Oxford-Ohoka Community Board

Agenda

Wednesday 7 July 2021

7pm

Oxford Town Hall
Main Street
Oxford

Members:
Doug Nicholl (Chairperson)
Thomas Robson (Deputy Chairperson)
Sarah Barkle
Mark Brown
Shirley Farrell
Wendy Doody
Ray Harpur
Niki Mealings

Board Members
OXFORD-OHOKA COMMUNITY BOARD

AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD IN THE OXFORD TOWN HALL, MAIN STREET, OXFORD ON WEDNESDAY 7 JULY 2021 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 – 9 June 2021**

6- 20

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 9 June 2021, as a true and accurate record.

4.2 **Matters Arising**

5 DEPUTATIONS AND PRESENTATIONS

Nil.

6 ADJOURNED BUSINESS

Nil.

7 REPORTS

7.1 **Oxford-Ohoka Community Board's 2021/22 Discretionary Grant Fund and 2021/22 General landscaping Fund – Thea Kunkel (Governance Team Leader)**

21 - 30

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) **Receives** Report No. 210623101620.

(b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2021/22 is $12,710 with a carry forward for the 2020/21 financial year still to be determined due to outstanding invoices being processed.

(c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2021/22 is $5,820 and that an amount of $2,926 was carried forward from the 2020/21 budget.

(d) **Approves** the Board's 2021/22 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089944).

(e) **Approves** the Board's 2021/22 Discretionary Grant Accountability Form (Trim No. 210603089980).

(f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2021/22 financial year (July 2020 to June 2021).

7.2 **Application to the Oxford-Ohoka Community Board's Discretionary Grant Fund 2020/21 – Thea Kunkel (Governance Team Leader)**

31 - 82

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 210622100456.

(b) **Approves** a grant of $..... to the Oxford Arts Trust towards to cost of purchasing shelving, cupboards and furniture.

OR

(c) **Declines** the application from the Oxford Arts Trust.

(d) **Approves** a grant of $..... to the West Eyreton Primary School towards the cost of purchasing new books and Lego for their community school library.

OR

(e) **Declines** the application from the West Eyreton Primary School.

(f) **Approves** a grant of $.....to the Swannanoa Volunteer Fire Brigade towards the cost of purchasing uniforms for their junior crew.

OR

(g) **Declines** the application from the Swannanoa Volunteer Fire Brigade.

(h) **Approves** a grant of $.....to the Swannanoa Volunteer Fire Brigade towards the cost of hosting an open day.

OR

(i) **Declines** the application from the Swannanoa Volunteer Fire Brigade.

8 CORRESPONDENCE

RECOMMENDATION *83 - 102*

THAT the Oxford-Ohoka Community Board:

(a) **Receives** the memorandum on the Stock Water Race Bylaw – Proposed Consultation (Trim 210622100703).

(b) **Receives** the email regarding road safety (Trim 210623101086)

9 CHAIRPERSON'S REPORT

A verbal update will be provided at the meeting.

10 MATTERS FOR INFORMATION

10.1 **Rangiora-Ashley Community Board Meeting Minutes 9 June 2021 (Trim 210604090612)**

10.2 **Woodend-Sefton Community Board Meeting Minutes 14 June 2021 (Trim 210614095394)**

10.3 **Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 June 2021 (Trim 210621099597)**

10.4 **Report back on Attendance to the 2021 Local Government New Zealand's Community Board Conference (Trim 210518078892) – Report to Oxford-Ohoka Community Board meeting 9 June 2021 – Circulates to all Boards.**

10.5 **Report Back on Attendance to the 2021 Local Government New Zealand's Community Board Conference (Trim 21052604267) – Report to Rangiora-Ashley Community Board meeting 9 June 2021 – Circulates to all Boards.**

10.6 **Updates to the Parking Bylaw 201 (Trim 210526084423) – Report to District Planning and Regulation Committee Meeting 15 June 2021 – Circulates to all Boards.**

10.7 **Approval of the 2021/22 Roading Capital Works Programme (Trim 210603089971) – Report to Utilities and Roading Committee Meeting 15 June 2021 – Circulates to all Boards.**

10.8 **Naming on new Reserves in the Regeneration Area (Trim 210610093078) – Report to Kaiapoi-Tuahiwi Community Board meeting 21 June 2021 – Circulates to all Boards.**

10.9 **Library Update to June 5 2021 (Trim 210610093078) – Report to Community and Recreation Committee Meeting 22 June 2021 – Circulates to all Boards.**

10.10 **Final Utilities and Roading Activity Management Plans (Trim 210514077226) – Report to Council Meeting 22 June 2021 – Circulates to all Boards.**

PUBLIC EXCLUDED REPORT

10.11 **Locky Dock Bikes Stands in the Waimakariri District (Trim 2104210664209) – Report to Council meeting 1 June 2021 – Circulates to all Boards.**

RECOMMENDATION

THAT the Oxford-Ohoka Community Board receives the information in Items 10.1-10.11.

Note:

1. *The links for Matters for Information were circulated separately to members.*
2. *Hard copies of the Public Excluded items were circulated separately to members.*

11 MEMBERS' INFORMATION EXCHANGE

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

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

12 CONSULTATION PROJECTS

12.1 Aqua Play Park Proposal in Kaiapoi

https://letstalk.waimakariri.govt.nz/aqua-play-park-proposal-in-kaiapoi

Consultation closes Wednesday 14 July 2021.

13 BOARD FUNDING UPDATE

13.1 Board Discretionary Grant

Balance as at 1 July 2021: $8.746.

13.2 General Landscaping Fund

Balance as at 1 July 2021: $12,710.

14 MEDIA ITEMS

15 QUESTIONS UNDER STANDING ORDERS

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Workshop

- *Members Forum*

Briefing

- *Cycle Network Plan – Don Young (Senior Engineering Advisor) and Allie Mace-Cochrane (Graduate Engineer)*

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for Wednesday 4 August commencing at 7.00pm at the Ohoka Community Hall.

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE OXFORD TOWN HALL, 30 MAIN STREET, OXFORD ON WEDNESDAY 9 JUNE 2021 AT 7PM.

This meeting was originally scheduled for Wednesday 2 June 2021, however, with the consent of the Community Board the meeting was postponed due to the adverse effects of the flooding event that occurred on 29 and 30 May 2021.

PRESENT

D Nicholl (Chairperson), T Robson (Deputy Chairperson), S Barkle, M Brown, S Farrell, R Harpur and N Mealings.

IN ATTENDANCE

T Tierney (Manager, Planning and Regulation), J McBride (Roading and Transport Manager), A Mace-Cochrane (Graduate Engineer), T Künkel (Governance Team Leader), and E Stubbs (Governance Support Officer).

There were nine members of the public in attendance.

1 APOLOGIES

Moved: N Mealings Seconded: M Brown

THAT an apology be received and sustained from W Doody for absence.

CARRIED

2 PUBLIC FORUM

2.1 Nick Thomson - Oxford Resident

N Thomson raised various concerns regarding speed limits on Burnt Hill Road in Oxford. The Council was recommending that the speed limit be reduced from 100km/hr to 60km/hr, however, he believed that it would be better if the speed limit was reduced to be 50km/hr for safety reasons. He was concerned about the many people walking their dogs along the road and also the young children using the road.

S Farrell asked what the zoning of the area was and N Thomson noted that it may be Rural Residential.

S Barkle advised that the purpose of the report being considered by the Board was to approve the consultation on the proposed speed limits changes. She therefore encouraged residents to make submissions the upcoming consultation process.

N Mealings reiterated that the Board was only considering the consultation on the proposed speed limits review. It was anticipated that the actual public consultation would take place in September/ October 2021. No decision regarding speed limits had been made, and submissions from the public were therefore important to assist the Council in their decision making.

2.2 Patrick Campbell - Oxford Community Night Patrol

P Campbell spoke to the Board regarding the Oxford Community Night Patrol Discretionary Grant application for Hi−visibility vests. He provided a brief background on the work being done by the volunteers of the Night Patrol and the importance of Hi−visibility vests for the volunteers' safety while on night patrol. In

Unconfirmed

conclusion, P Campbell thanked the Board for their previous grant for reflective magnetic signs.

3 CONFLICTS OF INTEREST

Item 7.3 M Brown as he was currently serving of the Board of the Mandeville Sports Club.

Item 7.4 S Barkle and R Harpur currently had a child and a grandchild, respectively, enrolled at the Swannanoa Preschool.

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Oxford-Ohoka Community Board – 5 May 2021

Moved: S Barkle Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

(a) **Confirms** the Minutes of the Oxford-Ohoka Community Board meeting, held on 5 May 2021, as a true and accurate record.

CARRIED

4.2 Matters Arising

S Farrell requested an update on the Woodstock Quarry Resource Consent. T Tierney reported that the Council had just recently received the application.

Item 7.1 was taken at this time, the Minutes have however been compiled as per the agenda.

5 DEPUTATIONS AND PRESENTATIONS

5.1 Speed on Tram Road – G Evans

Not present.

5.2 North Canterbury Neighbourhood Support (NCNS)– Andrea Allen (Chair) and Sarah Saunders

A Allen updated the Board on the North Canterbury Neighbourhood Support (NCNS) which encompassed the Waimakariri, Hurunui and Kaikoura districts. There had been changes of staff within the NCNS which had been challenging to overcome however, the employment of Sarah Saunders had proved to be the turning point for the Group. She explained that it had been decided to brief all the Community Boards to ensure that elected members understood the work being done by the NCNS.

S Saunders explained that the 'Gets Ready' programme was a database which had been invaluable through the floods. She noted that the NCNS had a Memorandum of Understanding (MOU) with NZ Police and also with Community Patrol New Zealand which allowed the Group to work with the Police in a supporting role. She commented that the NCNS was an umbrella Group with two main focuses, 'Get Ready' and the core work of neighbours supporting neighbours. The recent flooding events had given the NCNS the opportunity to test the 'Get Ready' database while supporting Civil Defence and the Police during the emergency response phase of the event. She noted that there were currently 3,500 households registered on Gets Ready.

Unconfirmed

A Allen noted that as part of the NCNS's core role they assisted and encouraged communities to connect and support each other during times of stress or crisis. This required volunteers to become street leaders, whom she hoped to mentor and assist on how best to keep communities connected and to lead during times of emergency by spreading credible information. The NCNS were also working with the Police to assist with family harm incidents as well as keeping residents informed about petty crime. The hope was that, in the future, the first point of contact would be for NCNS support, and only if the matter escalated would the Police become involved.

N Mealings welcomed S Saunders and commented on her on the work she had been doing with the Lifestyle Block Group noting that rural needs were different to that of urban areas. She suggested a meeting to discuss shared opportunities with the Lifestyle Block Group and the NCNS. S Saunders agreed and commented that other important liaison groups for rural areas would be Community Patrols and the Police.

In response to questions, A Allen advised that the NCNS was completely funded by grants. Kaikoura District Council had however funded a part-time coordinator, who monitored the 'Gets Ready' database, as part of her role at the Council. The Selwyn District Council fully funded the NCNS and that was considered good model. A Allen noted that the recent flooding event had grown their membership and it was important to have the resources and funding to manage the growth.

D Nicholl thanked A Allen and S Saunders for the great work they were doing in the community.

6 ADJOURNED BUSINESS

Nil.

7 REPORTS

7.1 Approval to Consult on Speed Limit Reviews Undertaken for Town Entrances and Other Specified Locations – J McBride (Roading and Transport Manager) and A Mace-Cochrane (Graduate Engineer)

J McBride noted the report was part of a wider district review off speed limits particularly around town fringes. For the Oxford-Ohoka area the review focused primarily on the north and west Oxford Town entrances.

She explained that the proposed speed limit review would not include Main Street in Oxford, as the mean operating speeds in this area were below the posted speed limit of 50 km/h. However, the recorded speeds were not significantly enough below the 50 km/h limit as to justify a 40 km/h speed limit being posted and the RCA therefore remained in accordance with the Land Transport Rule: Setting of Speed Limits 2017 (Rule 54001/2017).

In response to questions, J McBride explained the factors taken into consideration during a speed limit assessment, including but not limited to the road characteristics, traffic volume, number of access ways and intersections. She stressed that speed assessment were not necessary based on zoning. She also outlined the safe systems approach to speed limit setting which assessed four different aspects – safe roads and roadsides, safe vehicle, safe speeds and safe road use.

J McBride commented that Board members had provided questions prior to the meeting and replies had been circulated (Trim 210609092503). She briefly highlighted the following responses to the questions:

- The Council reassessed the speed limit on Weld Street between High Street and Powells Road and the environment would support extending the 50km/h on

Unconfirmed

High Street about half way along this section to about no. 50 Weld Street (400m length).

