

Agenda

Oxford-Ohoka Community Board

Wednesday 3 July 2024

7pm

Oxford Town Hall
Main Street
Oxford

Members:

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

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AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD AT THE OXFORD TOWN HALL, MAIN STREET, OXFORD ON WEDNESDAY 3 JULY 2024 AT 7PM.

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

BUSINESS

PAGES

1. **APOLOGIES**

2. **PUBLIC FORUM**

3. **CONFLICTS OF INTEREST**

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of the Oxford-Ohoka Community Board meeting – 5 June 2024**

RECOMMENDATION

7 – 14

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 5 June 2024, as a true and accurate record.

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

4.3. **Notes of the Oxford-Ohoka Community Board Workshop – 5 June 2024**

15 – 16

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the circulated Notes of the Oxford-Ohoka Community Board workshop, held on 5 June 2024.

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

Nil.

7. REPORTS

7.1. Oxford-Ohoka Community Boards 2024/25 Discretionary Grant Fund and 2024/25 General Landscaping Budget – Kay Rabe (Governance Advisor)

RECOMMENDATION

17 – 25

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 240515077971.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2024/25 is \$13,990, with a carry forward for 2024/25 still to be determined due to outstanding invoices being processed.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2024/25 is \$6,330.
- (d) **Approves** the Board's 2024/25 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089866).
- (e) **Approves** the Board's 2024/25 Discretionary Grant Accountability Form (Trim No. 210603089980).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2024/25 financial year (July 2024 to June 2025).

7.2. Application to the Oxford-Ohoka Community Boards 2024/25 Discretionary Grant Fund - Kay Rabe (Governance Advisor)

RECOMMENDATION

26 – 70

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240604089340.
- (b) **Approves** a grant of \$.....to the Ohoka Rugby Club Under 11 towards attending the New Zealand Junior Rugby Festival in August/September 2024.
OR
- (c) **Declines** the application from the Ohoka Rugby Club Under 11.
- (d) **Approves** a grant of \$..... to the Oxford Museum/Oxford Historical Records Society for a new double-sided teardrop flag.
OR
- (e) **Declines** the application from the Oxford Museum/Oxford Historical Records Society.
- (f) **Approves** a grant of \$..... to the Ohoka School Aims Games Basketball team towards travel and accommodation costs while attending the Aims Games in Tauranga in September 2024.
OR
- (g) **Declines** the application from the Ohoka School Aims Games Basketball team.
- (h) **Approves** a grant of \$..... to View Hill School towards hosting a Dark Sky event.
OR
- (i) **Declines** the application from View Hill School.

8. CORRESPONDENCE

Nil.

9. CHAIRPERSON'S REPORT

9.1. Chairperson's Report for June 2024

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

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

10. MATTERS FOR INFORMATION

- 10.1. Woodend-Sefton Community Board Meeting Minutes 10 June 2024.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 12 June 2024.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 17 June 2024.
- 10.4. Submission Environment Canterbury Long Term Plan – Report to Council meeting 4 June 2024 – Circulates to all Boards.
- 10.5. Health, Safety and Wellbeing Report May 2024 – Report to Council Meeting 4 June 2024 – Circulates to all Boards.
- 10.6. Enterprise North Canterbury Approved Statement of Intent (SOI) Beginning 1 July 2024, and associated 2024/25 Enterprise North Canterbury Annual Business Plan – Report to Audit and Risk Committee meeting 11 June 2024 – Circulates to all Boards.
- 10.7. Commence Public Consultation on Amended Stormwater Drainage and Watercourse Protection Bylaw 2024 – Report to Utilities and Roding Committee meeting 18 June 2024 – Circulates to all Boards.
- 10.8. Private Well Study – Results from 2023 Study – Report to Utilities and Roding Committee meeting 18 June 2024 – Circulates to all Boards.

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.8.

Note:

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

11. MEMBERS' INFORMATION EXCHANGE

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

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

12. CONSULTATION PROJECTS

Nil.

13. BOARD FUNDING UPDATE

13.1. Board Discretionary Grant

Balance as at 1 July 2024: \$6,330.

13.2. General Landscaping Fund

Balance as at 1 July 2024: \$13,990. Plus carryover to be confirmed.

14. MEDIA ITEMS

15. QUESTIONS UNDER STANDING ORDERS

16. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

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

Workshop

- *Members Forum*
 - *Community Emergency Hubs.*

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OXFORD TOWN HALL, MAIN STREET, OXFORD ON WEDNESDAY 5 JUNE 2024 AT 7PM.

PRESENT

S Barkle (Chairperson), T Robson (Deputy Chairperson), M Brown, T Fulton, R Harpur, N Mealings (left 9:20pm) and P Merrifield.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), K Simpson (3 Waters Manager), C Fahey (Water and Wastewater Asset Manager), E Bucks (Project Manager), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

There were five members of the public present.

1. APOLOGIES

Moved: S Barkle

Seconded: N Mealings

THAT an apology for absence be received and sustained from M Wilson.

CARRIED

2. PUBLIC FORUM

Nil.

3. CONFLICTS OF INTEREST

Item 7.2 – T Fulton and T Robson declared a conflict as they were financial members of the Oxford Promotions Action Committee.

4. CONFIRMATION OF MINUTES

4.1. Minutes of the Oxford-Ohoka Community Board Meeting– 8 May 2024

Moved: N Mealings

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 8 May 2024, as a true and accurate record.

CARRIED

4.2. Matters Arising (From Minutes)

There were no matters arising.

5. DEPUTATIONS AND PRESENTATIONS

5.1. Nitrate Levels in Drinking Water – Luis Arevalo

L Arevalo reported that he was part of a growing group of Waimakariri residents concerned with the current levels of nitrate in the district's drinking water. They wanted clean, safe drinking water and all water authorities to be open to the public about local and international research about nitrate.

L Arevalo noted that they believed health issues were caused by lower levels of nitrates than the current maximum acceptable value (MAV) of nitrates in drinking water. Therefore, they wanted all relevant authorities to lower the MAV levels of nitrates in New Zealand drinking water in line with updated international research. He acknowledged that the national MAV level for nitrate in drinking water was currently 11.3 mg/l and that nitrate levels in the Waimakariri District's drinking water supplies did not exceed the MAV. However, technology and research have debunked much of the data used to determine the MAV level in the 1950s.

L Arevalo advised that numerous local and international studies suggest a correlation between nitrate levels below the current MAV and major health implications. They were aware various entities had different roles and responsibilities pertaining to nitrates in drinking water. They understood that the Ministry of Health set the MAV, and the Council was only responsible for ensuring that nitrates in the Waimakariri's water supply remained below MAV. However, they wish to request the Board and the Council to advocate for the lowering of the MAV level for nitrate in drinking water.

P Merrifield sought clarification on whether the MAV level only applied to Council water supplies or if it also included private wells. L Arevalo understood that private wells were the responsibility of the well owners. However, he noted that the water from Council water supplies and private wells came from the same groundwater source.

T Fulton enquired if L Arevalo had their water supply tested. L Arevalo noted he had been actively worried about the state of the water for a number of years. They had their water tested through the Greenpeace testing which came out as just under half the MAV.

It was agreed that the Board meeting should be adjourned at 7:12 pm to enable the Board to have a workshop on Nitrates.

Moved: S Barkle

Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Agrees** to adjourn the Board meeting to enable the Board to hold a workshop regarding nitrates in the Council's water supplies.

CARRIED

Moved: S Barkle

Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Agrees** that the Board meeting be reconvened at 8:08pm.

CARRIED

The Board meeting reconvened at 8:08pm.

6. **ADJOURNED BUSINESS**

Nil.

7. REPORTS

7.1. West Eyreton Water Supply Upgrades – C Fahey (Water and Wastewater Asset Manager) and E Brucks (Project Manager)

C Fahey updated the Board on the Ultraviolet (UV) upgrades planned for the West Eyreton headworks site at 1467 North Eyre Road, which was to be constructed in the 2024/25 financial year. She noted that the water source at West Eyreton was of high quality, and the additional treatment was not because the water had changed; it was purely a response to the new Drinking Water Quality Assurance Rules (DWQAR). C Fahey advised that the work would be funded on a district-wide basis under the District UV rate.

Responding to a question from S Barkle, C Fahey confirmed that the district-wide UV rate only applied to users of the Council's water supplies.

M Brown asked if this project was yet to go out to tender and C Fahey noted that it did.

Moved: T Ronson

Seconded P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 240520080573.
- (b) **Notes** that UV treatment equipment will be installed in the 2024/25 financial year at the West Eyreton water supply headworks within a new treatment building to achieve compliance with the new Drinking Water Quality Assurance Rules.
- (c) **Notes** that this project will be funded on a district-wide basis from the District UV Account.
- (d) **Circulates** this report for information to the Water Supply Advisory Group members.

CARRIED

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

T Fulton and T Robson, having declared a conflict of interest, sat back from the table during this report's consideration.

T Kunkel took the report as read, and there were no questions from elected members.

Moved: S Barkle

Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240506071358.
- (b) **Approves** a grant of \$750 to the Oxford Promotions Action Committee towards lighting the tree near the Library for the Matariki Winter Lights Festival.

CARRIED

8. CORRESPONDENCE

Nil.

9. CHAIRPERSON'S REPORT

9.1. Chairperson's Report for May 2024

- Noted that the Council recommended in its 2024-34 Long Term Plan (LTP) that the Mandeville Resurgence Project be put off for another financial year so that more public consultation could take place. She understood that more consultation was needed; however, she hoped that this could still occur this coming financial year. The residents who were impacted by flooding in the area have been waiting a long time for some action, and it seemed the Council was very close to finding a solution.
- The LTP recommendation was to approve the \$1.3 million for the upgrade of the Southbrook Sports Club for the next financial year, so that the club should be given more time to fundraise. She questioned what precedence this would set for other sports clubs' refurbishments. However, she noted that the Council would consider every case on its merits.

G Cleary noted that the Southbrook decision involved pushing money out to year four of the LTP. It was a placeholder for one-third of that cost, and it was reliant on the Southbrook Club fundraising the remainder of that money.

