application Criteria. (Trim Ref: 210603089725).

## 2 RECOMMENDATION

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

(a) **Receives** Report No. 210910145430.

(b) **Approves** the amendment to the 2021/22 Discretionary Grant Fund Application Criteria which would read:

*"Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.* ***Applications from Parent-Teachers Association (PTAs), Funding Committees and/or similar community based groups associated with schools will be considered. Applications received directly from a school Board of Trustees, whereby being directly funded from the Ministry of Education will be declined."***

**OR**

(c) **Retains** the status quo for the 2021/22 Discretionary Grant Fund Application Criteria.

## 3 BACKGROUND

3.1 The Discretionary Grant Fund is a contestable fund enabling community groups and organisations meeting the relevant criteria, to seek funding for various events, initiatives and projects.

3.2 The current Discretionary Grant Fund Application Criteria states that applications will only be accepted from non-profit, community-based organisations/groups, registered charities or incorporated societies. However, applications have been received from schools and school's Boards of Trustees.

3.3 The School's Board of Trustees are elected members of the community, and have similar responsibilities to the school as directors of companies do to their company. The PTA is made up of members of the school community who volunteer their time to help raise funds for the school and build links between parents and the school.

## 4 ISSUES AND OPTIONS

4.1 It is generally accepted that many schools are underfunded, especially schools with a small roll often located in rural environments. To achieve the best learning experiences, schools need to be creative with funding to enable schools to deliver a curriculum that is diverse, interesting and fun. Community Boards are often faced with a decision to assist schools to achieve this goal or to stand on principle stating these projects, as part of the curriculum, should fall under the auspice of the Ministry of Education.

4.2 The Board has considered four applications from schools in the last five years. These applications have led to lengthy debates regarding the eligibility of schools. The Board approved three of the grant applications from schools in the last five years. One application for funding for Lego was declined as it was considered to fall under the auspice of the Ministry of Education.

4.3 In a bid to mitigating the confusion and to guide applicants, it is suggested that the 2021/22 Discretionary Grant Fund Application Criteria be amended as below to provide more clarity on the Board's position regarding schools.

*"Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.* ***Applications from Parent-Teachers Association (PTAs), Funding Committees and/or similar community based groups associated with school will be considered. Applications received directly from a school Board of Trustees, whereby being directly funded from the Ministry of Education will be declined."*** (Noting that the wording in bold is the proposed amendment.)

4.4 The Discretionary Grant Fund Application Criteria serves as a guide to the Board, and each application should be considered and judged on the merit of the project and knowledge of the organisation/group.

4.5 There are implications to community wellbeing by the issues and options that are the subject matter of this report.

4.6 The Management Team has reviewed this report.

## 5 COMMUNITY VIEWS

5.1 **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report, as funding for school projects affects all communities within the district.

5.2 **Groups and Organisations**

Other than schools, there are no groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

5.3 **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. However, by narrowing the scope for schools to apply for funding, projects that could enhance learning may be unavailable affecting the school, scholars and their families and ultimately the wider community.

## 6 OTHER IMPLICATIONS AND RISK MANAGEMENT

### 6.1 Financial Implications

There are financial implications of the decisions sought by this report. The 2021/31 Long Term Plan includes budgetary provision for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups up to a total of $5,270 in the 2021/22 financial year. An amount of $620 was carried forward from the 2020/21 financial year, thereby bringing the Discretionary Grant Fund to a total of $5,890 for the current financial year.

The application criteria specify that grants are customarily limited to a maximum of $500 in any one financial year (July to June), although a group can apply up to twice in a year, providing it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups.

### 6.2 Sustainability and Climate Change Impacts

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

### 6.3 Risk Management

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

### 6.3 Health and Safety

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

## *7* CONTEXT

### 7.1 Consistency with Policy

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

### 7.2 Authorising Legislation

Not applicable.

### 7.3 Consistency with Community Outcomes

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

- People are friendly and caring, creating a strong sense of community in our District.
- There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

### 7.4 Authorising Delegations

Community Boards have delegated authority to approve Discretionary Grant Funding.

**Waimakariri District Council**
215 High Street
Private Bag 1005
Rangiora 7440, New Zealand
**Phone** 0800 965 468

GOVERNANCE

# Kaiapoi-Tuahiwi Community Board

# Discretionary Grant Application

## Information to assist groups with their application

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

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs 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*



210603089725 / QD GOV Form 006 - Version 1.0 - June 2021

## Criteria for application

- Grant applications will be considered every month by the Kaiapoi-Tuahiwi 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 2021 to June 2022) 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 Kaiapoi-Tuahiwi 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 Kaiapoi-Tuahiwi 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

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

**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

## 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.

## Groups applying for Board Discretionary Grants 2021/2022

Name of Group: _____

Address: _____

Contact Person within Organisation: _____

Position within Organisation: _____

Contact phone number: _____ Email: _____

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

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

Overall Cost of Project: _____ Amount Requested: _____

How many people will directly benefit from this project? _____

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

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

☐ Preschool ☐ School/youth ☐ Older adults ☐ Whole community/ward

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

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

Other (please specify): _____

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

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

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

What is the benefit(s) to your organisation?

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

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

If yes, name of parent group: _____

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

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

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

If yes, please supply details:

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: _____