- The Council had reviewed the proposed speed limit on Victoria Street and agree that the 60km/h speed limit could be extended along Victoria Street to just east of the one lane bridge (approximately 400m).
- The Council had not included Bush Road in the current review as the review focused on the town fringes. However, the Council could consider extending the 60km/h along Bush Road (Bay Road to Mill Road) and onto the unsealed road. It should be noted that if the Council do include Bush Road in the review, then it would need to also address a number of other unsealed roads in the area.
- The Council had planned to carry out a two stage approach to reducing the speed along Wilsons Road. The lower end of Wilsons Road was already posted at 50km/h with the gravel section being 100km/h. The Council had discussed this with Waka Kotahi and agreed that reducing the speed to 60km/h on the unsealed section would be a major improvement in the first instance, with a future review to reduce the speed through the whole of Wilsons Road to 40km/h.

S Farrell noted the concerns raised at previous public forums regarding the speed on Burnt Hill Road, in the area zoned Rural Residential, and enquired if a reduction of the speed limit to 50km/hr could be considered. J McBride again advised that zoning was not a determinant in the setting of speed limits and considerations would include land use, housing density and hazards. Waka Kotahi had reviewed the area along Burnt Hill Road and had recommended a 60km/hr speed limit.

S Barkle referred to the criteria for the setting of speed limits, and questioned which part of Main Street would not meet the 40km/hr criteria, if most vehicles were already travelling at that speed. J McBride explained that speed limit reviews had been carried out in various locations along Main Street and average speeds varied between 42km/hr and 46km/hr. To reduce the speed to 40km/hr the average speed along Main Street would have to be constantly less than 44km/hr. J McBride believed that the reduction in the speed limits on Main Street would not necessarily lead to traffic slowing down. Physical work would be required to support a reduction in speed and those options had previously been discussed with the Board.

In response to questions, J McBride replied that speed limits were not just a number on a sign, behavioural changes were required and that needed physical work to the environment. Staff had taken on board the concerns around safety of pedestrian crossings on Main Road and would look at options to make improvements.

N Mealings sought clarity of the criteria for reducing speed limits, as she noted some recommended speed limits were to lower in areas were the criteria was not met. J McBride elaborated on the criteria, which took into account the various factors over the entire section of road.

D Nicholl commented that for over two years the Community Board had received numerous submissions from residents regarding the speed limit on Main Street. It was the Board's responsibility to advocate for residents. On behalf of the Board he therefore requested that staff seriously consider a speed limit of 40km/hr for Main Street. J McBride acknowledged the concerns of the Board, however, noted that a speed limit of 40km/hr would not be achievable at present, however, it could be with additional work.

T Robson commented on the recommended speed limit reduction for Ashley Gorge Road, High Street to north of the s-bend. He asked how staff would achieve compliance as vehicles currently raced down the hill. J McBride advised that the area would need upgraded signage and road marking to ensure motorists were aware of the 60km/hr speed limit, additionally reduction of the speed limits on the side roads (including Sales Road) would assist. She was happy to receive feedback from the Board on the proposed speed limit reduction on Ashley Gorge Road.

Unconfirmed

T Robson also referred to the initial proposal to Waka Kotahi for a speed limit of 30km/hr on the Ashley Gorge Bridge. J McBride advised that Waka Kotahi adamantly did not support a 30km/hr speed limit, however, a seasonal speed limit may be imposed.

S Farrell elaborated on the history of the community's requests for a speed limit reduction on the Main Street. She noted the signal from Central Government reading the lowering of speed limits in urban areas to 30km/hr, and therefore asked why a lower speed limit was not being considered on Main Road. J McBride advised that Central Government had not signalled a lowering of speed limits to 30km/hr on all urban roads. They had indicated that there would be lowering of speed limits around schools and in some areas lowering of speed limits to 50km/hr.

S Barkle questioned if the speed limit reduction outside Swannanoa School would be permanent or just during pickup/ drop-off times. J McBride noted that the proposed rule from Waka Kotahi was for a 60 km/h variable speed limits outside rural schools where there was an identified turning traffic risk, which was still out for consultation. The Council was developing a Speed Management Plan which would roll out proposed changes over the next 10 years. The decision on a permanent speed limit reduction outside Swannanoa School would be part of that Management Plan.

M Brown sought clarity on the consequences if Waka Kotahi did not support an imposed speed limit. J McBride advised that the Council was required to comply with the Land Transport Rules because they formed part of New Zealand Transport law. If the Council implemented a speed limit that did not comply they could risk a legal challenge from Waka Kotahi.

S Barkle asked about the collection of speed data and the possibility of the skewing of results from a slow drivers holding up traffic. J McBride did not agree that slower drivers would skew results, as results showed various speeds over a long period of time.

R Harpur questioned why Mandeville had speed limits of 50km/hr. J McBride noted that she could not comment on the historic reason for the speed limit in Madeville. However, Waka Kotahi currently did not support 50km/hr speed limits in rural areas.

Moved: S Farrell Seconded: None

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 210517078269.

THAT the Council:

(b) **Approves** consultation being carried out on the proposed speed limit changes shown in Table 1 and Table 2 below:

Table 1. Proposed Speed Limits on Oxford Roads.

Location	Current (km/h)	Proposed (km/h)
Sales Road, Bay Road to just east of Ashley Gorge Road.	100	60

Unconfirmed

Location	Current (km/h)	Proposed (km/h)
Bay Road, from the current 100 km/h zone (including the unsealed section)	100	60
Wilsons Road, unsealed section.	100	60
Woodside Road, current 70 km/h zone.	70	60
Commercial Road, unsealed section.	100	60
Burnt Hill Road, 100 km/h zone to the ford.	100	60
Summerset Drive, entire length.	100	60
High Street, north of Queen Street to Ashley Gorge Road	70	60
Ashley Gorge Road, High Street to north of the s-bend.	70/100	60
Main Street, Urban area from east of High St to west of Woodside Rd (remains unchanged).	50	**30**

Table 2. Proposed Speed Limits on Ohoka Roads.

Location	Current (km/h)	Proposed (km/h)
Threlkelds Road, entire length.	100	80
Mill Road, east of Threlkelds Road to west of Bradleys Road.	70	60
Jacksons Road, Mill Road to south of Birchdale Place.	70	60
Birchdale Place, entire length.	70	60
Wilson Drive, entire length.	70	60
Keetly Place, entire length.	70	60
Whites Road, Mill Road to end of current 70 km/h zone.	70	60
Bradleys Road, Mill Rd to 20 m north of Hallfield Drive.	70/100	60
Mill Road, east of Threlkelds Road to Skewbridge Road.	100	80

(c) **Notes** that consultation on the proposed speed limit changes shown in Table 1 and Table 2 will be carried out as part of a wider consultation process for roads throughout the district.

(d) **Notes** that pre-engagement will be carried out in August, with consultation occurring from September to October.

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

(f) **Notes** that any submission on the new proposed speed limits, including those from the New Zealand Police, Waka Kotahi, Te Ngāi Tuāhuriri Rūnanga, New Zealand Automobile Association, and New Zealand Road Transport Association, will be considered prior to presenting the final speed limit proposals.

LAPSES

Unconfirmed

Moved: T Robson Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 210517078269.

THAT the Council:

(b) **Approves** consultation being carried out on the proposed speed limit changes shown in Table 1 and Table 2 below:

Table 3. Proposed Speed Limits on Oxford Roads.

Location	Current (km/h)	Proposed (km/h)
Sales Road, Bay Road to just east of Ashley Gorge Road.	100	60
Bay Road, from the current 100 km/h zone (including the unsealed section)	100	60
Wilsons Road, entire length.	**100**	**40**
Woodside Road, current 70 km/h zone.	70	60
Commercial Road, unsealed section.	100	60
Burnt Hill Road, 100 km/h zone to the ford.	100	60
Somerset Drive, entire length.	100	60
High Street, north of Queen Street to Ashley Gorge Road	70	60
Ashley Gorge Road, High Street to north of the s-bend.	70/100	60
Main Street, Urban area from east of High Street to west of Harewood Rd.	**50**	**40**
Victoria Street, High Street to 400 m east of the one-lane bridge (approximately 400 m).	**70/100**	**60**
Weld Street, High Street to 400 m along Weld St.	**80**	**50**
Bush Road, Bay Road to Mill Road.	**100**	**60**
Bush Road, Mill Road to Gammans Road.	**100**	**60**
Mill Road, 100 km/h zone.	**100**	**60**
Crallans Drain Road, entire length.	**100**	**60**

Table 4. Proposed Speed Limits on Ohoka Roads.

Location	Current (km/h)	Proposed (km/h)
Threlkelds Road, entire length.	100	80
Mill Road, east of Threlkelds Road to west of Bradleys Road.	70	60
Jacksons Road, Mill Road to south of Birchdale Place.	70	60
Birchdale Place, entire length.	70	60
Wilson Drive, entire length.	70	60
Keetly Place, entire length.	70	60
Whites Road, Mill Road to end of current 70 km/h zone.	70	60

Unconfirmed

Location	Current (km/h)	Proposed (km/h)
Bradleys Road, Mill Road to 20 m north of Hallfield Drive.	70/100	60
Mill Road, east of Threlkelds Road to Skewbridge Road.	100	80

(c) **Notes** that consultation on the proposed speed limit changes shown in Table 1 and Table 2 will be carried out as part of a wider consultation process for roads throughout the district.

(d) **Notes** that the proposed speed limit reduction on Main Street will need the appropriate physical environment considerations.

(e) **Notes** that pre-engagement will be carried out in August, with consultation occurring from September to October.

(f) **Notes** that the results of the public consultation and the final speed limit proposals will be presented to the Community Boards and then Council for approval.

(g) **Notes** that any submission on the new proposed speed limits, including those from the New Zealand Police, Waka Kotahi, Te Ngāi Tuāhuriri Rūnanga, New Zealand Automobile Association, and New Zealand Road Transport Association, will be considered prior to presenting the final speed limit proposals.

CARRIED

N Mealings reiterated that the public should be made aware that the speed limits had not yet been set and members of the public should therefore be encouraged to make submissions.

S Farrell believed that the Council should be consulting on a reduced speed along Main Street in Oxford. Cyclists and pedestrians were too frightened to use Main Street, especially the elderly. She noted that the mean speed on Main Street would not be reduced until such time as the speed limit was reduced. The Oxford community would like to see a lower speed limit, as could be seen by the numerous submissions and petitions received by the Board to that effect.

T Robson acknowledged that the Board received a large number of submissions regarding speeding on Main Street. This included the eastern end of Main Street where residents had requested that the speed limit signs be moved back past Campbell Lane and the preschool, he requested staff to consider relocating the speed limit signs.

Item 5.2 was taken at this time, the Minutes have however been compiled as per the agenda.

7.2 **Proposed Roading Capital Works Programme for 2021/22 and Indicative Three Years – J McBride (Roading and Transport Manager)**

J McBride invited feedback on the proposed 2021/22 Roading Capital Works Programme. The programme included kerb and channel and footpath renewal, minor improvements and new footpaths and was driven by the condition of assets. The programme excluded large projects.

J McBride noted that Tram Road/ North Eyre Road lighting and Tram Road/ Earlys Road splitter Island were included as part of the minor safety programmes. Due to the feedback regarding pedestrian crossings, $33,000 would be included in the

Unconfirmed

recommendation to the Council's Utilities and Roading Committee for improvements to Oxford Main Street Pedestrian Crossings.

S Barkle sought clarity on the annual budget for the New Footpath Programme. J McBride confirmed that provision had been made in the 2021-31 Long Term Plan for $100,000 per year for the next 10 years for new footpaths in Rangiora, Kaiapoi, Woodend and Oxford. Priority in the programme was for footpaths on roads in urban areas that did not currently have footpaths. She noted that there were a number of new footpaths for Oxford included in the programme.

S Barkle enquired about the priorities for walkways near rural schools for students in the bus exclusion zone. J McBride advised the Minor Improvements Programme funding was only for urban footpaths, staff would be discussing rural footpaths with the Walking and Cycling Reference Group once there was clearer understanding of the available budget.

S Barkle expressed a concern that the Walking and Cycling Reference Group seemed only focused on walkways that connected urban areas. J McBride commented staff would be investigating bus zones and walkways around schools, however, clarity had to be obtained for the Council regarding funding.

S Barkle questioned if Mandeville was considered an urban area, as there were no footpaths in the area. J McBride explained that it was 'rural/ residential' as it was not a fully developed urban area.

S Farrell asked as Mandeville had a speed limit of 50km/hr should it be considered for footpaths. J McBride advised that as Mandeville was most probably zoned Rural it would not be rated for footpaths. However, she undertook to investigate Mandeville's zoning and the reason why there were no footpaths.

R Harpur questioned the $30,000 for Mandeville Village improvements in three years. J McBride noted that the funding would be used to tidy up the informal parking.

S Barkle further requested clarification on the length and costings for the Weka Street footpath and J McBride undertook to provide the Board with the information.

In response to questions, J McBride noted that the $60,000 allocated for Mounseys Road/ Woodside Road and Mountain Road was for seal backs from the intersection to prevent metal migration.