- Requested further information about the proposed intersection upgrades that have been postponed in the LTP, such as the Tram /Two Chain Roads upgrades and the Tram /Oxford Roads upgrades. More information was required on what the proposed upgrades would entail. Also, information was required about what other future intersection upgrades were proposed for Tram Road, in particular, at the No10/Tram and McHughs/Tram/Bradleys intersection.

G Cleary noted that the Tram /Oxford Road intersection and the Two Chain Road intersection both proposed minor improvements at the intersection, including the rural intersection ahead warning signage, with a slow speed through the intersection. The projects had been moved out because they relied on the approval of those variable speed limits. That was included in the Council's Speed Management Plan, which would, however, not be progressing further until there was further clarification from the Central Government about speed limits. The McHughs/Tram/Bradleys Roads roundabout was currently being designed, and construction would likely take place in 2024/25. However, this was dependent on co-funding from the New Zealand Transport Agency (Waka Kotahi). The design of the Tram /No 10 Roads intersection would be undertaken in 2025/26, and construction was planned for 2026/27, which was subject to co-funding.

- The Woodstock Quarry consent application had now closed. The commissioners had until 25 June 2024 to decide. They were issued a two-week extension because one of the commissioners was unavailable for two weeks, and they felt they needed all of their input to be able to process all of the information.
- The Mandeville Village Partnership had asked to enter a late submission to the District Plan in response to the RIDL submission for their proposed land zoning change in Ohoka. It was expected that their submission would be essentially the same as their submission to Plan Change 31. The essence of that was that they were not opposed to the subdivision but wanted to be the main commercial hub for the area.

Moved: P Merrifield

Seconded: T Fulton

THAT the Oxford-Ohoka Community Board:

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

CARRIED

10. **MATTERS FOR INFORMATION**

- 10.1. Rangiora-Ashley Community Board Meeting Minutes 8 May 2024.
- 10.2. Oxford-Ohoka Community Board Meeting Minutes 8 May 2024.
- 10.3. Woodend-Sefton Community Board Meeting Minutes 13 May 2024.
- 10.4. Kaiapoi-Tuahiwi Community Board Meeting Minutes 20 May 2024.
- 10.5. Northern Pegasus Bay Bylaw 2024 – Draft for Consultation – Report to Council Meeting 7 May 2024 – Circulates to all Boards.
- 10.6. Health, Safety and Wellbeing Report April 2024 – Report to Council Meeting 7 May 2024 – Circulates to all Boards.
- 10.7. Roading Staff Submission May 2024 – Request for Changes to the Rooding Capital Works Budget – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 10.8. Roading Staff Submission May 2024 – Proposed Adjustments to Walking and Cycling Budgets – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 10.9. Solid Waste – Utilities and Rooding Department Staff Submission to the Draft 2024-34 Long Term Plan – Circulates to all Boards.
- 10.10. Water Supply – Utilities and Rooding Department Staff Submission to the Draft 2024-34 Long Term Plan – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 10.11. Mandeville Resurgence and Channel Diversion Upgrade Project Stage 1 Staff Submission for 2024-34 Long Term Plan – Report to Council Meeting 21 May 2024 – Circulates to the Oxford-Ohoka Community Board.
- 10.12. Drainage Staff Submission to Long Term Plan 2024-2034 – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 10.13. Wastewater – Utilities and Rooding Department Staff Submission to the Draft 2024/34 Long Term Plan – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 10.14. Housing for the Elderly – Proposed new Housing Development – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 10.15. Zone Implementation Programme Addendum (ZIPA) Capital Works Programme 2024/25 – Report to Utilities and Rooding Committee 28 May 2024 – Circulates to all Boards.
- 10.16. Decision for Unused Water Take Consents – Report to Utilities and Rooding Committee 28 May 2024 – Circulates to all Boards.
- 10.17. July 2023 Flood Recovery Progress Update – Report to Utilities and Rooding Committee 28 May 2024 – Circulates to all Boards.
- 10.18. Kaiapoi Community Hub – Reallocation of Budget – Report to Community and Recreation Committee 28 May 2024 – Circulates to all Boards.
- 10.19. Aquatics May Report – Report to Community and Recreation Committee 28 May 2024 – Circulates to all Boards.
- 10.20. Libraries Update to 16 May 2024 – Report to Community and Recreation Committee 28 May 2024 – Circulates to all Boards.

Public Excluded

- 10.21. Land Purchase for Ohoka Water Treatment Plant Upgrade – Report to Council Meeting 7 May 2024 – Circulates to the Oxford-Ohoka Community Board.

Moved: S Barkle

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.20.
- (b) **Receives** the separately circulated public excluded information in item 10.21, which is to remain public excluded.

CARRIED

11. MEMBERS' INFORMATION EXCHANGE

T Robson

- The Ashley Gorge Advisory Group had a working bee to clear the track and was looking at other things that would need to be done for the walking track in terms of signage, timber retaining walls and how much it was going to cost. The group would be holding another working bee with the Air Cadets to go through and mulch the material that had been pulled out and finish the last of the clearance; whereafter they would be able to start the construction of the track. The group was advertising in the Oxford Observer as well as talking to the Rangiora Tramping Club, Lions and other groups regarding help with the trapping programme. They had just brought a new selection of traps. They discussed the vegetation clearance that had been raised with Council staff which had now been completed.

T Fulton

- Waimakariri Water Zone Committee.
 - Action Plan Projects funded:
 - Bittern Inanga Rushland, Lees Road, Kaiapoi - \$15,000
 - Hunters Stream, Cust \$5,285
 - Ketchum Cottage, Fernside \$7,210
 - O'Kair Lagoon, Lees Rd, Kaiapoi \$15,000
 - Pohio Wetland, Kaiapoi \$11,700
 - Riparian Enhancement Project, Whiterock Mains \$6,000
 - Sefton Saltwater Catchment Group \$2,805
 - Waimakariri Biodiversity Working Group \$3,000
 - Total Spend \$66,000
 - Ashley Rakahuri Rivercare Group – Estuary Shorebird Monitoring (approved July 2023 for ongoing work) – Spend \$9,000.
 - Action Plan funds were now fully allocated in the 2023/24 financial year.
 - The other projects considered were – Aerial Mapping, Black Maps Ltd, Oxford Dary Sky Project – Oxford Dark Sky Group, Tuhaitara Wetland to Sea Corridor.
 - Suggested that the Board have a discussion on the possibility of establishing a “Water Committee” for the Waimakariri District, as the Waimakariri Water Zone Committee may be dissolving.
- Attended:
 - Audit and Risk Committee meeting.
 - Council Workshop Session.
 - Long Term Plan Deliberations.
 - Oxford Health and Fitness Centre Trust.
 - Utilities and Roading Committee meeting.
 - District Planning and Regulation Committee meeting.
 - Council Briefing.
 - Community and Recreation Committee meeting.
- Met Calen Layendecker from the North Canterbury Equestrian Group, who was interested in expanding trail access and improving road safety.
- Email query about the possible use of the Oxford Club for a Civil Defence fundraiser.
- Email from a Mulcocks Road, Flaxton resident with concerns about a resource consent process and changes to Lineside Road access.

M Brown

- The repairs on Tram Road (300m from turning left into Earlys Road) were sinking.
- Two years ago, there was a splitter island being considered at the Earlys Road/Tram Road intersection. He requested that the Board be updated on this project.
- Requested an update on the consultation regarding the West Eyreton Tennis Club building.

R Harpur

- Questioned how long it took to get plans done for a roundabout. G Cleary noted that it was subject to funding.
- He asked what was being planned for the No 10 Road/Tram Road intersection. G Cleary noted that was one of the considerations the Council had postponed in the LTP budget.

P Merrifield

- North Canterbury Pony Club – Tried to connect the Club with North Canterbury Enterprise to access funding for their forthcoming event.
- Oxford Museum Monthly meeting – Suggested approaching the Board for funding for a new roadside flag.
- Ashley Gorge Reserve— Talked to Jean Pierre about Greenspace funding and what happened at the end of the financial year. Money had been set aside, but it had been tangled up with the wheelchair track.
- Attended Utilities and Roading Committee meeting – good staff presentations.
- Grey Power North Canterbury – Lots of concerns for older people. Money, rates, transport, digital understanding, cashless banking. Provided an update on what the Board was doing.
- Representation Review Working Party Meeting—The working party had been terminated. It had to be based on the 2018 census because the 2023 data was not yet available.

N Mealings

- 2024/34 Long Term Plan Hearings—50 of the 344 individuals and organisations that submitted to the LTP presented their submissions to the Council in person over three days in Kaiapoi, Oxford, and Rangiora.
- Attended
 - Council Briefing.
 - Mandeville Sports Club Board meeting – Working on Incorporated Societies Act required changes and security.
 - Long Term Plan Deliberations.
 - Proposed District Plan Hearings – Stream 12A, rezoning commercial, Oxford and Settlement zones and Pegasus resort zone.
- Meeting with M Christensen - Met with the Chair of Toward Pest Free Waitaha, an emerging initiative of Pest Free New Zealand that was seeking to effect 'landscape-scale' eradication of pests. I wanted to expand to cover the Banks Peninsula through Selwyn and Waimakariri.
- Mandeville Sports Club Board catch-up with staff - Monthly meeting with Greenspace Team. Security issues, planting plan going out for club feedback, facilities, and progress on projects.
- Attended WasteMINZ Conference – Four days bringing Territorial Authorities, individuals and organisations across the Waste Sector together to share and learn about new technologies, initiatives, challenges and opportunities for waste reduction. Lots of inspiration from social enterprises, Councils, products and services and some excellent speakers. The Council was looking forward to putting some of our learnings into action in Waimakariri.
- Representation Review Working Party meeting – The group resolved to dissolve for this triennium and be reconvened by the next the Council in 2026/27. Due to unavailability of 2023 census data, we would have to rely on outdated 2018 Census Data, which would produce similar results to the previous review done in 2022. As we are not legislatively required to undertake a review until 2026/27, it was considered prudent to wait rather than spend time and funds without up-to-date data.