S Farrell sought clarity on what the proposed Ashley Gorge Road improvements were. J McBride advised they were for upgraded signage, road marking and visibility improvements. It was a continuation of the work being done through the gorge.

R Harpur asked about the investment in Tram Road. J McBride advised Tram Road improvements were included in the 2021-31 Long Term Plan as part of the Council's Infrastructure Strategy for the next 30 years. There were planned improvements to a number of intersections along the route including Tram Road/ Bradleys Road.

S Farrell further enquired about a potential barrier at the North Eyre Road/ Tram Road intersection. J McBride explained the last accident that occurred ran against the history of that intersection and it was found that a barrier would not have changed the outcome of the accident. A safety audit and an independent investigation had been conducted following the fatality. The recommendation from the investigation had been to consider flag lighting, not a barrier.

M Brown questioned what side/s of the Tram/ Earlys Roads intersection the splitter island would be installed and J McBride undertook to provide the Board with the information.

Unconfirmed

D Nicholl referred to the five crossroads island noting he had concerns regarding the manoeuvring of heavy machinery around the proposed island. J McBride noted the island would be mountable in order to allow for truck movements.

S Barkle asked if there would be further funding allocated for improvements to the five crossroads intersection. J McBride advised what improvements were being done and noted that following the completion of those the intersection would be monitored. However, there was no budget to realign the intersection.

S Barkle raised concern regarding the Tram Road/ No 10 intersection. There was insufficient space for traffic to wait when turning, she asked if there was consideration for a turning bay. J McBride advised it was one of the intersections being looked at as part of the upcoming Tram Road investigation included in Council's Infrastructure Strategy.

R Harpur raised concern regarding the new access way on McHugh Road that was causing pedestrians to step out onto the road. J McBride had been to investigate and was following up.

N Mealings asked, due to the flood event, were there further works required for the programme beyond what was in the report. J McBride replied no, as this work was specifically part of the Roading Capital Works Programme.

Moved: T Robson Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 210429068577.

(b) **Notes** that there is a call for resolution at the meeting and that feedback can be provided on the Draft Programme to the Roading and Transport Manager at the Board meeting.

CARRIED

S Barkle commented that it was important that the Mandeville area was not left out of considerations due to the area's 'in-between' status.

7.3 **Mandeville Sports Club Fence – G Stephens (Greenspace Community Engagement Officer)**

Having declared a conflict of interest M Brown sat back from the table and did not take part in the discussion.

Moved: S Farrell Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

(a) **Receives** Report No. 210520080687.

(b) **Notes** the Board currently has $3,890 available to allocate to general landscape projects within the Oxford Ohoka Ward.

(c) **Approves** the allocation of $3,500 from the Boards General Landscaping Budget (PJ 101052.000.5224) towards a grant for Mandeville Sports Club to undertake work to replace the existing post and wire entrance fence with a bollard and wire fence.

(d) **Notes** this leaves the Board $390 remaining in the Oxford Ohoka Community Boards General Landscaping Budget.

Unconfirmed

(e) **Approves** $390 being carried forward into the 2021/22 financial year for use on future general landscape projects.

CARRIED
M Brown abstained

7.4 **Application to the Oxford-Ohoka Community Board's Discretionary Grant Fund 2020/21 – Thea Kunkel (Governance Team Leader)**

T Kunkel took the report as read.

Moved: T Robson Seconded: S Farrell

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 210513076306.

(b) **Approves** a grant of $500 to the Oxford Badminton Club towards the costs of hosting a club night for local members.

CARRIED

Moved: M Brown Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

(c) **Approves** a grant of $500 to the Ohoka Cricket Club towards the cost of purchasing two new hessian covers.

CARRIED

Moved: N Mealings Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

(d) **Approves** a grant of $500 to the Oxford Rugby Club (JAB) towards the cost of replacing old and damaged gear.

CARRIED

Having declared conflict of interests S Barkle and R Harpur sat back from the table and did not take part in the discussion.

Moved: S Farrell Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

(e) **Approves** a grant of $500 to the Swannanoa Preschool towards the cost of purchasing native/bicultural resources

CARRIED
S Barkle and R Harpur abstained

Moved: M Brown Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

(f) **Approves** a grant of $500 to the Oxford Community Night Patrol towards the cost of purchasing traffic compliant Hi−Visibility vests.

(g) **Approves** the remaining Discretionary Grant funding of $2,926 being carried forward into the 2021/22 financial year

CARRIED

Unconfirmed

7.5 **Report back on the attendance to the 2021 Local Government New Zealand's Community Board Conference – T Kunkel (Governance Team Leader)**

R Harpur thanked the Council and the Board for providing the opportunity for Board members to attend the Conference in Gore commenting it was an invaluable experience. It was disappointing that so many Councils did not bother sending members.

R Harpur commented on the passion of some Boards for the best Community Board project competition. The supreme award went to the Otorohanga Community Board for a local riverside beautification project and a children's play area. The project was seeded from a traffic fine a Community Board member had received while driving cattle to Canterbury. A special award was given on the night for community service to Jan Tucker, who served for many years on the Port Chalmers Community Board in Dunedin. She was responsible for a number of major projects around the port including the cycleway now between Dunedin and Port Chalmers. Sadly J Tucker passed away a week after Conference at the age of 80.

Moved: N Mealings Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 210518078892.

CARRIED

8 CORRESPONDENCE

Moved: N Mealings Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

(a) **Receives** letter from Kathi Knowler regarding speed limit change (Trim No. 210610093202).

CARRIED

9 CHAIRPERSON'S REPORT

9.1 **Chairpersons Report for May**

Moved: R Harpur Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No 210525083631.

CARRIED

10 MATTERS FOR INFORMATION

10.1 Woodend-Sefton Community Board Meeting Minutes 10 May 2021 (Trim 210511074805)

10.2 Rangiora-Ashley Community Board Meeting Minutes 12 May 2021 (Trim 210505071779)

10.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 17 May 2021 (Trim 210520080707)

10.4 Covid-19 Recovery Programme Update – Report to Council Meeting 4 May 2021 – Circulates to all Boards.

10.5 Subdivision Contribution Programme and Budget Update – Report to Council Meeting 4 May 2021 – Circulates to all Boards.

Unconfirmed

10.6 Establishment of a Housing Working Group – Report to Council Meeting 4 May 2021 – Circulates to all Boards.

10.7 Cust Rural Recycling Facility – Report to the Solid and Hazardous Waste Working Party Meeting of 29 March 2021 – Circulates to all Boards.

10.8 Aquatic Centres Staff Submission to Draft Long Term Plan 2021-31 – Report to Council meeting 25 May 2021 – Circulates to all Boards.

10.9 Community Greenspace – Staff Submission to the Draft Long Term Plan 2021-31 on Security Cameras – Report to Council meeting 25 May 2021 – Circulates to all Boards.

10.10 3 Waters Staff Submission to Long Term Plan 2021-31 – Report to Council Meeting 25 May 2021 – Circulates to all Boards.

10.11 Water Supply Staff Submission to Draft Long Term Plan 2021-31 – Report to Council meeting 25 May 2021 – Circulates to all Boards.

10.12 Drainage Staff Submission to Draft Long Term Plan 2021-31 – Report to Council meeting 25 May 2021 – Circulates to all Boards.

10.13 Wastewater Staff Submission to Draft Long Term Plan 2021-31 – Report to Council Meeting 25 May 2021 – Circulates to all Boards.

10.14 Water and Sanitary Services Assessment – Proposed Water Services Act 202X Amendment to Local Government Act 2002 – Report to Council meeting 25 May 2021 – Circulates to all Boards.

10.15 Aquatic Facilities Update – Report to Community and Recreation Committee meeting 18 May 2021 – Circulates to all Boards.

10.16 Library Update to 5 March 2021 – Report to Community and Recreation Committee Meeting 18 May 2021 – Circulates to all Boards.

10.17 Library Update to 30 April 2021 – Report to Community and Recreation Committee Meeting 18 May 2021 – Circulates to all Boards.

Moved: M Brown Seconded: T Robson

THAT the Oxford-Ohoka Community Board receives the information in Items 10.1-10.17.

CARRIED

11 MEMBERS' INFORMATION EXCHANGE

T Robson

- Attended:
  - Ashley Gorge Advisory Group meeting
    - The flood had been devastating for the reserve with the entire bottom flat flooded. There was a large clean-up required including; repairing the changing rooms, cleaning and repainting toilets, repairing the playground, new rubbish bins and picnic tables, replacing poplar logs with bollards, removing silt and re-sowing in spring.

R Harpur

- Commented on the extent of damage with Ashburton flood event. Social agencies would be required to help.
- Commented that the Eyre River evacuation had gone well, particularly the response at the Mandeville Sports Centre.
- Attended:
  - Ohoka Drainage Advisory Group meeting. Budget wise they were tracking okay.
  - Greypower meeting.
    - Looking forward to the upcoming public meeting on the Health Hub.

Unconfirmed

- Questions around distribution of the Covid vaccine.

S Farrell

- Had requested an update on effect of flood on Composting at Diversion Road.
- Advised request from Keep Oxford Beautiful for a Dog Poo solution at West Oxford Reserve had been refused due to cost of ongoing maintenance.
- Noted quick response to a Snap/Send/Solve request.
- Attended:
  - OPAC meeting– were holding a winter lights competition.
  - Waimakariri Access Group Meeting.
    - Pamphlet for businesses regarding access.

M Brown

- Attended:
  - Mandeville Sports Club Board meeting
    - Good progress on strategic plan, a number of grant applications were being submitted.
  - Oxford Rural Drainage meeting.
    - Assessment of how the system coped with the flood event, generally it performed well, there was one drain that failed. Maintenance resulting from the flood would be covered by budget reserves.

S Barkle

- Asked if there would be a de-briefing process following the evacuation event as there was feedback that she would like to provide.
- Attended:
  - Waimakariri Health Advisory Group meeting.
    - Canterbury was still in Stage 2 of vaccine schedule. Durham Health and Medical Corner would be distributing vaccines, there was no capacity in Oxford for that service.
    - A Council Housing Working Group had been set up to look at options for this District.

T Teirney advised there would be a de-briefing process that would include elected members.

N Mealings

- Tabled Information Exchange (Trim 210610093206).
- Thanked everyone who had helped in the flooding event. A number of people had worked tirelessly.
- Commented the drone issue seemed to have disappeared.
- Noted there had been a delay with the notification of the District Plan.
- Attended:
  - Long Term submission hearings.
  - Housing Working Group meeting.
  - Council Zone 5 matters discussion.
  - Drainage Advisory Groups get-together.
  - Greater Christchurch Partnership meeting.
  - Site visit to Stadium Waimakariri.
  - Sustainability Strategy Steering Group.
  - Building Safer Community workshop.
  - Ohoka Farmers Market Site Visit.
  - Ohoka Cricket Club Strategic Planning meeting.
  - Waimakariri Youth Council meeting – elected a new co-chair.
  - Staff Sustainability Champions meeting.
  - Ohoka Rural Drainage Advisory Group meeting – discussed storm event preparation.

Unconfirmed

12 CONSULTATION PROJECTS

Nil.

13 BOARD FUNDING UPDATE

13.1 **Board Discretionary Grant**
Balance as at 31 May 2021: $5,426.

13.2 **General Landscaping Fund**
Balance as at 31 May 2021: $3,390.

The Board noted that the funding update.

14 MEDIA ITEMS

Nil**.**

15 QUESTIONS UNDER STANDING ORDERS

Nil.

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil**.**

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.38pm.

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for Wednesday 7 July 2021 commencing at 7.00pm at the Oxford Town Hall.

CONFIRMED

Chairperson

DATE

Unconfirmed

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO:	GOV-26-10-06 / 210623101620
REPORT TO:	OXFORD-OHOKA COMMUNITY BOARD
DATE OF MEETING:	7 July 2021
AUTHOR(S):	Thea Kunkel - Governance Team Leader
SUBJECT:	Oxford-Ohoka Community Board's 2021/22 Discretionary Grant Fund and 2021/22 General Landscaping Fund

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

Department Manager | Chief Executive

1. SUMMARY

1.1 This report provides information regarding the Oxford-Ohoka Community Board's (the Board) 2021/22 General Landscaping Budget and the 2021/22 Discretionary Grant fund.

1.2 This report also requests the Board to consider for approval, the Discretionary Grant Criteria, as included in the Application Form, and the Accountability Form for the 2021/22 financial year.

Attachments:
i. Draft Oxford-Ohoka Community Board 2022/221 Discretionary Grant Application Criteria and Application Form (Trim No. 210603089866).
ii. Draft Oxford-Ohoka Community Board 2020/21 Discretionary Grant Accountability Form (Trim No. 210603089980).
iii. Spreadsheet of current and proposed projects for the 2020/21 General Landscaping Budget.

2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) **Receives** Report No. 210623101620.