12. **CONSULTATION PROJECTS**

12.1. **Northern Pegasus Bay Bylaw**

<https://letstalk.waimakariri.govt.nz/northern-pegasus-bay-bylaw-2024>

Consultation closed on Friday 14 June 2024.

The Board noted the consultation projects.

13. **BOARD FUNDING UPDATE**

13.1. **Board Discretionary Grant**

Balance as at 31 May 2024 was \$1,247.16.

13.2. **General Landscaping Fund**

Balance as at 31 May 2024 was \$13,680.

The Board noted the funding update.

14. **MEDIA ITEMS**

- The completion of the Waimakariri Gorge Bridge.
- S Barkel requested that the Board be provided updated information on the Discretionary grants to publish on the Board's webpage.
- Update of the Woodstock Quarry.

15. **QUESTIONS UNDER STANDING ORDERS**

Nil.

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

Nil.

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board was scheduled for 7pm, Wednesday 3 July 2024 at the Oxford Town Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9:42PM.

CONFIRMED

Chairperson

Date

NOTES OF A WORKSHOP OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE A&P ROOM, OXFORD TOWN HALL, 34 MAIN STREET, OXFORD, ON WEDNESDAY, 5 JUNE, AT 7:12PM.

PRESENT

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

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), K Simpson (3 Waters Manager), C Fahey (Water and Wastewater Asset Manager), E Brucks (Project Manager), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

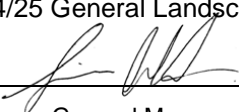
1. CAPITAL WORKS PROJECTS – J McBride (Roading and Transport Manager) and K Simpson (3 Waters Manager)

- Was the Council taking a precautionary approach?
During the last ten years, the Council only had two water supplies with nitrates above 50% of the MAV. When elevated nitrate levels were detected, the Council advised the public and provided advice via its website. The current MAV was primarily based on the prevention of Blue Baby Syndrome. However, the correlation between other conditions, such as bowel cancer and nitrates in water supplies, was now also being monitored.
- Had staff considered when the levels raised above 50% of the MAV to communicating that to the users on that scheme?
The general public has recently shown increased interest in water quality. The Council wanted to ensure that information was readily available and that the Council website was linked to other websites, such as the Ministry of Health, to ensure that the public had as much information as possible. The Ministry of Health and Taumata Arowai have a safe drinking water limit of 11.3 mg/l.
- What was the Council and Environment Canterbury doing to protect the source water?
As a drinking water supplier, the Council needed to ensure it understood where the water came from. Council staff had prepared a Source Water Risk Management Plan that examined three areas. They had undertaken this exercise of reviewing the source area that supplied the bore and all of the risks in that catchment.
- All of the higher nitrate levels seemed to be in farming, and coastal areas were not impacted yet.
Environment Canterbury investigated nitrate levels in subregions throughout the Canterbury region, including the Waimakariri District. The inland area showed a medium nitrate risk, and the coastal area showed a low risk. Council staff believed this was a combination of deeper aquifers along the coast and lag in contaminants' transportation through the system from farming to the coastal areas.
- One that contamination occurs, as it moved downstream, was it going to decrease?
Nitrate in groundwater could get consumed by microorganisms.

- How could the Council advocate with Taumata Arowai to provide testing for nitrates and other contaminants?

Taumata Arowai was adamant that their responsibility under the Water Services Act 2021 only applied to water supplies. Domestic self-suppliers (private wells) were not captured by the Act. However, it did fall to the Council to ensure that advice was being provided to private well owners.

THERE BEING NO FURTHER BUSINESS, THE WORKSHOP CONCLUDED AT 8.08PM.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-08-06 / 240515077971**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 3 July 2024**AUTHOR(S):** Kay Rabe, Governance Advisor**SUBJECT:** Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund and 2024/25 General Landscaping Budget**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)

 General Manager


 Chief Executive
1. SUMMARY

- 1.1 This report provides information regarding the Oxford-Ohoka Community Board's (the Board) 2024/25 General Landscaping Budget and the 2024/25 Discretionary Grant Fund.
- 1.2 This report also requests the Board to consider the approval of the Discretionary Grant Criteria, as included in the Application Form, and the Accountability Form for the 2024/25 financial year.

Attachments:

- i. Draft Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Application Criteria and Application Form (Trim No. 210603089866).
- ii. Draft Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Accountability Form (Trim No. 210603089980).

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

- (a) **Receives** Report No. 240515077971.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2024/25 is \$13,990, with a carry forward for 2024/25 still to be determined due to outstanding invoices being processed.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2024/25 is \$6,330.
- (d) **Approves** the Board's 2024/25 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089866).
- (e) **Approves** the Board's 2024/25 Discretionary Grant Accountability Form (Trim No. 210603089980).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2024/25 financial year (July 2024 to June 2025).

3. **BACKGROUND**

- 3.1 Each financial year the Community Boards are allocated a discretionary sum that the Board may allocate towards landscape projects which enhance and beautify the community. This fund is not a contestable fund.
- 3.2 The Discretionary Grant Fund is a contestable fund available to the Board to allocate to community groups and organisations, meeting the fund's criteria and seeking funding for various events, initiatives, and projects.

4. **ISSUES AND OPTIONS**

4.1 2024/25 General Landscaping Budget

- 4.1.1 The General Landscaping Budget's allocation for the 2024/25 financial year approved by the Council for the Board is \$13,990. However, the unspent amount to be carried forward from the 2024/25 financial year is still to be determined, as outstanding invoices are still being paid. Therefore, the available funding for the 2024/25 financial will be confirmed at the Board's meeting to be held in September 2024.
- 4.1.2 Community Boards often identify community landscaping enhancement projects for which this budget can be used. Equally, local community members often suggest minor landscaping improvements, such as additional seating, paving, signage, or something similar.
- 4.1.3 The Board and the Council's Greenspace Team will hold a workshop to identify potential projects for funding during the 2024/25 financial year. Once the Board decides on the allocation of all or part of its 2024/25 Landscaping Budget, a report seeking the Board's approval for funding identified projects will then be submitted for approval.

4.2 2024/25 Discretionary Grant Fund

- 4.2.1 The Council has reviewed the Community Boards' Discretionary Grant Fund allocations as part of the 2024-34 Long Term Plan process. The revised allocation was based on \$0.50c per head of population in the Board's geographical areas. The Board's Discretionary Grant Fund allocation for the 2024/25 financial year is \$6,330.
- 4.2.2 The Board considers applications from non-profit community-based organisations, registered charities, or incorporated societies. However, not all eligible groups may be aware of the fund; it is therefore essential that Board members continue to be proactive in promoting the funds through networking with community groups.
- 4.2.3 Staff will periodically advertise the Discretionary Grant through the Community Notice Board page in the Northern Outlook and Chatter. Application Forms are also available on the Council website, from Service Centres, or by contacting the Council.
- 4.2.4 The Board's Application and Accountability Forms and its template for Informal Community Groups' Financial Requirements has been updated and are presented to the Board for approval for the 2024/25 financial year.

4.3 **Implications for Community Wellbeing**

The issues and options that are the subject of this report have no significant implications for community wellbeing. However, funding community and landscaping projects will increase the general wellbeing of the community within the Board's area.

4.4 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1 **Mana Whenua**

Te Ngāi Tūāhuriri hapū is not likely to be affected by or have an interest in the subject matter of this report. However, they may wish to apply for funding for events and projects.

5.2 **Groups and Organisations**

Community groups and organisations are likely to be affected by or be interested in the subject matter of this report, as the Board's Discretionary Grant fund could assist them in achieving community-based programmes during the current financial year.

5.3 **Wider Community**

The wider community is not likely to be affected by or be interested in this report's subject matter. However, it should be noted that the funding allocated to community groups and the landscaping projects will increase the general feeling of wellbeing within the Board's community.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

6.1.1 The decisions sought by this report have financial implications. The Council has approved an allocation of \$13,990 to the Board's General Landscaping Budget for the 2024/25 financial year. The amount to be carried forward from the 2024/25 financial year will be confirmed once the outstanding invoices have been processed.

6.1.2 The Long Term Plan for 2024/25 includes a budget provision of \$6,330 for the Board to approve grants to non-profit community-based organisations, registered charities, or incorporated societies. The Council has resolved not to carry over any unspent funding from the 2023/24 financial year.

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

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

6.4 **Health and Safety**

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

7. **CONTEXT**

7.1 **Consistency with Policy**

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

7.2 **Authorising Legislation**

Not applicable.

7.3 **Consistency with Community Outcomes**

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

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

7.4 **Authorising Delegations**

The Community Boards have delegated authority for both funds.

GOVERNANCE

Oxford-Ohoka Community Board Discretionary Grant Application

Information to assist groups with their application

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

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

The Board cannot accept applications from individuals. All funding is paid to community-based project groups, non-profit community organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. Staff cannot process your application without financial information.

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

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

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

Criteria for application

- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- Applications will only be accepted from community-based project groups, not for profit organisations, registered charities or incorporated societies.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered provided there is proof that the activity is not funded by the Ministry of Education. However, schools themselves are not considered non-profit community-based organisations.
- Grant funding will not be allocated for events/projects that have already occurred i.e retrospectively.
- The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.
- Grants are generally limited up to \$750 with a maximum of \$1,000 in any financial year (July to June), but the group can apply twice a year, providing it is for different projects. The Board will consider granting more than \$750 in exceptional circumstances provided that detailed reasons for exceeding the present limit are provided.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit relevant financial information to prove they can deliver the project. Applications will only be processed once the financial information is received. The Community Board reserves the right to request additional financial information on any application if deemed necessary.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government.
- Applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Oxford-Ohoka Community Board including information on applications to other Community Boards.
- Grant applications will be considered every month by the Oxford-Ohoka Community Board. Applications are recommended to be received three weeks prior to Board meeting dates so they can be processed in time.
- An Accountability Form must be provided to the Council within 10 working days after the event, completion of the project or when the funds were spent outlining how the funds were applied. Relevant proof of purchase such as receipts, bank statements or invoices must be included with the Accountability Form and photos of the event or purchase is encouraged.
- Where possible Boards request permission to utilise these photos on its Facebook page, the Council website or other social media, to encourage other community groups' participation.
- In the event that funds are not spent on the project or activity applied for within 12 months of the date of the event/project, the recipient will be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place or if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

What happens now?