(b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2021/22 is $12,710 with a carry forward for the 2020/21 financial year still to be determined due to outstanding invoices being processed.

(c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2021/22 is $5,820 and that an amount of $2,926 was carried forward from the 2020/21 budget.

(d) **Approves** the Board's 2021/22 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089944).

(e) **Approves** the Board's 2021/22 Discretionary Grant Accountability Form (Trim No. 210603089980).

(f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2021/22 financial year (July 2020 to June 2021).

3. BACKGROUND

3.1 The Council allocates a General Landscaping Budget to each of the Community Boards to be expended on appropriate projects and initiatives in each Board's community area and the Council's Greenspace team. This fund is not a contestable fund.

3.2 The Discretionary Grant Fund is a contestable fund enabling community groups and organisations meeting the relevant criteria, to seek funding for various events, initiatives and projects.

4 ISSUES AND OPTIONS

4.1 The ***General Landscaping Fund's*** 2021/22 financial year allocation approved by the Council for the Oxford-Ohoka Community Board is $12,710. However, the amount to be carried forward (if any) from the 2020/21 financial year is still to be determined as outstanding invoices are still being paid, this amount will be submitted to the Board for confirmation at the Board's August 2021 meeting. However, it should be noted that the Board allocated the majority of its General Landscaping funding during the financial year and only an insignificant amount of approximately $390 is therefore expected to be carried forward.

4.2 An initial workshop will be scheduled for August 2021 for the Board and the Council's Community Greenspace Manager to identify a range of potential projects for funding during the 2021/22 financial year. A report seeking the Board's formal approval for funding will then be presented to a subsequent Board meeting.

4.3 The ***2021/22 Discretionary Grant Fund*** approved by the Council for the Board is $5,820. An unspent amount of $2,926 was carried forward from the 2020/21 financial year, thereby bringing the Discretionary Grant Fund to a total of $8,746 for this financial year.

4.4 As the Kaiapoi Arts Expo is considered a major event in the Waimakariri District's calendar the Council approved an annual contribution of $2,000 to the event. The expectation is therefore that no additional funding will be sought for this event from the Community Boards.

4.5 Not all eligible groups may be aware of the fund, so it is anticipated that Community Board members will continue to be pro-active in this regard, through networking and community groups they interact with. It is recommended that the Board regularly review the remaining balance of the fund to ensure that it is on track to be spent.

4.6 Staff will periodically advertise the Discretionary Grant through the Community Notice Board page in the Northern Outlook and The Chatter. Application forms are available on the Council website, from Service Centres or by contacting the Governance Support Team.

4.7 There are no significant implications on community wellbeing by the issues and options that are the subject matter of this report.

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

5 COMMUNITY VIEWS

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

5.2 **Groups and Organisations**
There are no groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. However it should be noted that the Board's Discretionary Grant fund will assist community groups and organisations to achieve community based programmes during the current financial year.

5.3 **Wider Community**

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

6 OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 **Financial Implications**

There are financial implications of the decisions sought by this report. The Council has approved an allocation of $12,710 to the Board's General Landscaping Fund of the 2020/22 financial year. The amount to be carried forward (if any) from the 2020/21 financial year will be determined once the outstanding invoices had been processed.

The 2021/31 Long Term Plan includes budgetary provision for the Oxford-Ohoka Community Board to approve grants to community groups up to a total of $5,820 in the 2021/22 financial year. An amount of $2,926 was carried forward from the 2020/21 financial year, thereby bringing the Discretionary Grant Fund to a total of $8,746 for current financial year.

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

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

There are not 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.

Thea Kunkel
Governance Team Leader

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

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 non-profit community based organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board requires a copy of your financial profit/loss statements and balance sheet for the previous/ current financial year. Staff cannot process your application without financial records.

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

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

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

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210603089866 - QD GOV Form 009 - Version 1.0 - June 2021

Criteria for application

- 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 for processing.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of $500 in any one financial year (July 2021 to June 2022) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- Priority is to be given to groups with strong links with the Oxford-Ohoka community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Oxford-Ohoka Community Board.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An Accountability Form must be provided to the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for, the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place **or** if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

What happens now?

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

Post to:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440

Email: records@wmk.govt.nz

Or hand deliver to:

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

What happens next?

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

Groups applying for Board Discretionary Grants 2021/2022

Name of Group: _____

Address: _____

Contact Person within Organisation: _____

Position within Organisation: _____

Contact phone number: _____ Email: _____

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

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

Overall Cost of Project: _____ Amount Requested: _____

How many people will directly benefit from this project? _____

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

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

☐ Preschool ☐ School/youth ☐ Older adults ☐ Whole community/ward

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

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

Other (please specify): _____

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

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

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

What is the benefit(s) to your organisation? 27

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 or intend to apply to for funding this project and amount applied for this project:

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

Signed: _____ Date: _____

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

OXFORD-OHOKA COMMUNITY BOARD

Oxford-Ohoka Community Board

Accountability Form for 2021/2022 Discretionary Grant Recipients

For funding provided during the period July 2021 – June 2022

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 when the project is completed and return within three months 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. 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 of how money was spent:

_____ $ _____

_____ $ _____

_____ $ _____

Describe the activities undertaken and benefits that have been achieved with these funds. Please include, where possible, photographs and the number of people who attended or were assisted:

(Use additional pages if necessary)

Continued over page

210603089980 / QD GOV Form 013 - Version 1.0 - June 2021

Two authorised signatories to complete the details below:

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

com.board@wmk.govt.nz

		Allocation from Council	13490		
OOCB	1.07.2020	2021/22 Allocation	12710		$26,200
	12.2019	The Oaks Reserve		7,200 Carryforward	
	8.07.2020	Bike Stands in Oxford	$2,000		
	8.07.2020	Oak Reversve Landscaping	$5,000		
	7.10.2020	Picnic Tables Mandeville	$500		
	7.10.2020	Bike Stands in Oxford	2,600		
TOTAL			$10,100	*Running Total*	***$16,100***

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO:	GOV-26-10-06 / 210622100456
REPORT TO:	OXFORD-OHOKA COMMUNITY BOARD
DATE OF MEETING:	7 July 2021
AUTHOR(S):	Thea Kunkel, Governance Team Leader
SUBJECT:	Application to the Oxford-Ohoka Community Board's Discretionary Grant Fund 2020/21
SIGNED BY: (for Reports to Council or Committees)	Department Manager / Chief Executive

1 SUMMARY

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

Name of Organisation	Purpose	Amount requested
Oxford Arts Trust	Towards the cost of shelving, cupboard and furniture.	$500
West Eyreton Primary School	Towards the cost of Lego and new books.	$456
Swannanoa Volunteer Fire Brigade	Towards the cost of uniforms for their junior crew.	$722
Swannanoa Volunteer Fire Brigade	Towards the cost of holding an open day.	$539
Total:		**$2,217**

1.2 Generally grants are limited to a maximum of $500 per application and organisations may apply up to twice in a financial year, providing that funding is sought for different projects. It should be noted that the Swannanoa Volunteer Fire Brigade is seeking funding exceeding $500.

Attachments:

i. An application from the Oxford Arts Trust (Trim Ref: 210603089944).
ii. An application from the West Eyreton Primary School (Trim Ref: 210524082685).
iii. An application from the Swannanoa Volunteer Fire Brigade - Uniforms (Trim Ref: 210531087083).
iv. An application from the Swannanoa Volunteer Fire Brigade – Open day (Trim Ref: 210531087086).
v. Spreadsheet showing the previous two years' grants.
vi. Board funding criteria 2021/22 (Trim Ref: 21603089866).

2 RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 210622100456.

(b) **Approves** a grant of $..... to the Oxford Arts Trust towards to cost of purchasing shelving, cupboards and furniture.

OR

(c) **Declines** the application from the Oxford Arts Trust.

(d) **Approves** a grant of $..... to the West Eyreton Primary School towards the cost of purchasing new books and Lego for their community school library.

OR

(e) **Declines** the application from the West Eyreton Primary School.

(f) **Approves** a grant of $.....to the Swannanoa Volunteer Fire Brigade towards the cost of purchasing uniforms for their junior crew.

OR

(g) **Declines** the application from the Swannanoa Volunteer Fire Brigade.

(h) **Approves** a grant of $.....to the Swannanoa Volunteer Fire Brigade towards the cost of hosting an open day.

OR

(i) **Declines** the application from the Swannanoa Volunteer Fire Brigade.

3 BACKGROUND

3.1 The Oxford Arts Trust is seeking funding towards the cost of purchasing shelving, cupboards and furniture for its ceramic shed and office.

3.2 The West Eyreton Primary School is seeking funding towards the cost of purchasing new books and Lego for their community school library.

3.3 The Swannanoa Volunteer Fire Brigade is seeking funding towards the cost of purchasing uniforms for their junior crew and towards the cost of hosting an open day.

3.4 The current balance of the Oxford-Ohoka Community Board's Discretionary Grant Fund 2021/22 is $8,746.

4 ISSUES AND OPTIONS

Oxford Arts Trust *(the Trust)*

4.1 The Arts in Oxford Centre is operated as a not-for profit Charitable Trust that is run by volunteers. The Centre hosts exhibitions by local, national and overseas artists. The Trust has received funding from Creative Communities for tutors to deliver workshops until May 2022. To facilitate the ceramics project, the Trust needs storage for art work, clay and pigments. The Trust also requires safe storage for some hazardous chemicals used during the making of ceramics.

4.2 Currently, the Trust's ceramics shed and office space, which are used for the administration of workshops and gallery activity are lacking in appropriate storage space. Due to not having proper storage, art materials are being stored in boxes which creates a serious hazard. The Trust is therefore seeking funding too purchase shelving, cupboards and furniture to store their art materials safely and more appropriately.

4.3 It is anticipated that the project will cost approximately $500 and the Trust will not be able to run the workshops if they cannot store the art materials safely. Local residents will therefore have to travel to access ceramic art classes, thus incurring additional costs and not building creative relationships within their local community. It should be noted on 3 March 2021 the Board approved a grant of $500 to the Trust towards the installation of a ceiling with insulation in its current workroom and the required Accountability Form has been received.

West Eyreton Primary School *(The school)*

4.4 The school opened in 1872 and is situated along North Eyre Road. The school endeavours to ensure that all pupils have the chance to achieve their potential by offering challenging programmes that assist children to extend their thinking, communicate effectively and learn to problem solve.

4.5 The School is seeking funding towards the cost of purchasing new books and Lego for their community school library. To increase the children's awareness of dealing with feelings, the school wished, in particular to purchase books relating to emotions, mental health and disabilities. Lego was a great resource to have in the library as it is a way to entice children into the library.

4.6 It is anticipated that the new books and Lego will cost approximately $454.87. As this is a community funded library, the school will not be able to purchase the books and Lego if its application for funding is unsuccessful. It should be noted that in December 2017 the school received a grant of $384.76 from the Board towards the costs of books focussing on healthy eating for the school library and the requited Accountability Form has been received.

Swannanoa Volunteer Fire Brigade *(the Brigade)*

4.7 The Brigade is a rural volunteer station, which is located on Tram Road and is manned by volunteers who dedicate their own time in order to serve this community. The Brigade responds to various emergencies in their local area, including wildfires, civil defence and natural disasters.

4.8 The Brigade has submitted two funding applications. In the first application the Brigade is seeking funding towards the cost of purchasing uniforms for their junior crew. The Brigade has fifteen children aged two to 16 who are family of brigade members. These children are enthusiastic supporters of the Brigade and the Brigade therefore wishes to ensure they are easily identified and recognised for their support.

4.9 The Brigade is also seeking funding towards the cost of hosting an open day on 1 August 2021. The open day will be a chance to bring the community together, and there will be a free sausage sizzle, free cupcakes, a kitchen fire display, and a chance to sit in the fire trucks. During the open day the local community will have the chance to learn about the work of the Brigade, meet their local fire crew, and have an understanding of how the local brigade operates.

4.10 It is anticipated that the cost of the uniforms for the junior crew will cost approximately $721.82 and the cost for of hosting the open day is estimated at $538.20. The Brigade does not have funds to purchase the uniforms for the junior crew and the initiative will therefore not continue if the application is unsuccessful. The Brigade will however still be hosting an open day if that application is unsuccessful

4.11 This is the first time that the Brigade has applied to the Oxford-Ohoka Community Board for funding.

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

4.13 There are social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.

4.14 The Management Team has reviewed this report.

5 COMMUNITY VIEWS

5.1 Mana Whenua

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

5.2 Groups and Organisations

There are no other groups and organisations, other than those who applied, likely to be affected by, or have an interest in the subject matter of this report.

5.2 Wider Community

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

6 OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 Financial Implications

The 2021/31 Long Term Plan includes budgetary provision for the Oxford-Ohoka Community Board to approve grants to community groups up to a total of $5,820 in the 2021/22 financial year. An unspent amount of $2,926 was carried forward from the 2020/21 financial year, thereby bringing the Discretionary Grant Fund to a total of $8,746 for current financial year.