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

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 2024/2025

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 will 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 _____% Rangio _____% Ashley _____% Woodend-Sefton _____% Kaiapoi-Tuahiwi _____%

Other (please specify): _____

If this application is declined, will the 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 are the benefit(s) to the Oxford-Ohoka community or wider district?

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

If yes, name of parent group: _____

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

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

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

If yes, please supply details:

Enclosed ☐ Financial Balance Sheet and Income & Expenditure Statement
(compulsory – your application cannot be processed without financial statements)

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

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

Signed: _____ Date: _____

GOVERNANCE

Oxford-Ohoka Community Board

Accountability Form for 2024/2025

Discretionary Grant Recipients

For funding provided during the period July 2024 – June 2025

This form is to tell the Board what you spent the money on.

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups to provide the Board with feedback on the event/project and its impact in the community.

Please complete this form and return within 20 days after the event or completion of the project. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project and permission to utilise the photos on its Facebook page, the Council's website and other social media. The information provided will be used in a report to the Board that will be publicly available.

Name of group: _____

Date: _____ Amount allocated: \$ _____

Purpose for grant: _____

Please give details below of how the money was spent. Include receipts or bank statements as proof of purchase.

_____	\$ _____
_____	\$ _____
_____	\$ _____

Give a brief outline on how the funds were applied and the benefits that have been achieved with these funds including the number of people who attended or were assisted. Please include photographs, where possible:

(Use additional pages if necessary)

Permission to use photos on the Board's Facebook page, the Council's website and other social media: ☐ Yes ☐ No

Continued over page

Two authorised signatories to complete the details below²⁵

Date: _____

Date: _____

First contact name: _____

Second contact: _____

Signature: _____

Signature: _____

Position: _____

Position: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Address: _____

Address: _____

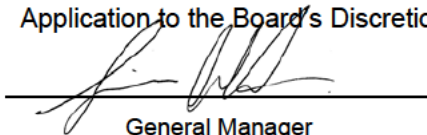
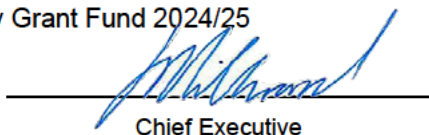
Return to:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440

OR

IM@wmk.govt.nz

DRAFT

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 / 240604089340**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 3 July 2024**AUTHOR(S):** Kay Rabe, Governance Advisor**SUBJECT:** Application to the Board's Discretionary Grant Fund 2024/25**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

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

Name of Organisation	Purpose	Amount requested
Ohoka Rugby Club Under 11	Towards attending the New Zealand Junior Rugby Festival	\$1,000
Oxford Museum/Oxford Historical Records Society	To purchase a double-sided teardrop flag	\$398
Ohoka School Aims Games Basketball Team	Towards travel and accommodation costs while attending the Aims Games	\$1,000
Viewhill School	Towards hosting a Dark Sky event	\$700
Total		\$3,098

Attachments:

- i. An application from Ohoka Rugby Club Under 11 (Trim Ref: 240531088914).
- ii. An application from Oxford Museum/Oxford Historical Records Society (Trim Ref: 240521081233).
- iii. An application from the Ohoka School Aims Games Basketball Team (Trim Ref: 240411057356).
- iv. An application from View Hill School (Trim Ref: 240619099594).
- v. Spreadsheet showing the previous two years' grants.
- vi. Board funding criteria 2024/25 (Trim: 210603089866).

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

- (a) **Receives** report No. 240604089340.
- (b) **Approves** a grant of \$.....to the Ohoka Rugby Club Under 11 towards attending the New Zealand Junior Rugby Festival in August/September 2024.

OR

- (c) **Declines** the application from the Ohoka Rugby Club Under 11.

- (d) **Approves** a grant of \$..... to the Oxford Museum/Oxfoes Historical Records Society for a new double-sided teardrop flag.

OR

- (e) **Declines** the application from the Oxford Museum/Oxford Historical Records Society.

- (f) **Approves** a grant of \$..... to the Ohoka School Aims Games Basketball team towards travel and accommodation costs while attending the Aims Games in Tauranga in September 2024.

OR

- (g) **Declines** the application from the Ohoka School Aims Games Basketball team.

- (h) **Approves** a grant of \$..... to View Hill School towards hosting a Dark Sky event.

OR

- (i) **Declines** the application from View Hill School.

3. **BACKGROUND**

- 3.1 The **Ohoka Rugby Club Under 11** seeks funding to attend the New Zealand Junior Rugby Festival in August/September 2024.
- 3.2 The **Oxford Museum/Oxford Historical Records Society** is requesting funding to replace its double-sided teardrop flag.
- 3.3 The **Ohoka School Aims Games Basketball Team** is requesting funding to assist the team in attending the Aims Games in Tauranga in September 2024.
- 3.4 The **View Hill School** is seeking funding to host a Dark Sky event in August 2024.
- 3.5 The current balance of the Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund is **\$6,330**.

4. **ISSUES AND OPTIONS**

Ohoka Rugby Club (the Club)

4.1 **Information provided by the Club:**

- 4.1.1 The Club was established in 1927 and is a unique mix of urban and rural families. This quality underpins a strong community rugby-focused culture within the Club. The Club is fully committed to rugby and the sport's positive impact on the community. The Club, situated at the Mandeville Sports Club, is one of the fastest-growing clubs in Canterbury. The Club's activities and involvement positively impact approximately 500 families and significantly contribute to community wellbeing.
- 4.1.2 The Club's Under 11 team will participate in the New Zealand Junior Rugby Festival, which will be held in Queenstown on Saturday, 31 August, and Sunday, 1 September 2024. The festival will host five games over two days, ensuring each player has time on the field. The festival attracts teams from all over the country and covers multiple age groups, creating a unique atmosphere. There is a significant demand for entry into the 2024 games, with over 20% of all rugby clubs entering, which is a testament to the unique culture and legacy the festival generates.

4.1.3 Attending the festival is anticipated to benefit around 30 to 35 players directly. However, the whole club is expected to benefit from the experience of those attending, which will have a knock-on effect on the club. Playing sports helps create a sense of community and belonging as fans and players come together to support their local teams. Belonging to a team helps establish identity, team spirit and respect, ensuring a fun learning experience

4.1.4 The cost of the team's attendance of the festival is expected to be approximately \$32,850, and the Club is running numerous fundraising activities, such as "Have our Back" T-shirts, fundraiser nights at The Mak Night Sponsorship, sausage sizzles, and bake sales days. The Club is also approaching local businesses to sponsor the team. The team will still attend the Festival if this application is unsuccessful.

4.2 Council Evaluation:

4.2.1 The Club's application for \$1,000 complies with the Board's Discretionary Grant Application Criteria, as the application is from a local sports club. The Club previously applied for funding in December 2023 to replace stolen weights from its gym. However, this application was declined as the weights were not part of the core equipment used by the players, and the Board believed that the gym equipment should have been insured.

4.2.2 Grants are generally limited to \$750, with a maximum of \$1,000 in any financial year. However, groups can apply twice a year, provided it is for different projects. The Board can consider granting more than \$750 in exceptional circumstances, provided detailed reasons for exceeding the present limit are provided.

Oxford Museum/Oxford Historical Records Society (the Society)

4.3 Information provided by the Society:

4.3.1 The Oxford Museum was built in 1980 by the Oxford Historical Records Society in conjunction with the Oxford Jaycees, who provided the workforce. The Society fabricated their bricks, with volunteer labour making eight thousand bricks in a hand press. The Oxford Museum was constructed on land provided by the Oxford Tennis Club because the land designated by the then Oxford County Council for the new museum was deemed unsuitable. The museum's displays constantly evolve with the arrival of new exhibits and reflect the district's sawmilling, farming and general home life of early settlers.

4.3.2 The Society is seeking funding to replace its outdoor double-sided teardrop flag, which is about ten years old and deteriorating. The flag advertises when the museum is open and is visible from Main Street Oxford, thereby attracting more visitors. The Society believes this is an invaluable way to promote the museum to visitors to the area.

4.4 Council Evaluation:

4.5.1 The application complies with the Board's Discretionary Grant Application criteria, as the Society is a not-for-profit organisation. The Society is requesting \$398, and no other fundraising has been undertaken for this project. The Board granted the Society \$697 to secure its medal display case in June 2022, and the Accountability Form was received.

Ohoka School Aims Games Basketball Team (the Team)

4.5 Information provided by the Team:

- 4.5.1 Ohoka School is a Decile 10 state primary school in Jacksons Road, Ohoka. Most of the students attending the school live in the Ohoka area. The school's whānau are keen supporters of the school and are fully involved in sports, library, classroom and enrichment programmes. The school liaises with early childhood centres and care homes for older people.
- 4.5.2 The school's team is seeking funding for travel and accommodation costs while attending the Aims Games in Tauranga. The AIMS Games is Australasia's largest junior sporting event, held annually in Tauranga Moana. Celebrating diversity, the Games provide an opportunity for adolescents from all demographics and education contexts to compete in sporting competitions, meet others outside their peer group, and learn and build on their social interaction skills.
- 4.5.3 Although the Team will represent Ohoka School, the Ministry of Education does not cover travel or accommodation costs for competitive sporting events. The Team will stay in Tauranga from 9 to 13 September 2024 while competing in the Aims Games Basketball tournament. However, the Team will also compete in a cross-country event on Sunday, 8 September 2024.
- 4.5.4 The nine players attending will experience one of the most significant sporting events in New Zealand, which will engender team bonding, respect, self-discipline, and character building. However, the experience is expected to also impact the players' families and friends. This opportunity will also promote the Ohoka Senior School and the Waimakariri District, which will assist in retaining students, provide the school with greater funds, and aid with community well-being.
- 4.5.5 The estimated cost for the trip is \$14,500, and the students are fundraising and seeking private sponsorship, which is proving challenging. The Team has not applied for funding from other organisations.

4.6 Council Evaluation:

- 4.6.1 The Board's Discretionary Grant Application criteria notes that schools are not considered non-profit community-based organisations. However, the application for the grant funding was not submitted by Ohoka School but by the team manager. The team could be considered a community-based project group, making them eligible for Discretionary Grant funding.
- 4.6.2 The Application criteria also indicate that organisations predominantly funded by the Central Government must provide supporting evidence that the requested grant will not be spent on projects that the Central Government should fund. Consequently, the Team has confirmed that the Ministry of Education does not cover the cost of travel or accommodation for teams competing in sporting events.
- 4.6.3 The Team is requesting \$1,000 towards the costs of attending the Aims Games. Although it is not disputed that the students will benefit from attending the event, the Board would need to weigh the amount requested against the number of students to benefit.
- 4.6.4 Grants are generally limited to \$750, with a maximum of \$1,000 in any financial year. However, groups can apply twice a year, provided it is for different projects. The Board can consider granting more than \$750 in exceptional circumstances, provided detailed reasons for exceeding the present limit are provided.
- 4.6.5 In October 2020, the Board granted Ohoka School \$488 for new high jump equipment, and the Accountability Form was received.

View Hill School (the School)

4.7 Information provided by the School:

- 4.7.1 View Hill School is a small rural school in the foothills of North Canterbury, ten minutes from Oxford. The School enrolls children from New Entrants to Year eight, emphasising small class sizes and making the most of the local environment. The school was established in 1876 and is committed to providing an education that prepares learners for the future while staying rooted in the rich traditions and values of the rural setting.
- 4.7.2 The School is seeking funding to host a community celebration highlighting Oxford's prestigious Dark Sky status. The event is scheduled for 2 August 2024 and will offer an evening filled with stargazing, educational activities and community connection. The event will cater to all ages, including stargazing sessions, educational workshops, cultural presentations, hands-on craft stations, live music, and refreshments. By collaborating with institutions such as the University of Canterbury and the Royal Astronomical Society of New Zealand, the School hopes to provide learners with valuable educational opportunities beyond the classroom.
- 4.7.3 The event is envisaged to promote community engagement and connectivity, providing a platform for whānau, friends, and neighbours to interact, share stories, and create lasting memories. Celebrating the Dark Sky status also raises awareness about the environment and the need to preserve our natural heritage. The grant will cover the cost of providing food, and any profit will be used as a fundraiser for the school to update the out-of-date devices.
- 4.7.3 The expected cost of the event is approximately \$1,200, and the School has requested \$700. If this application is unsuccessful, the event will still occur. However, it would impact what could be supplied and would be detrimental to any fund-raising ability. Fresh Choice has donated \$500 towards this initiative. This is the first time View Hill has applied to the Board for funding.

4.8 Council Evaluation:

- 4.8.1 The Board's Discretionary Grant Application criteria notes that schools are not considered non-profit community-based organisations. The application is from the School's Board of Trustees and, therefore, does not comply with the criteria.
- 4.8.2 The Application criteria also indicate that organisations predominantly funded by the Central Government must provide supporting evidence that the requested grant will not be spent on projects that the Central Government should fund. Although it is acknowledged that schools, especially small rural schools, have a minimal budget, no evidence has been provided that the curriculum resources to be funded from the event should not be subsidised by the Ministry of Education.

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

4.10 Implications for Community Wellbeing:

There are social implications, as sports and social events provide opportunities for social connections and interaction, which builds a sense of mental and community wellbeing. The museum preserves knowledge of the area's heritage, history and culture, thereby contributing to a sense of community.

4.11 The current balance of the Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund is \$6,330. If the applications are granted, the Board will only have \$3,232 left for the remainder of the financial year.

4.12 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1 **Mana Whenua**

Te Ngāi Tūāhuriri hapū is unlikely to be interested in the subject matter of this report unless there is interest in sporting competitions and the heritage of the Oxford Ohoka area.

5.2 **Groups and Organisations**

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

5.3 **Wider Community**

The wider community will likely be affected by or interested in the report's subject, as sporting and social events are opportunities for social connections and interaction. The museum preserves knowledge of the area's heritage, history and culture, thereby contributing to the sense of community.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

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

6.1.2 The current balance of the Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund is therefore \$6,330. If all the applications are granted, the Board will only have \$3,232 left for the remaining eleven months of the financial year.

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

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

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

6.4 **Health and Safety**

All health and safety-related issues will fall under the auspices of the groups applying for funding.

7. **CONTEXT**

7.1 **Consistency with Policy**

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

7.2 **Authorising Legislation**

Not applicable.

7.3 **Consistency with Community Outcomes**

People are friendly and caring, creating a strong sense of community in our District. There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

Groups applying for Board Discretionary Grants 2023/2024

Name of group: Ohoka Rugby Club - Under 11

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: Funding Committee

Contact phone number: [REDACTED]

Email: [REDACTED]

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

The Ohoka Rugby Club Under 11s team are applying for funding to attend the New Zealand Junior Rugby Festival held in Queenstown, Saturday 31 August and Sunday 1 September. It is far beyond just a game of rugby, there will be 5 games over the 2 days of the festival so each player will get a decent amount of time on the field but rugby is only part of the fun, the atmosphere with clubs from all over NZ (and potentially Aus) attending, multiple year groups all being at the festival. Over the last fifteen years, more than 50,000 junior players have participated and forged a unique culture and legacy, that is passed on to the teams that follow. The significant demand for entry into the 2024 games with over 20% of all rugby clubs nationwide is a testament to the festivals' significance and the community spirit it musters,

What is the timeframe of the project/event date? August 31st - Sunday 01 September 2024.

Overall cost of project: \$32,850

Amount requested: \$1000

How many people will directly benefit from this project? 30-35

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 90% Rangiora-Ashley 10% 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?

Playing rugby helps to create a sense of community and belonging, as players and fans come together to support their local teams. Fundraising for this trip through events and fundraisers, help strengthen community ties and promote social cohesion. Rugby is positively impacting society around the globe, acting as a 'force for good' through inclusivity, health, education, the fan experience and sustainability.

Participants will experience and share the inclusion and diversity that rugby promotes, it is a sport that values teamwork and collaboration, regardless of a players background, ethnicity, or gender. Rugby teams are made up of players from all walks of life, and the sport has been instrumental in promoting inclusion and diversity.

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

Having young people in our community that can share the community spirit the Festival imusters, fostering a sense of community pride and upholding the values of friendship, teamwork, and respect. Creating up-standing community minded young people.

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?

I am a parent of one of the rugby players and i am volunteering on the Funding Committee for the trip.

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

.We have many fundraising campaigns on the go: 'Have our back' t-shirts (each player selling numbers 1-40 (or 1-30) with the number corresponding to the \$value of the donation), Rugby night fundraisers at The Mak night Sponsorship, approaching local business owners. Rugby Club Quiz Night Sausage sizzles at club days, bake sales, team members are making jewellery to sell

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

If yes, please supply details:

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

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

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

Signed: _____

Date: 15 May 2024

Canterbury Rugby Football Union

Phone 03 379 8300 Fax 03 365 3565

Rugby Park, Cnr Malvern & Rutland Streets, St Albans

PO Box 755, Christchurch 8140

New Zealand

www.crfu.co.nz

15th January 2024

Secretary
Ohoka Rugby Football club

To Whom It May Concern

We can confirm that the Ohoka Rugby Football Club is an affiliate of the Canterbury Rugby Football Union and as such is eligible for Non-Casino Gaming Grants.

The Canterbury Rugby Football Union is affiliated to the New Zealand Rugby Union, which is recognised by SportNZ as a national sporting organisation.



Fiona Smith
Community Rugby Manager
Canterbury Rugby Football Union

Profit and Loss

Ohoka Rugby Football Club Inc.
For the 8 months ended 30 April 2024

	GENERAL	GYM	JUNIOR	SENIOR	SNR COLTS	SNR DIV 1	SNR DIV 2	TOUCH
Trading Income								
Grants	-	-	3,158.82	-	-	-	-	-
Ground Hire	-	-	-	173.91	-	-	-	-
Interest income	1,257.91	-	-	-	-	-	-	-
Other income	-	550.00	-	-	-	-	-	-
Registrations	-	-	-	417.39	-	-	-	-
Sponsorship	1,304.35	-	(389.10)	-	-	-	-	-
Sponsorship - 7's	-	-	-	869.57	-	-	-	-
Subscriptions - Junior	-	-	7,435.08	-	-	-	-	-
Subscriptions - Other	-	-	-	173.92	-	-	-	-
Subscriptions - Senior	-	-	-	5,286.94	-	-	-	-
Touch Registrations	-	-	-	-	-	-	-	17,850.09
Total Trading Income	2,562.26	550.00	10,204.80	6,921.73	-	-	-	17,850.09
Gross Profit	2,562.26	550.00	10,204.80	6,921.73	-	-	-	17,850.09

Other Income								
Prize Giving Night	-	-	-	173.91	-	-	-	-
Total Other Income	-	-	-	173.91	-	-	-	-
Operating Expenses								
Accountancy	1,183.00	-	-	-	-	-	-	-
Advertising	869.57	-	-	123.83	-	-	-	-
Affiliation fees - CRFU	-	-	-	(130.43)	-	-	-	-
Bank fees	5.51	-	-	-	-	-	-	-

	GENERAL	GYM	JUNIOR	SENIOR	SNR COLTS	SNR DIV 1	SNR DIV 2	TOUCH
Cleaning	-	-	-	180.00	-	-	-	-
Commission	462.19	-	-	-	-	-	-	-
Contractors	-	-	-	-	-	-	-	10,069.57
Food	-	-	107.16	12,129.05	-	-	-	-
Gear & equipment - Gym	2,173.91	-	-	-	-	-	-	-
Gear & equipment - Training	-	-	4,417.50	266.00	-	810.00	-	724.00
Gear & equipment - Uniforms	-	-	336.78	6,633.41	2,012.01	1,558.00	4,166.01	-
Gifts	300.00	-	-	86.96	-	-	-	-
Hire charges	61.75	-	-	-	-	-	-	-
Other expenses	-	-	-	265.22	-	-	-	-
Prize giving	-	-	-	897.47	-	-	-	2,163.44
Repairs & maintenance	354.35	-	480.00	640.00	-	-	-	720.00
Social functions	700.00	-	-	-	-	-	-	-
Subscriptions	966.01	-	-	-	-	-	-	595.00
Team expenses	-	-	1,244.26	633.85	-	1,164.72	-	-
Team photos	-	-	-	5,579.13	-	-	-	-
Travel expenses	-	-	2,960.87	-	-	-	-	-
Total Operating Expenses	7,076.29	-	9,546.57	27,304.49	2,012.01	3,532.72	4,166.01	14,272.01
Net Profit	(4,514.03)	550.00	658.23	(20,208.85)	(2,012.01)	(3,532.72)	(4,166.01)	3,578.08