The application criteria specify that grants are customarily limited to a maximum of $500 in any one financial year (July to June), even though a group can apply up to twice in a year, providing it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups, if decided benefits exceed Board resolved values. The current available balance of the Oxford-Ohoka Community Board's Discretionary Grant Fund 2020/21 is $8,746.

6.2 Sustainability and Climate Change Impacts

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

6.3 Risk Management

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

6.4 Health and Safety

All health and safety-related issues will fall under the auspice of the organisations that applied for the Discretionary Grant 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.

Thea Kunkel
Governance Team Leader

Groups applying for Board Discretionary Grants 2020/2021

Name of Group: Oxford Arts Trust

Address: 72 Main Street, Oxford7430, Canterbury

Contact Person within Organisation: Dr Areta Wilkinson

Position within Organisation: Chair, Oxford Arts Trust

Contact phone number: 03 312 1639 Email: artsinoxfordgallery@gmail.com

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

The ceramics project. We seek funding for shelves, cupboards, furniture for our ceramics shed and our office space for administration of workshops and gallery activity. Shelves are required for works, to store clay, pigments, dangerous chemicals securely. Office shelves, furniture required for effective operations as folders are currently in boxes. Workshops are pending set up.

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

Overall Cost of Project: $500 Amount Requesting: $500

How many people will directly benefit from this project? 200

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 60 % Rangiora-Ashley 20 % Woodend-Sefton 10 % Kaiapoi-Tuahiwi 10 %

Other (please specify): Our workshops bring in participants from Selwyn and Christchurch

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 not be able to run workshops as we cannot store materials for ceramics. Arts in Oxford is a not for profit organisation and rely on grants to operate effectively and provide creative activities for our community.

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

Participants will benefit from being in an organised learning environment where materials are stored correctly and not trip hazards. Learning new ceramics skills and techniques.

What is the benefit(s) to your organisation?

Ceramics will become a new creative workshop stream for all ages and abilities. Developin our art education and art experiences attracting new people to professionally organised activities.

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

Access to local ceramic art classes means travel time and costs are reduced as creatives build relationships, learn technical skills and network with other creatives.

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

If yes, name of parent group: NA

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

NA

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

Funding has been received from Creative Communities for tutors to deliver workshops over a year to May 2022. see attached

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:

Oxford-Ohoka Community Board for Insulation of workshop ceiling $500.

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

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

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

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

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

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

Signed: Areta Wilkinson Date: 2/6/2021

Creative Communities Grant

Ceramics workshops only:

Funding for Tutors, clay and materials for a year of ceramics programmes.

Ceramics Adults 3 day workshop $1500

Ceramics Techniques 3 day workshop $1000

Ceramics Youth 5 separate workshops over a year $2000

Gmail

Arts in Oxford <artsinoxfordgallery@gmail.com>

Creative Communities grant
5 messages

Karen Livingstone <karen.livingstone@wmk.govt.nz>
To: "artsinoxfordgallery@gmail.com" <artsinoxfordgallery@gmail.com>

Fri, Apr 16, 2021 at 5:01 PM

Waimakariri District

creative nz COMMUNITIES

16 April 2021

Dear Anita

Congratulations! Your applications to the 16 March 2020 Creative Communities Scheme round have been successful.

DETAILS OF YOUR GRANT:

Applicant name: Oxford Arts Trust

1 Project title: Ceramics Classes Adults 2021 — Amount offered: $1500.00
2 Project title: Ceramics Surface Technique Classes Adults 2021-22 — Amount offered: $1000.00
3 Project title: Life Drawing Classes 2021 — Amount offered: $1600.00
4 Project title: Printmaking Classes 2021 — Amount offered: $1200.00
5 Project title: Ceramics Classes Youth 2021-22 — Amount offered: $2000.00

We are unable to pay for capital items and think the catering and advertising costs could be more economical. **The committee also request that for future applications you provide detailed quotes to help them in understanding your budget.** They like the courses you provide and think they are a great idea.

Thank you for your application, we wish you all the best for your event. Please be sure that your event is going ahead before you invoice us for your grant. If your event has altered and all the funds will not be needed please invoice us for the lesser amount, this will save you having to return unused funds.

To uplift this grant are you able to please invoice the Waimakariri District Council, for the above amount, with your bank account details. If you are registered for G.S.T. please add G.S.T. to the amount that you have been allocated.

Please include attention Karen Livingstone on the invoice.

When you applied under the scheme, you signed a declaration stating that if your application was successful you would:

- complete the project as described in your application
- complete the project within a year after the funding is approved
- complete and return a Project Completion Report form (available on the Waimakariri Council website under Creative Communities Funding) within two months after the project is completed
- return any funds that you do not spend
- if required to, participate in any funding audit of your organisation or project carried out by the local council
- contact the CCS administrator to let them know of any public event or presentation that is funded by the Creative Communities Scheme
- acknowledge CCS funding at event openings, presentations or performances
- use the CCS logo in all publicity for your project, such as posters, flyers and e-newsletters, and follow the guidelines for using the logo (the logo and guidelines can be downloaded from www.creativenz.govt.nz/logo).

Please make sure you keep a clear record of how you spend this funding as you will need to report back on this at the end of the project. We may also need you to send us copies of your receipts so please keep these in a safe place.

We are pleased to be able to assist you and wish you every success with your project.
Yours sincerely

Karen Livingstone

Creative Communities Administrator

Karen Livingstone | Library Customer Services Assistant
Waimakariri Libraries
Phone: 03 311 8901

Profit & Loss Statement

April 2020 through March 2021

24/05/2021
11:35:37 AM

Income		
Sales		
Sales on Behalf	$38,196.01	
Freight Collected	$71.85	
Grants		
WDC Grants	$7,844.61	
RATA Grant	$6,927.58	
Creative Communities Grant	$441.92	
Te Puni Kokiri Grant	$238.47	
Pubs Charity Grant	$9,008.50	
Life Drawing Grant	$752.59	
CNZ Grant	$47,049.00	
Creative Comm Summer Grant	$370.58	
Creative Comm Winter Grant	$2,012.50	
Donations		
Donation Box	$2,071.00	
Friends of OAT Donations	$300.00	
Total Income		$115,284.61
Cost of Sales		
Remittance to Artist	$26,743.53	
Total Cost of Sales		$26,743.53
Gross Profit		$88,541.08
Expenses		
General & Administrative Exp		
Accounting Fees	$1,044.44	
Audit fees	$410.00	
Administation Costs	$45,131.30	
Computer Expenses	$190.48	
Bank Charges	$370.75	
Eftpos/Card Charges	$891.89	
Dues & Subscriptions	$40.00	
Office Supplies	$5,128.70	
Office equipment	$176.17	
Gallery equipment & supplies	$1,846.95	
YA Club expenses	$400.00	
Freight Paid	$63.48	
Repairs and Maintenance	$1,014.49	
Volunteer Expenses	$170.86	
Advertising & Promotion Exp		
Donations given by Gallery	$250.00	
Advertising	$15,465.61	
Exhibition Openings	$914.91	
Promotions	$1,940.00	
Workshop expenses		
Artist's Services - Talks/Demo	$6,989.57	
Tutor fees	$1,000.00	
Operating Expenses		
Cleaning	$491.40	
Electricity	$1,105.93	
Postage & Packaging	$178.26	
Telephone and Internet	$2,186.38	
Alarm monitoring	$606.68	
Website	$3,302.56	
Insurance	$3,986.11	
Total Expenses		$95,296.92
Other Expenses		
Interest Expense(GST Penalty)	$27.17	
Total Other Expenses		$27.17
Net Profit / (Loss)		-$6,690.95

Oxford Arts Trust

72 Main Street
Oxford
7430

Balance Sheet

As of March 2021

3/06/2021
2:03:45 PM

Assets			
Current Assets			
Cash On Hand			
Cheque Account - 01	$4,724.98		
Deposit Account - 06	$20,101.24		
Debit Card Account - 05	$2,125.86		
Float	$150.00		
Petty Cash	$47.30		
Vouchers	$191.30		
Total Cash On Hand		$27,340.68	
Total Current Assets			$27,340.68
Fixed Assets			
Store Equipment			
Store Equip. at Cost	$2,690.00		
Total Store Equipment		$2,690.00	
Total Fixed Assets			$2,690.00
Building Stage 1			$12,063.46
Building Stage 2			$42,609.95
Kiln Shed			$2,956.52
Office Equipment			$781.74
Gallery Equipment			$1,092.44
Workshop equipment			$94.78
Total Assets			$89,629.57
Liabilities			
Current Liabilities			
Trade Creditors		$6,361.28	
GST			
GST Collected	$73,410.15		
GST Paid	-$57,796.61		
GST Payments/Refunds	-$16,664.68		
Total GST		-$1,051.14	
Grants			
MainPower Grant		$500.00	
Oxford B&I League Grant 2020		$500.00	
Total Current Liabilities			$6,310.14
Total Liabilities			$6,310.14
Net Assets			$83,319.43
Equity			
Retained Earnings			$89,186.77
Current Year Earnings			-$6,690.95
Historical Balancing			$823.61
Total Equity			$83,319.43

Indicative shelving and cupboards required

Mitre 10

EXCLUSIVE

Muscle Rack Heavy Duty Wire Shelving Unit H: 1830mm, W: 1220mm, D: 610mm

$149 each

SKU: 289773 MODEL: UR245WD

4.7 (49) Write a review

afterpay

4 interest free payments of **$ 37.25**

More info

Buy Online

Click & Collect

Choose a store

Delivery

Add delivery location

EXCLUSIVE

Jobmate 5 Shelf Unit H: 1832mm, W: 1220mm, D: 610mm

$129 each

SKU: 338429 MODEL: UR482472F5R440

4.8 (54) Write a review

afterpay

4 interest free payments of **$ 32.25**

More info

Buy Online

Click & Collect

Choose a store

Delivery

Add delivery location

Muscle Rack Heavy Duty Shelving Unit H: 1535mm, W: 914mm, D:457mm

$114 each

SKU: 315264 MODEL: UR361800WHITE

4.5 (23) Write a review

afterpay

4 interest free payments of **$ 28.50**

More info

Buy Online

Click & Collect

Choose a store

Delivery

Add delivery location

EXCLUSIVE

Nouveau Overhead Cupboard H: 600mm, W: 795mm, D: 295mm White

SKU: 246981

$110 each

afterpay 4 interest free payments

EXCLUSIVE

Peter Built Storage Cabinet 786mm Gloss White

SKU: 178155

$99.98 each

afterpay 4 interest free payments of **$ 25.00**

Mr Shelf Storage Cupboard H: 1950mm, W: 1000mm, D: 420mm Arctic ...

SKU: 124172

$419 each

afterpay 4 interest free payments of **$ 104.75**

Mr Shelf Mega Garage Storage Pantry H: 1950mm, W: 1200mm, D: 600...

3.0 (1)

SKU: 124782

$1,048 each

afterpay 4 interest free payments of **$ 262.00**

Groups applying for Board Discretionary Grants 2020/2021

Name of Group: West Eyreton Primary School

Address: 154 School Road, West Eyreton

Contact Person within Organisation: Pip Wyatt (Part time Librarian) Carol Brotheridge (Bursar)

Position within Organisation: Pip 021 294 6503

Contact phone number: Carol 03 312 5850 Email: pip.wyatt@westeyreton.school.nz

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

We are applying for funding for Lego and for some new books in our community school library. In particular we are wanting books relating to emotions, mental health and disabilities. We are also wanting Lego to be used in the library. Lego is a great way to bring the children into our library, it is a warm and inviting space for them.

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

Overall Cost of Project: _____ Amount Requesting: $454.87

How many people will directly benefit from this project? 198

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?

As our library is a community funded library we have to fundraise or apply for funding for it. There is very little money available in the school budget for the library so if no funding comes thru then we wont be able to purchase the Lego or new books.

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

Any awareness that our tamariki can have to become aware of different emotions or mental health is beneficial to them. The Lego is a great resource to have in the library as well.

What is the benefit(s) to your organisation?

Books are constantly needing to be upated, so it is great to to have these resources for them. Currently we have no Lego in library, so to have these resources available is great.

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

As this library is community based, we open it up to our community around us. We have preschoolers that access our library as well.

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

If yes, name of parent group: _____

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

N/A

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

N/A

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

Signed: Pip Wyatt Date: 21/5/2021

Quotes for Oxford-Ohoka Community Board – Library

Lego from The Warehouse	
Lego Classic Basic Set	$ 30
Lego City Road Plates	$ 30
Lego City Main Square	$221
	$281
Books from Wheelers	
Grief is like a snowflake	$16.40
Arohas Way, A childrens guide thru emotions	$18.99
Maxs divorce earthquake	$15.68
The red beast	$33.72
The disappointment Dragon	$40.85
When the wind blew	$26.99
Mophead, how your difference makes a difference	$21.24
	$173.87
TOTAL	454.87

CES
Partnering education

2021

West Eyreton School

Financial Statements for the Period Ended
30 April 2021

Please find attached your April accounts. Please note that 2020 year end adjustments are still to be made to the Balance Sheet and Profit & Loss Statements. These adjustments can only be made following the work done by the auditors.

Prepared by:
CES
PO Box 414
Christchurch 8140

Contact Person:
Stephen Davy
Phone. 03 338 4444 Ext 841
Fax. 03 338 4447
Cell Phone 021 452 341
DDI 03 595 2350

West Eyreton School

Overview: **30 April 2021**

Income:

April ended with a surplus of $13,994 for the month. This brings the year to date result to a surplus of $4,531. The full year budget is for a surplus of $3,725.

At the end of April, total income is below budget level with 34% of the annual budget having been received. This includes Trading surplus of $1,654 to date. Operations Grant is ahead of budget (39%). Other MOE/Govt Grants is below budget overall with 22% of budgeted revenue received with three budgeted items yet to record funds. School Donations are at 32% of annual budget. Community Funds income section is below budget with 5% of budget received. Total expenses are at budget level with 33% of the budget spent.

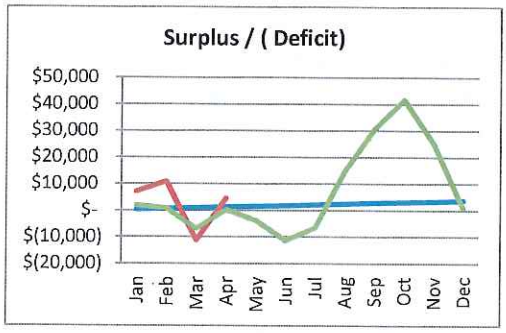
Expenditure: Expected Expenditure YTD April = 33%

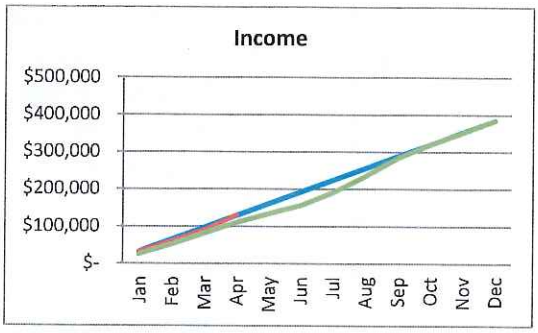
	Annual Budget used %	Expected % Used	
Administration	38%	33%	At the end of the month, Administration Costs were above budget with 38% of the annual budget spent. With just 2.5% of the budget spent during April, there were no items needing comment for the month. The year to date figure is ahead of 33% of annual budget due to some annual costs being recorded in the first few months of the year (such as Insurance and Subscriptions).
Learning Resources	35%	33%	At the end of the month, Learning Resources were above budget level with 35% of the annual budget spent. It is reasonable to see this section ahead of budget in the early months of the year as classes are set up for the year. There were no items needing comment for this month.
Property Management	39%	33%	At the end of the month, Property Costs finished above budget level with 39% of the annual budget spent. The main item recorded during the month was Electricity ($1,138).

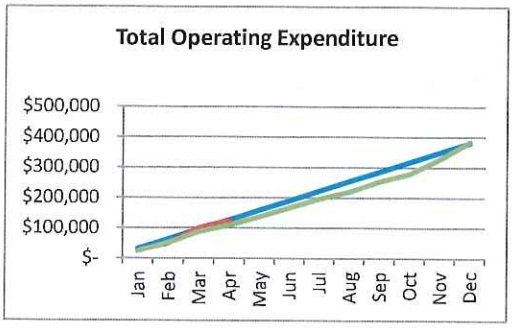
West Eyreton School

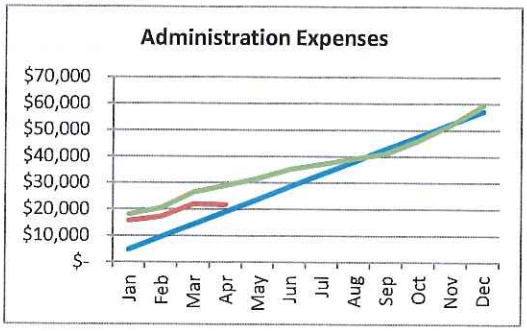
Overview: **30 April 2021**

Personnel	29%	33%	At the end of the month, Personnel Costs finished below budget with 29% of the annual budget spent. Recoveries are ahead of budget (49%). Payroll-related costs made up most of the April spending. There was nothing else in this section needing comment for this month.
Depreciation/Asset Purchases	37%	33%	Depreciation/Asset Purchases finished the month at 37% of the annual budget.





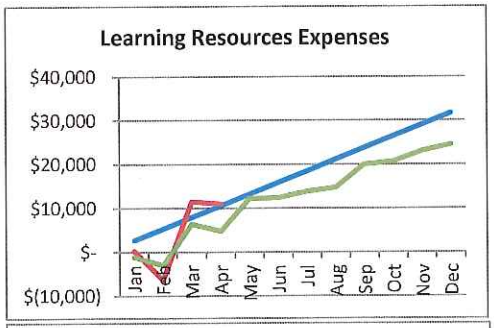


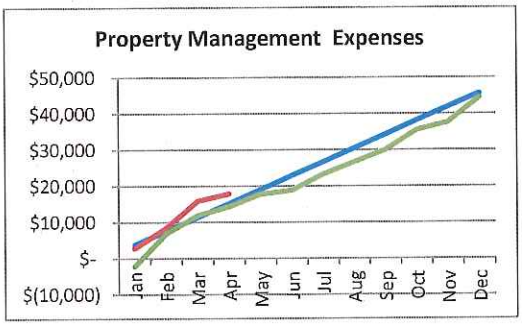


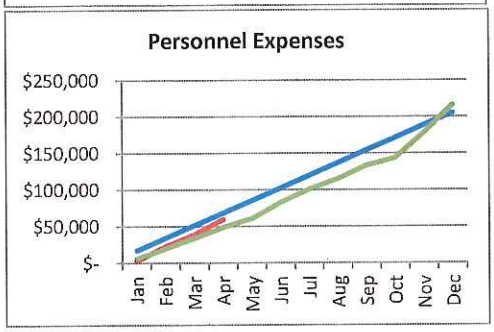
2021 Budget 2021 Actual 2020 Actual

West Eyreton School

Overview: **30 April 2021**







2021 Budget

2021 Actual

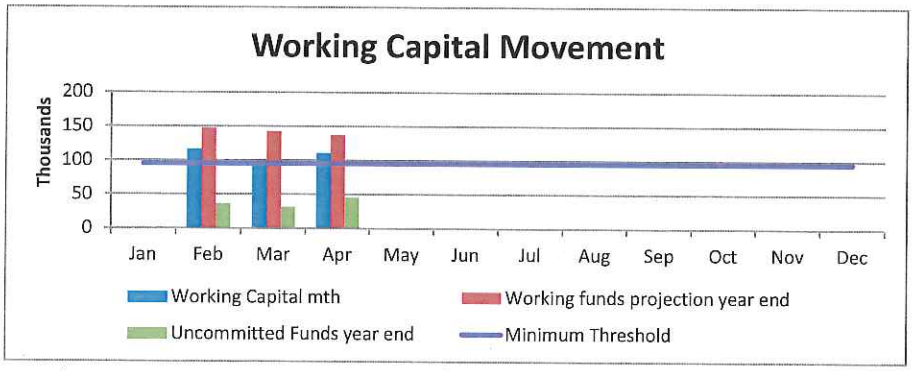
2020 Actual

Interim Response/Special Needs

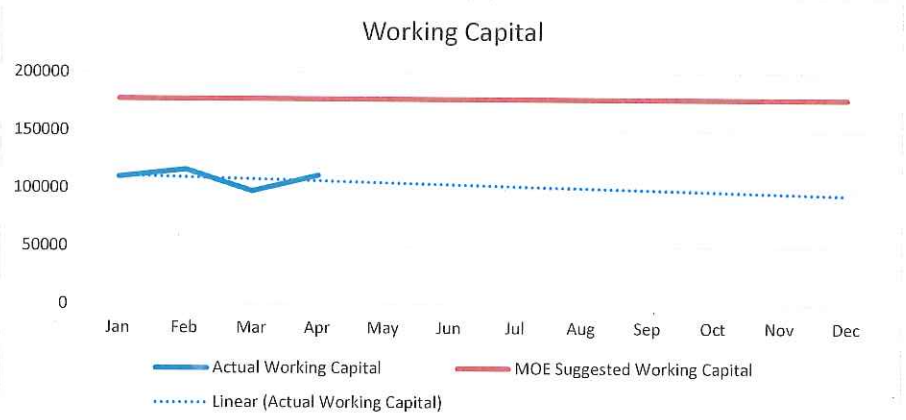
	Year to Date Actual	Annual Budget	Budget Remaining
Interim Response Funding Income	1,320	3,000	1,680
Interim Response Funding Expenses	0	0	0
Learning Support Funding Income	5,377	6,500	1,123
Learning Support Funding Expense	(3,355)	(3,600)	(245)
Teacher Aide - Junior & Interim Response	(5,347)	(18,000)	(12,653)
Teacher Aide - Kelly	(4,928)	0	4,928
Teacher Aide ORS Income	6,850	18,000	11,150
Teacher Aide - ORRS	(4,024)	(12,000)	(7,976)
Teacher Aide - MM	(664)	0	664
Teacher Aide SEG Income	0	0	0
Teacher Aide - SEG	(4,843)	(19,000)	(14,157)
Teacher Aide EDI Help	0	(4,300)	(4,300)
Teacher Aide - KH	0	0	0
Special Needs Health Funding	0	4,200	4,200
Total Budget	(9,614)	(25,200)	(15,586)

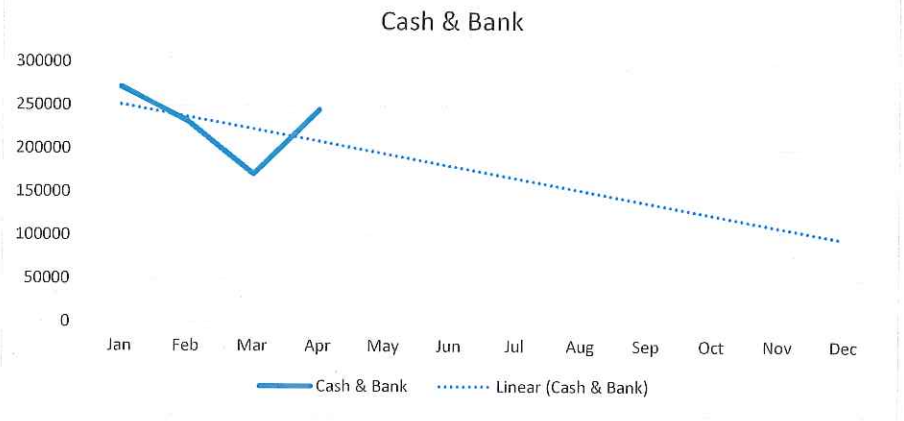
West Eyreton School

Overview: **30 April 2021**



Working Capital ended the month at $111,221. Based on achieving budget this should be $137,456 by the end of the year. After deducting known commitments for the coming year, (cyclical maintenance and leases) this reduces to $45,440 or 1 month's budgeted expenditure. This figure is lower than I would like so over time I would like to see uncommited funds grow to grow to around $95,000. Also MOE suggest a school like West Eyreton should be holding Working Capital of about $177,000 (school is currently $97,640).





The above two charts are monitored by MOE. It is useful to include these in the report so the school can see what MOE is looking at. Both the CES and MOE figures suggest the school's working capital level is below suggested guidelines. Improving working capital to the suggested levels is not something that can be done in the short term but over time, we should work on improving this position.