Profit and Loss

Ohoka Rugby Football Club Inc.
For the month ended 30 April 2024

APR 2024

Trading Income

Interest income	143.77
Other income	10.00
Registrations	417.39
Sponsorship	(389.10)
Subscriptions - Junior	586.98
Subscriptions - Other	173.92
Subscriptions - Senior	1,252.17
Total Trading Income	2,195.13

Gross Profit **2,195.13**

Operating Expenses

Affiliation fees - CRFU	(130.43)
Bank fees	2.09
Commission	76.09
Food	6,969.35
Gear & equipment - Training	5,227.50
Gear & equipment - Uniforms	9,142.65
Gifts	86.96
Hire charges	9.25
Prize giving	(1,185.22)
Repairs & maintenance	1,252.61
Social functions	700.00
Subscriptions	53.25
Team expenses	130.00
Total Operating Expenses	22,334.10

Net Profit **(20,138.97)**

Hi Tammy

Below and attached are the details of the Haka Tours costs for the trip.

We were looking at applying with both Youthtown and Grassroots Trust as a starter.

Let me know if you need any other information.

Thanks

Stephen

----- Forwarded message -----

From: Richard Gorrett <rich@hakasportstours.com>

Date: Tue, Apr 16, 2024 at 4:40 PM

Subject: Tour Confirmation - Queenstown Junior Rugby Festival 2024

To: Stephen de Villiers <kiwidevilliers@gmail.com>

Hi Stephen,

Apologies for the delay with sending this across but please see details below relating to your tour confirmation for your team's upcoming trip for the Queenstown Junior Rugby Festival later this year in Aug/Sep.

To ensure all future payments for the tour can be processed on time I have highlighted your Payment Plan below, please let me know if you foresee any issues. I have attached your second payment invoice due next month and the final balance invoice will be sent to you closer to the time

PAYMENT PLAN

- FIRST DEPOSIT - \$4,950 / \$165 p/person (15%) - Paid 27 March 2024
- SECOND PAYMENT - \$4,950 / \$165 p/person (15%) - Due 5 May 2024
- FINAL BALANCE PAYMENT - Final balance (70%) - Due 21 June 2024

In addition to payments, we will be sending out important information throughout the lead up to the tour. It is imperative that we gather essential information before travel.

To ensure you know when to expect things from us and when we require information from you, we have created a Pre-Tour Timeline below. Emails sent by us are in black and anything due or that needs to be completed by yourself is in red.

YOUR PRE TOUR TIMELINE

- 2-4 WEEKS AFTER BOOKING CONFIRMATION - Essential information for your tour
- 6 WEEKS PRIOR TO TRAVEL - **Please complete and return the Passenger Details Form (attached)**
- 3-4 WEEKS PRIOR TO TRAVEL – We send your draft tour itinerary and essential tour documentation
- 2-3 WEEKS PRIOR TO TRAVEL - We send your groups E-Tickets

- 2-4 WEEKS PRIOR TO TRAVEL - We send a Rooming List & any other activity information or forms required - **Please return the Rooming List & any other activity info required**
- 1-2 WEEKS PRIOR TO TRAVEL - We send a copy of your final tour itinerary
- 3-5 DAYS PRIOR TO DEPARTURE - We will give you a call to make sure you have everything ready ahead of your departure

I have also attached your funding letter with the breakdown of the total costs of the tour.

The final part of completing the tour booking is agreement to our terms and conditions if you could please submit this asap via the following link - [Booking Terms & Conditions](#)

If you have any questions about the above please do let me know.

Ngā mihi / Kind regards

Richard Gorrett

Head of Sports Tours

[Haka Sports Tours](#)

Challenging young people to grow on and off the field

New Zealand Number: +64 (0) 993 09709 / (0) 22 455 9102

Australian Toll-free number: 1800 370 847

Address: Gillies Ave Office Park, Suite 101, 27 Gillies Ave, Newmarket, Auckland 1023



What is the benefit(s) to your organisation?

41

Increasing our visibility to the wider local community as well as passing tourists and visitors to the area

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

Allowing people to see that the museum is open, therefore encouraging visitors to visit us.

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

If yes, name of parent group: _____

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

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

None

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

If yes, please supply details:

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

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

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

Signed:  _____

Date: 20/05/2024

Oxford Museum

[illegible]

The quote remains valid for 14 days from the date of issue after which a revised quote may be necessary. Upon acceptance of this quote, any variations or changes differing from the scope of works outlined within will be added to the final invoice.

2023	INCOME	2024
\$3,002.60	Donation Boxes/Legacy	\$2,681.60
\$2,736.00	Gifts/Donations	\$1,610.00
\$33,268.50	Grants	\$3,409.26
\$426.37	Interest	\$780.66
\$463.20	GST Refunds	\$372.69
\$39,896.67	TOTAL INCOME	\$8,854.21
2023	EXPENDITURE	2024
\$199.33	Accounting	\$0.00
\$322.00	Advertising	\$46.00
\$915.84	Reimbursments	\$2,883.20
\$380.00	General	\$2,195.66
\$12,500.00	Wages	\$15,500.00
\$2,581.38	Capital Purchase	\$1,931.05
\$3,721.57	GST	\$0.00
\$0.00	Internet	\$243.75
\$0.00	Rates/Jaycee Hall Hire	\$34.08
\$20,620.12	TOTAL EXPENDITURE	\$22,833.74
\$18,342.19	Museum Everyday Account	\$2,909.31
\$15,899.35	Notice Saver Account	\$17,052.70
\$34,241.54		\$19,962.01

Groups applying for Board Discretionary Grants 2023/2024

Name of group Ohoka School Aims Games Basketball teamAddress Jacksons Road, Ohoka

Contact person within organisation: [REDACTED]

Position within organisation: Manager / fundraising co-ordinatorContact phone number: 021 226 110 Email: [REDACTED]

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

The year 7/8 Girls Ohoka School basketball team. Travelling to Aims Game in September. Week long competition. Team will be staying in Tauranga for the week they will also compete in the Cross country on Sunday 8th. Basketball 9th-13th September.

What is the timeframe of the project/event date? Event date: Sept 8th-13th 2024Overall cost of project: \$14,500 Amount requested: _____How many people will directly benefit from this project? 9 players, 2 support staff

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 100% Rangiora-Ashley _____% Woodend-Sefton _____% Kaiapoi-Tuahine _____%

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?

We will endeavour to fundraise as much as possible and seek private Sponsorship but this will both be difficult. Flights - \$525 return, Accommodation \$400 per player, entry \$80 per player, food - TSC Rental Van \$3000 for the week.

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

Ability to experience the largest sporting event in NZ (a "mini" Olympics); team bonding over a week where players will have 2 games a day and be away from home - character building

What is the benefit(s) to your organisation?

ALL players will be financially able to benefit.

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

Promotes Ohoka School Senior School - will help retain students in these years + provide the school with greater funds + aid Ohoka community spirit

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 to, or intend to apply to for funding this project and the amount applied for, including applications to other Community Boards.

NIL other community applications

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

If yes, please supply details:

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

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

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

Signed: _____

Date: _____

11/4/24

4/8/24, 2:20 PM

Travel Recommendation | House of Travel

Frequent Flyer Number

-

Full Name

Unnamed

Frequent Flyer Number

-

Full Name

Unnamed

Frequent Flyer Number

-

Full Name

Unnamed

Frequent Flyer Number

-

RECOMMENDATION DETAILS

PACKAGE

Domestic Flights

Saturday 7 September 2024

FLIGHT

Saturday 7 September 2024

CHRISTCHURCH TO TAURANGA

Air New Zealand NZ5802

Recommended Check In Time

Saturday 7th September 2024 10:05pm

Depart

Christchurch 1:50pm

Saturday September 7th 2024

Flight number

NZ5802

Flight time

1 Hour 55 Minutes

Transit

No stops

Status

Confirmed

Arrive

Tauranga 3:45pm

Saturday September 7th 2024

Seats

4/8/24, 2:20 PM

Travel Recommendation | House of Travel

15

Class

Economy

Aircraft

Aerospatiale ATR 72

Reference

BVYMLH

Fare Type

Default

Saturday 14 September 2024

FLIGHT

Saturday 14 September 2024

TAURANGA TO CHRISTCHURCH

Air New Zealand NZ5803

Recommended Check In Time

Saturday 14th September 2024 10:45am

Depart

Tauranga 11:30am

Saturday September 14th 2024

Flight number

NZ5803

Flight time

2 Hours

Transit

No stops

Status

Confirmed

Arrive

Christchurch 1:00pm

Saturday September 14th 2024

Seats

15

Class

Economy

Aircraft

Aerospatiale ATR 72

Reference

BVYMLH

Fare Type

Default

BOOKING PRICE SUMMARY

PACKAGE

4/8/24, 2:20 PM

Travel Recommendation | House of Travel

Domestic Flights**INCLUSIONS:**

- Christchurch to Tauranga (Return) on Air New Zealand Mrs Rachael Jane Rowberry
- Christchurch to Tauranga (Return) on Air New Zealand Unnamed
- Christchurch to Tauranga (Return) on Air New Zealand Unnamed
- Christchurch to Tauranga (Return) on Air New Zealand Unnamed
- Christchurch to Tauranga (Return) on Air New Zealand Unnamed
- Christchurch to Tauranga (Return) on Air New Zealand Unnamed
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- Christchurch to Tauranga (Return) on Air New Zealand Unnamed
- Christchurch to Tauranga (Return) on Air New Zealand Unnamed
- Christchurch to Tauranga (Return) on Air New Zealand Unnamed

Price Per Unit	6,993.00
Units	1
Price (NZD)	6,993.00

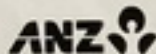
BOOKING SUMMARY**TOTAL GST CONTENT****\$912.15****TOTAL Incl. GST****\$6,993.00****Total Paid****\$0.00****Balance Due****\$6,993.00**

All Travel Services offered are subject to availability and confirmation from Suppliers, additional Supplier terms and conditions, and the issue of booking confirmation documentation. Prices quoted are current based on Supplier information available at the time of quote, but may be subject to change.