West Eyreton School

Income Statement - Summary
for the Period Ending 30 April 2021

	Current Period Actual	Year to Date Actual	Annual Budget	Remaining Budget	% Budget Used
Income Section					
MOE Operation	35,476	113,283	292,000	(178,717)	39
Other MOE/Govt Grants	1,768	7,459	34,200	(26,741)	22
Student Fees	3,827	5,779	18,000	(12,222)	32
Community Funds	1,603	1,772	37,500	(35,728)	5
Interest	10	41	100	(59)	41
Trading	(1,187)	1,654	3,000	(1,346)	55
Income Section Total	**41,497**	**129,988**	**384,800**	**(254,812)**	**34**
Expenses Section					
Administration					
Board of Trustees	-	477	5,600	5,123	9
Financial	1,015	16,408	30,010	13,602	55
Communication	213	888	3,000	2,112	30
Consumables	205	851	6,700	5,849	13
General	-	3,061	11,850	8,789	26
	1,434	21,686	57,160	35,474	38
Learning Resources					
Curriculum	(823)	13,052	31,650	18,598	41
Extra Curriculum	353	(2,081)	-	2,081	-
	(470)	10,972	31,650	20,678	35
Property Management					
Repairs & Maintenance	850	10,279	17,355	7,076	59
Caretaking & Cleaning	113	999	3,700	2,701	27
Grounds	380	705	2,300	1,595	31
Swimming Pool	784	4,276	8,000	3,724	53
Utilities	1,138	4,314	14,500	10,186	30
School House	(1,300)	(2,721)	(140)	2,581	1,944
	1,965	17,850	45,715	27,865	39
Personnel					
Recoveries	-	(13,547)	(27,500)	(13,953)	49
Teaching Wages	1,575	1,444	9,700	8,256	15
Administration Wages	4,605	23,089	78,000	54,911	30
Property Wages	4,114	15,098	49,000	33,902	31
Teacher Aide Wages	9,676	26,241	67,900	41,659	39
Staff Expenses	916	7,497	28,200	20,703	27
	20,886	59,823	205,300	145,477	29
Depn / Asset Purchases					
Depreciation / Asset Purchases	3,689	15,126	41,250	26,124	37
	3,689	15,126	41,250	26,124	37
Expenses Section Total	**27,503**	**125,457**	**381,075**	**255,618**	**33**
Operating Surplus / (Deficit)	**13,994**	**4,531**	**3,725**	**806**	

West Eyreton School

Income Statement - Detailed
for the Period Ending 30 April 2021

	Current Period Actual	Year to Date Actual	Annual Budget	Remaining Budget	% Budget Used
Income Section					
MOE Operation					
1000.00 Base Grant	35,476	113,283	292,000	(178,717)	39
	35,476	113,283	292,000	(178,717)	39
Other MOE/Govt Grants					
1010.00 MoE ESOL	1,170	1,170	2,500	(1,330)	47
1012.00 MOE Relieving Teachers	-	-	2,000	(2,000)	-
1017.00 Special Needs Health Funding	-	-	4,200	(4,200)	-
1018.00 MOE Other Income	198	5,889	20,000	(14,111)	29
1022.00 COL Allowance	400	400	-	400	-
1023.00 Kapahaka Tutors Income	-	-	5,500	(5,500)	-
	1,768	7,459	34,200	(26,741)	22
Student Fees					
1050.00 School Donations	3,827	5,779	18,000	(12,222)	32
	3,827	5,779	18,000	(12,222)	32
Community Funds					
1077.00 Income - Grants	-	65	10,000	(9,936)	1
1080.00 Donations - Other	100	100	1,000	(900)	10
1095.00 Main Fundraiser	953	953	15,000	(14,047)	6
1110.00 Pool Keys Income	283	283	5,000	(4,717)	6
1115.00 Misc Income	268	372	1,500	(1,128)	25
1120.00 Hire of Facilities	-	-	5,000	(5,000)	-
	1,603	1,772	37,500	(35,728)	5
Interest					
1400.00 Interest Received	10	41	100	(59)	41
	10	41	100	(59)	41
Income Section Total	**42,684**	**128,334**	**381,800**	**(253,466)**	**34**
Expenses Section					
Administration					
Board of Trustees					
2110.00 BOT Fees	-	-	3,600	3,600	-
2160.00 BOT Expenses	-	477	2,000	1,523	24
	-	477	5,600	5,123	9
Financial					
1115.01 Miscellaneous Expenses	65	991	500	(491)	198
2200.00 Audit Fees	308	1,232	3,600	2,368	34
2210.00 Accounting Fees	490	1,960	5,810	3,850	34
2211.00 Education Enterprises	-	-	500	500	-
2217.00 Eftpos	39	39	550	512	7
2218.00 Bank Fees	10	256	350	95	73
2219.00 Interest Expense	27	246	700	454	35
2220.00 Insurance	-	11,251	16,000	4,749	70
2222.00 Alarm Monitoring	77	434	2,000	1,566	22
	1,015	16,408	30,010	13,602	55
Communication					
2310.00 Telephone Expenses	93	408	1,500	1,092	27
2311.00 PABX lease	120	480	1,500	1,020	32
	213	888	3,000	2,112	30

West Eyreton School

Income Statement - Detailed
for the Period Ending 30 April 2021

	Current Period Actual	Year to Date Actual	Annual Budget	Remaining Budget	% Budget Used
Consumables					
2401.10 Photocopier Lease/service charge	205	469	-	(469)	-
2402.00 Photocopier paper	-	261	1,000	739	26
2410.00 Office Supplies	-	121	1,000	879	12
2410.01 School Culture	-	-	4,700	4,700	-
	205	851	6,700	5,849	13
General					
2510.00 Advertising	-	(80)	500	580	(16)
2540.00 Prizes / Engraving / Vouchers	-	-	1,700	1,700	-
2550.00 Subscriptions	-	1,092	4,000	2,908	27
2570.00 Principal Fund	-	49	1,200	1,151	4
2580.00 Web Master	-	-	650	650	-
2585.00 Linc-Ed & Training	-	2,000	3,000	1,000	67
2586.00 School App Costs	-	-	600	600	-
2587.00 Police Vetting	-	-	200	200	-
	-	3,061	11,850	8,789	26
Administration Total	**1,434**	**21,686**	**57,160**	**35,474**	**38**
Learning Resources					
Curriculum					
3110.50 Ropu Kotare	35	918	1,000	83	92
3111.00 Ropu Ruru	35	207	1,000	793	21
3115.00 Ropu Kea	45	237	1,500	1,263	16
3117.00 Ropu Karearea	-	132	1,000	868	13
3120.00 Integ'd Studies $500 incl Maori$100	-	354	500	146	71
3121.00 Preschool Transition Programme	-	13	100	87	13
3125.00 Performing Arts - Dance, Drama	112	112	150	38	75
3125.01 Visaul Art	-	-	500	500	-
3134.00 LSC Curriculum	84	134	-	(134)	-
3136.00 Literacy Junior School	367	5,006	5,000	(6)	100
3137.00 Literacy Senior School	-	291	2,000	1,709	15
3139.00 See Saw	-	776	900	124	86
3140.00 Maths Junior	-	-	500	500	-
3141.00 Maths Senior	80	347	500	153	69
3145.00 PAT	-	522	600	78	87
3150.00 Computer ICT Programme	-	401	3,000	2,599	13
3151.00 Vis Tab Attendance	45	246	600	355	41
3155.00 Computer Lease - laptops	-	278	2,600	2,322	11
3156.00 Computer Lease - server	210	931	2,600	1,669	36
3157.02 40 Mini iPads	(2,008)	-	-	-	-
3160.00 CoL Exp	-	-	1,500	1,500	-
3170.00 Library Consumables	16	77	500	423	15
3180.00 PE/Health/Sport	-	-	300	300	-
3190.00 Assemblies/Prizes	-	218	500	282	44
3191.00 Creative Play - Discovery Time	155	167	500	333	33
3194.00 Max E	-	-	300	300	-
3195.00 Special Needs (incl. GATE)	-	215	500	285	43
3196.00 ORRS Expenditure	-	157	500	343	31
3198.00 Physical Activity	-	1,314	3,000	1,686	44
	(823)	13,052	31,650	18,598	41

West Eyreton School

Income Statement - Detailed
for the Period Ending 30 April 2021

	Current Period Actual	Year to Date Actual	Annual Budget	Remaining Budget	% Budget Used
Extra Curriculum					
3810.00 Activities Inc	(381)	(1,235)	(8,000)	(6,765)	15
3811.00 Activities Exp	-	320	8,000	7,680	4
3820.00 Camp Inc	(536)	(11,835)	(9,000)	2,835	132
3821.00 Camp Exp	1,120	10,520	9,000	(1,520)	117
3822.00 School Camp Allowance	150	150	-	(150)	-
	353	(2,081)	-	2,081	-
Learning Resources Total	**(470)**	**10,972**	**31,650**	**20,678**	**35**
Property Management					
Repairs & Maintenance					
4110.00 Repairs & Maint - Property/Equipmen	165	1,156	7,000	5,844	17
4111.00 R&M Vandalism	-	-	100	100	-
4115.00 Repairs & Maintenance - Carpet	-	-	1,500	1,500	-
4130.00 OSH expenditure	-	252	1,000	748	25
4140.00 Sewer	-	-	750	750	-
4150.00 Heatpump Checks	-	1,376	1,500	125	92
4160.00 Electrical Testing	-	-	750	750	-
4190.00 Prov for Cyclical Maintenance	-	4,755	4,755	-	100
4191.00 Maintenance Adjustment	685	2,740	-	(2,740)	-
	850	10,279	17,355	7,076	59
Caretaking & Cleaning					
4200.00 Cleaning Supplies	52	714	3,000	2,286	24
4210.00 Towel Hire	60	285	700	415	41
	113	999	3,700	2,701	27
Grounds					
4310.00 Rubbish Removal	380	705	1,800	1,095	39
4330.00 Grounds Mowing	-	-	500	500	-
	380	705	2,300	1,595	31
Swimming Pool					
4400.00 Pool Expenses	-	747	2,000	1,253	37
4401.00 Pool Wages	784	3,528	6,000	2,472	59
	784	4,276	8,000	3,724	53
Utilities					
4500.00 Electricity	1,138	4,084	13,000	8,916	31
4520.00 Rates	-	229	1,500	1,271	15
	1,138	4,314	14,500	10,186	30
School House					
4600.00 School House Rental Income	(1,300)	(5,200)	(16,640)	(11,440)	31
4610.00 School House Insurance	-	2,409	3,000	591	80
4630.00 School House Repairs & Maint.	-	70	13,500	13,430	1
	(1,300)	(2,721)	(140)	2,581	1,944
Property Management Total	**1,965**	**17,850**	**45,715**	**27,865**	**39**
Personnel					
Recoveries					
5026.00 Teacher Aide - ORS Income	-	(6,850)	(18,000)	(11,150)	38
5050.00 Interim Response Funding Inc	-	(1,320)	(3,000)	(1,680)	44
5051.00 Learning Support Funding Inc	-	(5,377)	(6,500)	(1,123)	83
	-	(13,547)	(27,500)	(13,953)	49

West Eyreton School

Income Statement - Detailed
for the Period Ending 30 April 2021

	Current Period Actual	Year to Date Actual	Annual Budget	Remaining Budget	% Budget Used
Teaching Wages					
5140.00 Relief Wages - Courses	-	(130)	1,500	1,630	(9)
5141.00 Staff Sync	-	-	500	500	-
5142.00 Learning Support Coordinator	-	-	200	200	-
5170.00 Wages - Relieving / sickness	1,575	1,575	7,500	5,925	21
	1,575	1,444	9,700	8,256	15
Administration Wages					
5110.00 Wages Banked Staffing	-	2,304	-	(2,304)	-
5210.00 Wages - Office	2,681	8,117	30,000	21,883	27
5240.00 Wages Bursar	1,924	12,668	48,000	35,332	26
	4,605	23,089	78,000	54,911	30
Property Wages					
5320.00 Cleaning - Wages	3,243	11,613	38,000	26,387	31
5321.00 Groundsman/Property Caretaker	871	3,485	11,000	7,515	32
	4,114	15,098	49,000	33,902	31
Teacher Aide Wages					
5430.00 Teacher Aide-Junior & Interim Res-N	1,616	5,347	18,000	12,653	30
5435.00 Teacher Aide - Kelly	1,601	4,928	-	(4,928)	-
5440.00 Teacher Aide - ORRS - A	1,284	4,024	12,000	7,976	34
5445.00 Teacher Aide - MM	415	664	-	(664)	-
5450.00 Teacher Aide - SEG - C	1,641	4,843	19,000	14,157	25
5470.00 Teacher Aide EDI Help	-	-	4,300	4,300	-
5481.00 Learning Support Funding Exp	2,074	3,355	3,600	245	93
5490.00 ESOL Librarian and NE - P	935	2,714	9,000	6,286	30
5497.00 Preschool Transition Prog Wage - M	110	367	2,000	1,633	18
	9,676	26,241	67,900	41,659	39
Staff Expenses					
5600.00 Staff teas etc	54	469	1,200	731	39
5620.00 ACC Levy Expense	-	-	700	700	-
5625.00 Wellbeing	404	895	3,500	2,605	26
5650.00 First Aid	-	230	800	570	29
5675.00 Staff travel - courses	430	993	3,500	2,507	28
5677.00 School Camp Allowance	-	-	200	200	-
5680.00 Teacher Development - Courses	-	4,401	8,000	3,599	55
5685.00 Teacher Development- Principal	28	509	2,000	1,491	25
5686.00 Princiap Appraisal	-	-	2,100	2,100	-
5687.00 DP/AP Appraisal	-	-	4,200	4,200	-
5690.00 Teacher Dev - Deputy Principal	-	-	2,000	2,000	-
	916	7,497	28,200	20,703	27
Personnel Total	**20,886**	**59,823**	**205,300**	**145,477**	**29**
Depn / Asset Purchases					
Depreciation / Asset Purchases					
6100.00 Depreciation	3,390	13,559	40,600	27,041	33
6210.00 Library Books	-	16	-	(16)	-
6220.00 New Assets	299	1,552	650	(902)	239
	3,689	15,126	41,250	26,124	37
Depn / Asset Purchases Total	**3,689**	**15,126**	**41,250**	**26,124**	**37**
Expenses Section Total	**27,503**	**125,457**	**381,075**	**255,618**	**33**