☐ By proceeding, you confirm and accept the following on behalf of all named travellers in this recommendation:

- The House of Travel General Terms and Conditions & Important Information and any additional Travel Services Supplier terms and conditions that may apply (including conditions of carriage or use, fees, payment terms and pricing).
- All travel details, including travel dates, selected options, and traveller names are correct (as per passports for international bookings and as per ID's for domestic).
- All travellers are individually responsible for meeting all government and supplier travel requirements, including passports, visas, documentation, health and any other requirements.
- Consent to the disclosure of personal information as per the House of Travel Privacy Policy (noting that Suppliers may be based overseas and not subject to NZ protections or law, and may you directly if required).

Please select your payment method



MS RACHAEL JANE ROWBERRY

Current time 11 Apr 2024 10:45 NZT

Airpoints Visa Platinum

\$5,624.56

4055-****-****-9688 | Credit limit: \$16,000.00

Available \$10,375.44

Payments towards closing balance: ① \$9,707.59

Showing transactions from the last 30 days

Date ↓	Processed	Card	Details	Payments	Purchases
10 Apr 2024		4380	Metro Card Online Christchurch Nz		\$20.00
10 Apr 2024		4380	Airbnb Airbnb.Com Gb		\$5,603.75

Airbnb Airbnb.Com Gb
-\$5,603.75

- see airbnb printout
also.

x

Wed 10 Apr 2024

Card Number
4055-****-****-4380

10 Apr 2024		4380	Pegasus Golf & Sports Clu Pegasus Nz		\$5.50
09 Apr 2024		4380	Apple.Com/Bill Wwww.Apple.Com.au		\$12.99
09 Apr 2024	10 Apr 2024	4380	Pegasus Pharmacy Pegasus Nz		\$8.99
08 Apr 2024	09 Apr 2024	4380	Woodworths Nz/5 Hukara Kaiapoi Nz		\$252.78
08 Apr 2024	09 Apr 2024	4380	993 Niski Websales Queenstown Nz		\$103.02
07 Apr 2024	08 Apr 2024	4380	Air Nz One Auckland Nz		\$75.70
07 Apr 2024	08 Apr 2024	4380	Waimakariri District C Rangiora Nz		\$7.00
06 Apr 2024	08 Apr 2024	4380	Aquatic Centres Kaiapoi Nz		\$121.30
05 Apr 2024	08 Apr 2024	4380	New World Rangiora Rangiora Nz		\$230.19
05 Apr 2024	05 Apr 2024	4380	Kidds Cakes & Bakery St Albans Nz		\$34.00
04 Apr 2024	05 Apr 2024	4380	Netflix.Com Los Gatos Nz		\$20.99
04 Apr 2024	05 Apr 2024	4380	The Warehouse 180 Rangiora Nz		\$13.86
04 Apr 2024	05 Apr 2024	4380	New World Rangiora Rangiora Nz		\$63.02
04 Apr 2024	05 Apr 2024	4380	The Warehouse 180 Rangiora Nz		\$87.94
03 Apr 2024	04 Apr 2024	4380	Z Carlton Corner Papanui Nz		\$107.16
03 Apr 2024	04 Apr 2024	9483	Urban Revival Kaiapoi Nz		\$14.80
02 Apr 2024	03 Apr 2024	4380	Seoulmate Christchurch Nz		\$17.80
01 Apr 2024	03 Apr 2024	4380	Apple.Com/Bill Sydney Au	\$7.49	
01 Apr 2024	02 Apr 2024	9483	Asics Hornby Christchurch Nz		\$130.00
01 Apr 2024	02 Apr 2024	9483	Fenny Lane Records Christchurch Nz		\$110.00
30 Mar 2024	02 Apr 2024	9483	The Warehouse 180 Rangiora Nz		\$36.25
30 Mar 2024	02 Apr 2024	9483	Pakn Save Rangiora Rangiora Nz		\$400.56
30 Mar 2024	02 Apr 2024	4380	Bbb The Palms Christchurch Nz		\$82.50
30 Mar 2024	02 Apr 2024	4380	Termu.Com Auckland, Nz		\$32.31
30 Mar 2024	02 Apr 2024	4380	Hoyts Northlands Christchurch Nz		\$13.00
30 Mar 2024	02 Apr 2024	4380	Hoyts Northlands Christchurch Nz		\$50.00
30 Mar 2024	02 Apr 2024	4380	Westminster Takeaways Christchurch Nz		\$5.00

You're all set for Tauranga



We sent your \$262.47 NZD refund on 10 Apr. It may take your bank up to 15 days to deposit it in your account.

[Track refund](#)

Check-in

Sat, 7 Sep
2:00 pm

Checkout

Sat, 14 Sep
12:00 pm

Address

We'll send you the exact address in 33 hours and add it to your itinerary.

Checking in**Check-in method**

Keypad


Rules and instructions**House Rules**

Self check-in with Keypad

15 guests maximum

Pets allowed

[Show more](#)

 [Show listing](#)



Hosted by James

J

[Show more](#)


Co-host

Elise

Elise

Payment info**Payment details**

Total cost: \$5,341.28 NZD

 [Add details for expensing your trip](#)



Groups applying for Board Discretionary Grants ⁵² 2023/2024

Name of group: View Hill School

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: Board of Trustees Member

Contact phone number: [REDACTED] Email: fundraising@viewhill.school.nz

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

We are hosting a Dark Sky event to show case our Dark Sky status. We are hoping to obtain this grant to help us with the costs of food for the event that we can then use to fundraise for our school.

Funds raised from this event will go directly into curriculum resources that we do not have surplus budget for. E.g. update our very out of date devices for our children to be able to research and access further learning.

Attached is further information of the event itself. We hope this event is great a success for our community.

What is the timeframe of the project/event date? August 2nd 2024

Overall cost of project: \$1200 Amount requested: \$700

How many people will directly benefit from this project? 200 approx

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 100 % 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?

If the application is unsuccessful, our event will still go ahead but it will likely have an impact on the funds we are able to raise if we have to outlay the cost for setting up the event. Our small rural school has a very limited budget for things outside the day to day running of the school.

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

Being able to host a wonderful family event that will showcase our community. Our tamariki will have a greater access to curriculum areas by widening our pool of resources that this event hopes to raise funds for.

What is the benefit(s) to your organisation?

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The "View Hill School Dark Sky – Take Back the Night" event aligns perfectly with our commitment to providing enriching experiences for our ākonga/learners. By collaborating with institutions like the University of Canterbury and the Royal Astronomical Society of New Zealand, we provide our ākonga with valuable educational opportunities that extend beyond the classroom. The hands-on learning experiences, particularly in astronomy and our natural environment

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

For the Oxford-Ohoka community, this event is a unique opportunity to come together and celebrate what makes our area special. The "Take Back the Night" event is not just about stargazing; it's about fostering a sense of togetherness and pride in our Dark Sky status. By engaging in educational sessions and hands-on activities, community members of all ages can learn about the importance of our Dark Sky, the technologies that enable us to explore it, and the cultural

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

If yes, name of parent group: _____

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

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

Fresh choice grant for \$500

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

If yes, please supply details:

Enclosed ☒ Financial Balance Sheet and Income & Expenditure Statement
(compulsory – your application cannot be processed without financial statements)

☒ Supporting costs/quotes

☒ Other supporting information

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

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

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

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

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

Signed: _____

Date: 18 June 2024

Budget Outline for View Hill School Dark Sky – Take Back the Night

Item	Estimated Cost (Low)	Estimated Cost (High)
Food and Beverages		
Lamb to Cook	\$150	\$200
Spit Rental	\$80	\$100
Soups Ingredients	\$40	\$60
Toasted Sandwiches Ingredients	\$50	\$70
Hot and Cold Drinks	\$80	\$100
Apple Crumble Ingredients	\$40	\$60
Hot Chocolate Spoons (for sale)	\$20	\$40
Serving Supplies		
Compostable Cups	\$30	\$40
Compostable Spoons	\$20	\$30
Serviettes	\$15	\$20
Amenities and Equipment		
Outdoor Heating	\$100	\$150
Craft Station Supplies	\$50	\$70
Paint Your Own Mug Supplies	\$60	\$80
Advertising and Promotion		
Flyers and Posters	\$40	\$50
Social Media Promotion	\$20	\$30
Additional Costs		
Contingency Fund	\$80	\$100
Total Estimated Costs	\$875	\$1200

* Estimates based on 200 attendees.

VIEW HILL SCHOOL

in collaboration with

Oxford Dark Sky, University of Canterbury and
The Royal Astronomical Society of New Zealand
presents

VIEW HILL DARK SKY

TAKE BACK THE NIGHT

FRIDAY, AUG 2ND 6.30 TO 9.30PM

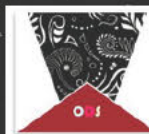
View Hill School
496 Island Road, View Hill

\$5 GENERAL ADMISSION
\$10 FAMILY (UP TO 6 PEOPLE)

Tickets available through

<https://events.humanitix.com/view-hill-dark-sky-take-back-the-night/tickets>

TELESCOPE VIEWS
DARK SKY LEARNING
HOT FOOD & DRINKS
LASER GUIDED SKY TOURS
LIVE MUSIC
AND SO MUCH MORE



DarkSky

Project Description and Grant Funding Usage

Describe what the project is and what the grant funding will be used for:

The "View Hill School Dark Sky – Take Back the Night" event is a community celebration designed to highlight and celebrate Oxford township's prestigious Dark Sky status. Scheduled for 2 August 2024, this event will offer an evening filled with stargazing, educational activities, and community connection from 6:30 pm to 9:30 pm at View Hill School.

View Hill School is a vibrant, rural primary school nestled in the heart of our community. It is dedicated to fostering a nurturing and stimulating learning environment for its 74 ākonga, who range in age from 5 to 12. Our school is committed to providing an education that prepares our learners for the future while staying rooted in the rich traditions and values of our rural setting.

The event will feature a variety of activities that cater to all ages, including:

- **Stargazing Sessions:** Guided by experts from the Royal Astronomical Society of New Zealand, attendees will have the opportunity to observe celestial objects through telescopes and learn about the wonders of the universe.
- **Educational Workshops:** Presented by the University of Canterbury, these sessions will provide insights into Dark Sky preservation, astronomy, and the technological advancements that make stargazing possible.
- **Cultural Presentations:** Highlighting the significance of the night sky within Te Ao Māori, helping to deepen our understanding and respect for its cultural importance.
- **Hands-on Craft Stations:** Activities for children, including a "paint your own mug" station and other dark sky-themed crafts.
- **Live Music and Entertainment:** Local musicians will perform, adding to the festive atmosphere.
- **Food and Refreshments:** A variety of food stalls will offer snacks and drinks, including hot chocolate, toasted sandwiches, soups, and apple crumble.

The grant funding requested will be used to cover essential costs associated with the event, particularly:

- **Food and Beverages:** Ingredients and supplies for preparing and serving food and drinks to attendees.
- **Serving Supplies:** Compostable cups, spoons, and serviettes to ensure the event is environmentally friendly.
- **Amenities and Equipment:** Rental costs for outdoor heating, gazebos, fairy lights, and craft station supplies to create a comfortable and engaging environment.
- **Advertising and Promotion:** Costs for flyers, posters, and social media promotion to ensure strong community turnout.
- **Safety and Audio-Visual Equipment:** First aid kits and AV equipment rental for presentations and live music.

Overall, this grant will help us create a memorable and educational event that celebrates our Dark Sky status and strengthens the connections within our wider community, promoting environmental awareness and cultural appreciation.

Balance Sheet

View Hill School As at 19 June 2024

19 JUN 2024

Assets

Bank

Rental Acc	13,680.17
Westpac Operating Account	53,116.19
Westpac Saver Account (Jubilee/Fundraising)	29,819.15
Total Bank	96,615.51

Current Assets

Banking Staffing Underuse	11,254.00
Income Accrued	847.84
Petty Cash	10.00
Salary Grant Due	23,643.87
Stock on Hand	2,346.50
Westpac Investment	16,336.24
Total Current Assets	54,438.45

Fixed Assets

ACDP Buildings	(102,509.39)
ACDP Classroom Furn & Equip	(42,598.95)
ACDP ICT Equipment	(41,018.98)
AcDp Leased Assets Prev Year	(7,717.18)
ACDP Leasehold Improvements	(2,820.81)
ACDP Library Books	(27,998.68)
ACDP Office Furniture & Equipment	(9,392.50)
ACDP Plant & Equipment	(28,384.90)
ACDP Sports Equipment	(35,038.60)
Asset Addns - Sports Equipment	900.13
Buildings Prev. Year	113,121.91
Classroom Furn & Equip Prev. Year	47,674.20
Estimated Depn - Current Year	(10,000.02)
ICT Equipment Prev. Year	48,547.92
Land	37,000.00
Leased Assets Prev Year	15,043.59
Leasehold Improvements Prev. Year	8,401.00
Library Books Prev. Year	32,701.45
Office Furniture & Equipment Prev. Year	10,716.65
Plant & Equipment Prev. Year	42,646.07
Sports Equipment Prev. Year	35,038.60
Total Fixed Assets	84,311.51

Total Assets

235,365.47

Liabilities

Current Liabilities

19 JUN 2024

Accounts Payable	902.76
Expenses Due	3,250.00
GST	(14,461.26)
Hero Unallocated Credit	647.70
Leave Liability	6,837.85
MOE - Fire Alarm System Expense	(1,250.00)
MOE Grants in Advance	(0.05)
MOE Project - Outdoor Learning Space - Income	92,632.05
MOE Project - Outdoor Learning Space - Expenses	(90,832.06)
MOE Project Accessible WC Expense	(128,840.76)
MOE Project Accessible WC Income	132,849.79
MOE Property Project 2022 - LSC Space Expense	(54,260.57)
MOE Property Project 2022 - LSC Space Income	50,515.57
Payroll Expense Accrued	27,412.53
Provision for Cyclical Mtce - Current	12,595.24
Ricoh lease current	2,385.24
Ricoh Lease Interest Current	(292.17)
Rounding	0.41
TELA Lease Current - MOE Portion	407.60
TELA Lease Current - School	1,500.16
TELA Lease Prepaid Interest Current	(171.76)
Total Current Liabilities	41,828.27
Non-current Liabilities	
Provision for Cyclical Mtce - Term	21,536.22
Ricoh Lease Term	3,180.32
Ricoh Lease Interest term	(152.32)
TELA Lease Prepaid Interest Term	(29.59)
TELA Lease Term - MOE Portion	542.33
TELA Lease Term - School	411.57
Total Non-current Liabilities	25,488.53
Total Liabilities	67,316.80
Net Assets	168,048.67
Equity	
Accumulated Funds	120,437.89
Addn to Equity - MOE Furn & Equip Grant	8,206.60
Current Year Earnings	39,599.68
Te Mana Tuhono contribution	(195.50)
Total Equity	168,048.67

Profit and Loss

View Hill School

For the 3 months ended 30 June 2024

APR-JUN 2024

Trading Income

Community Donations	455.00
Excursions Income	7,521.76
Fundraising Income	2,436.81
Interest Income	853.21
MOE Operating Grant	45,936.36
MOE Other Grants	225.68
MOE Special Needs Funding	1,447.48
Other Grants	18.26
School House Rental	3,493.69
Stationery Sales	370.42
Transport Services Income	208.72
Uniform Sales	587.01
Total Trading Income	63,554.40

Gross Profit

63,554.40

Operating Expenses

Administrator	8,458.52
Allocation to Provn for Cyclical Mtce	1,125.00
Auditor Fees	2,234.87
Bank Fees	0.38
Basic Equipment	481.58
BOT Elections	(343.53)
Classroom Budget Mahi Tahi	460.81
Classroom Consumables - General	675.30
Classroom Subscriptions	281.59
Cleaner	4,626.72
Cleaning Materials	100.35
COL expenses	1,116.92
Depreciation Expense	5,000.01
Electricity	1,226.17
Entertainment	217.39
Events	320.81
ICT Advisor	40.19
Junior Children TA	2,068.70
Junior Room Resources	155.07
Koha/ Gifts	399.65
Laptop Lease	297.41
Maintenance	570.16
Middle Children TA	10,231.92
Middle Room Resources	256.57

APR-JUN 2024

Minor Assets	50.87
Monthly accounting	964.50
Phone/ Fax	204.55
Photocopier Rental	412.02
Photocopying	608.16
Principal Wellbeing Expense	4,345.33
Refreshments	143.43
Rubbish Collection	160.44
School House Rates	236.20
School House Repairs & Maintenance	1,081.79
School Rates	620.40
Senior Children TA	3,061.05
Senior Room Resources	173.30
Staff Transport	293.80
Stationery Purchases	29.84
Teaching Resources	534.14
Uniform Purchases	205.04
Xero/ Monty/ Asset Annie Subscription	512.50
Total Operating Expenses	53,639.92
Net Profit	9,914.48

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

Oxford-Ohoka Community Board 10.139.100.2410			2023/24 \$6,120 + Carryover \$ 39 = \$6,159				\$ 6,159.00
	2-Aug	Oxford Land Search and Rescue	Radio handset, protective case and charger	5.9.2023	\$540	\$540	\$ 5,619.00
	2-Aug	Coastguard North Canterbury	towards upgrading the swift water rescue vessel	This will only be sent once the vessel has been purchased	\$500	\$500	\$ 5,119.00
	2-Aug	Mandeville Bowling Club	purchase of office credenza	15-May-24	\$404	\$404	\$ 4,715.00
	6-Sep	Waimakariri Dog Club	Purchase of two measuring wheels	11-Oct-23	\$500	\$500	\$ 4,215.00
	6-Sep	Oxford Dark Sky Group	purchase light metre	12/20/2023	\$500	\$500	\$ 3,715.00
	6-Sep	West Eyreton Friends of the school	shade sail		\$1,000	Withdrawn	\$ 3,715.00
	6-Sep	Waimakariri Access Group	Towards running an Inclusive Sports Event	9-May-24	\$500	\$278.84	\$ 3,436.16
	6-Sep	Standardbred Stable to Stirrup Charitable Trust	Towards monogrammed patches for clothing and horse gear	10.10.2023	\$470	\$470	\$ 2,966.16
	6-Dec	Ohoka Rugby Club	Towards replacement weights		\$500	Declined	\$ 2,966.16
	6-Dec	Clarkville Playcentre	Towards a replacement printer/copier	2-Apr-24	\$469	\$469	\$ 2,497.16
	3-Apr	North Canterbury Pony Club	Towards St John's Ambulance services		\$500	\$500	\$ 1,997.16
	8-May	Swannanoa Home and School Committee	towards picnic tables		\$760	\$750	\$ 1,247.16
	5-Jun	Oxford Footaball Incorporated	towards hiring the hockey turf at Mainpower Stadium		\$1,000	withdrawn	\$ 1,247.16
	5-Jun	Oxford Promotion Action Committee	Towards lighting the tree by the library for Matriki		\$750	\$750	\$ 497.16

GOVERNANCE

Oxford-Ohoka Community Board

Discretionary Grant Application

Information to assist groups with their application

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

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

The Board cannot accept applications from individuals. All funding is paid to community-based project groups, non-profit community organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. Staff cannot process your application without financial information.

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

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

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

Criteria for application

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

What happens now?

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

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.