West Eyreton School

Income Statement - Detailed
for the Period Ending 30 April 2021

	Current Period Actual	Year to Date Actual	Annual Budget	Remaining Budget	% Budget Used
Trading Income Section					
Trading					
Stationery					
7030.00 Stationery Income	48	(238)	-	(238)	-
	48	(238)	-	(238)	-
Uniform					
7160.00 Uniform Income	184	1,334	-	1,334	-
7161.00 Uniform Expenses	(1,128)	(1,128)	-	(1,128)	-
7164.00 Sun/Swim Hat Income	36	45	-	45	-
	(908)	251	-	251	-
Ellerslie Flower Show					
7070.00 Grow Income	-	435	-	435	-
7071.00 Grow Expenses	-	(467)	-	(467)	-
	-	(32)	-	(32)	-
Maori					
7085.00 Maori Culture Income (Ngai Tahu)	-	2,000	6,000	(4,000)	33
7085.10 Maori Culture Exp (Ngai Tahu) Kapa	(327)	(327)	(3,000)	2,673	11
	(327)	1,673	3,000	(1,327)	56
Trading Total	**(1,187)**	**1,654**	**3,000**	**(1,346)**	**55**
Operating Surplus / (Deficit)	**13,994**	**4,531**	**3,725**	**806**	

West Eyreton School

Balance Sheet
as at: 30 April 2021

	This Year
Public Equity	
9851.00 Accumulated Funds	453,190
Current Year Surplus/(Deficit)	4,531
Net Public Equity	**457,721**
Current Assets	
9231.00 ANZ Cheque Account	245,198
9260.00 Inventory	287
9288.00 GST Paid	13,717
	259,202
Current Liabilities	
9359.00 Sundry Creditors	14,312
9360.00 Income in Advance - MOE Operations	48,509
9363.10 MOE SN Property Modernisation	592
9375.50 MOE Admin Heating Upgrade	(8,723)
9375.60 MOE 1,2,3 Upgrade	75,930
9379.00 MOE Pool Upgrade	(20)
9380.00 MOE Blocks 1,2,3 ILE Upgrade	(10,000)
9388.00 GST collected	27,381
	147,981
Working Capital	**111,221**
Fixed Assets	
9501.00 Library Books	52,784
9501.20 Library Books Accum Depn	(46,707)
9502.00 School Buildings	477,183
9502.20 School Buildings Accum Depn	(121,376)
9503.00 Office Furniture	26,645
9503.20 Office Furniture Accum Depn	(25,072)
9504.00 School Plant and Equipment	143,769
9504.20 Sch Plant & Equip Accum Depn	(130,568)
9505.00 Classroom Furniture	53,330
9505.20 Classroom Furniture Accum Depn	(36,823)
9507.00 Sports equipment	12,717
9507.20 Accum Depn Sports Equipment	(12,717)
9509.00 Computers	90,654
9509.20 Computers Accum Depn	(75,412)
9511.00 Leased IT Equipment	70,536
9511.20 Leased IT Equip Accum Depn	(41,049)
9520.00 Furniture - New Classroom	624
	438,516
Long Term Liabilities	
9620.00 Cyclical Maintenance	63,536
9655.00 Finance Lease Equico ipads	2,008
9656.00 TELA Lease 97582	138
9657.00 TELA Lease 99456	407
9658.00 TELA Lease 100387	1,546
9659.00 TELA Lease 104207	1,567
9660.00 TELA Lease 106767	1,042
9661.00 Toshiba Copier Lease	17,664
9662.00 TELA Lease 108693	2,930
9663.00 TELA Lease 111386	1,179
	92,016

General Ledger Bank Reconcilation

West Eyreton School

Balance per Cashbook for Account : 9231.00
Up to Period : April 2021

Bank Reconciliation

Date	Reference	Description	Amount	Balance
Balance per Bank Statement				**245,198.09**
Reconciled Bank Balance				**245,198.09**
Computer Calculated Bank Balance				**245,198.09**
Difference				**0.00**

West Eyreton School

Projected Uncommitted Funds as at 31 December 2021

Prepared as at:	30 April 2021	
		$
Working Funds as at:	30 April 2021	111,221
Net Budgeted Movement over the balance of the year		
Net Income & Expenditure Budget Remaining to be received/(spent) this year	(806)	
Adjust for non cash items: Depreciation	27,041	
Provision for Cyclical Maintenance	0	
		26,235
Projected Net Working Funds as at:	31 December 2021	137,456
Committed Funds		
Cyclical Maintenance	63,536	
Finance Leases	28,480	
		92,016
Projected Uncommitted Funds Surplus/(Deficit) as at Year End		45,440

Groups applying for Board Discretionary Grants 2020/2021

Name of Group: Swannanoa Volunteer Fire Brigade

Address: 1160a Tram Road, RD6, Rangiora 7476

Contact Person within Organisation: Peter Anderson

Position within Organisation: Controller

Contact phone number: 027 5045002 Email: peter.anderson@fireandemergency.nz

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

We are requesting funds to purchase uniform (t-shirts and hoodies) for our junior crew. We have 15 children aged 2-16 who are family of our brigade members. The children are enthusiastic supporters of the brigade, and the brigade wishes to ensure they are easily identified and recognised for that suppport.

What is the timeframe of the project/event date? To be completed by July 31st

Overall Cost of Project: $721.82 Amount Requesting: $721.82

How many people will directly benefit from this project? 15

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?

The brigade does not currently have funds available to support an initiative like this.

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

The junior members of the brigade will feel acknowledged for their enduring support of their parents who are members of the brigade.

What is the benefit(s) to your organisation?

Our junior "members" will have their own uniform to wear at community based events such as the Santa parade, the Swannanoa Fair and the upcoming brigade open day.

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

Community members will be easily able to identify and recognise junior "members" of our brigade and acknowledge their support. This raises the profile of the brigade in our community.

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

If yes, name of parent group: _____

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

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

Nil

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

Signed: Peter Anderson Date: 30/05/2020

SWANNANOA FIRE BRIGADE

Financial Statement as at 3rd May 2021 - from K Siegenthaler (Treasurer)

	Memo/Payee	Deposit	Withdrawal	Balance
Cheque Account - Westpac 03-0674-0449808-00				**$ 6,778.16**
31-Mar-21	Bank Fees - Credit Interest	$ 0.19		
16-Apr-21	The Flag Shop - Inv 22570		$ 593.95	
20-Apr-21	Tfr to On-line Acc - Automatic Payment		$ 25.00	
14-Apr-21	Donation	$ 300.00		
15-Apr-21	N Imrie - Flag	$ 89.00		
16-Apr-21	P Thompson - Flag	$ 89.00		
16-Apr-21	FENZ Grant - April - June 2021	$ 2,514.55		
30-Apr-21	Bank Fees - Credit Interest	$ 0.18		
		$ 2,992.92	$ 618.95	$ 9,152.13
On-line Bonus Saver Account - Westpac 03-0674-0449808-01				**$ 24,811.11**
31-Mar-21	Bank Fees - Bonus Interest	$ 1.85		
31-Mar-21	Bank Fees - Credit Interest	$ 0.62		
30-Apr-21	Bank Fees - Bonus Interest	$ 1.68		
30-Apr-21	Bank Fees - Credit Interest	$ 0.56		
30-Apr-21	Ex Main acc - Automatic Payment	$ 25.00		
		$ 29.71	$ -	$ 24,840.82
	BALANCE OF ALL ACCOUNTS			**$ 33,992.95**

Notes:

Statement of Income & Expenditure

Brigade or Fire Force:	**Swannanoa**		Guidance Notes
For the Year Ending:	**30-Jun-20**		
Income		**$**	
	Fire and Emergency New Zealand Grants	$ 9,902.20	
Other Income			
	Sponsorship & Grants		
	Completition Income		
	Fundraising		
	Bequests		
	Donations	$ 3,221.90	
	Sale of smoke alarms		
	Social Club income		
	Dividend income		
	Investment income (interest)	$ 271.89	
	Other	$ 191.04	
Total Income		**$ 13,587.03**	
Expenditure			
	Clothing	$ 836.93	
	Printing & stationery		
	Bank charges		
	Competitions		
	Engraving	$ 126.50	
	Fundraising		
	General expenses (gifts, Sky, other)	$ 561.15	
	Honoraria		
	Honours & awards	$ -	
	Meetings & conferences		1
	Miscellanous	$ 127.67	
	Publications & stationery	$ -	
	Repairs & maintenance	$ 35.65	
	Rubbish Removal	$ 341.88	
	Subscriptions	$ -	
	Training	$ 377.58	
	Vehicles	$ 444.24	
	Donations	$ 500.00	
	Interest paid	$ 94.60	
	Depreciation		2
Total Expenditure		**$ 3,446.20**	
Movement in stock			
	Opening stock		
	Purchases (smoke alarms)		
	Social Club expenses	$ 1,020.89	3
	Closing stock		
Net movement in stock		**$ 1,020.89**	
Net surplus (deficit) ***Income less Expenditure less Net movement in stock***		**$ 9,119.94**	

InspireCreative

Lizzie Anderson
Swannanoa Fire Brigade

Quote No.: 19241

17/05/2021

Dear Lizzie

Thank you for the opportunity to provide you with this quotation. We are pleased to submit the following

Swannanoa Fire Brigade (Kids Tee's)

Garment: XT Performance Tee - Navy
Front embellishments: Common supasub vinyl full colour logo left lapel area. Approx size: 90mm high
Back embellishments: Common one colour (white) text "Swannanoa Junior Crew" split over two lines centre back shoulder blade height. 250mm wide
Packaged and delivered to one Christchurch address.

Size range available:
Kids - 6 - 14

Please note: *minimum order is 10 garments*

Quantity: 10 Total: $243.51

Swannanoa Fire Brigade (Kids Hoodies)

Garment: XT Performance Red/Navy Hoodie
Front embellishments: Common supasub vinyl full colour logo left lapel area. Approx size: 90mm high
Back embellishments: Common one colour (white) text "Swannanoa Junior Crew" split over two lines centre back shoulder blade height. 250mm wide
Right Sleeve embellishments: Common one colour (white) text**FIRE**
Lower Back embellishments: Personalised Name **- FREE**
Packaged and delivered to one Christchurch address.

Size range available:
Kids - 6 - 14

Please note: *minimum order is 10 garments*

Quantity: 10 Total: $478.31

The prices above are estimates until your artwork is supplied and viewed. We prefer artwork supplied electronically in PDF format. Prices are net and exclusive of GST. This quotation is valid for 30 days and is subject to availability of materials and machine time at time of order. Pre-approved credit accounts are payable on the 20th of the month following invoice. Payment is due on confirmation of cash orders. We look forward to hearing from you.

To confirm this order please call me on 03 365 5179.

Yours faithfully

Anne Clark
Senior Account Manager

Groups applying for Board Discretionary Grants 2020/2021

Name of Group: Swannanoa Volunteer Fire Brigade

Address: 1160a Tram Road, RD6, Rangiora 7476.

Contact Person within Organisation: Peter Anderson

Position within Organisation: Controller

Contact phone number: 027 5045002 Email: peter.anderson@fireandemergency.nz

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

Swannanoa Volunteer Fire Brigade will be holding an open day on August 1st 2021. The open day is a chance to bring the community together, there will be a free sausage sizzle, free cupcakes, kitchen fire display, a chance to sit in the fire trucks, and have a turn on the fire hose!

What is the timeframe of the project/event date? 1st August 2021

Overall Cost of Project: $538.20 Amount Requesting: $538.20

How many people will directly benefit from this project? 1000plus

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?

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

Participants will have the chance to learn about the work of the brigade in the community, meet their local fire crew, and have an understanding of how the local brigade operates.

What is the benefit(s) to your organisation?

The event will raise the profile of the brigade, offer community members a chance to see the new temporary station, and allow opportunity for people to find out how to volunteer with the brigade.

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

The event will be a way to bring all of the community together, raising awareness of the work the Fire Brigade does in the local area, and providing education to everyone around fire safety.

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

If yes, name of parent group: _____

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

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

Nil

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
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Signed: Peter Anderson Date: 30th May 2021

SWANNANOA FIRE BRIGADE

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			BALANCE OF ALL ACCOUNTS	**$ 33,992.95**

Notes:

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	Completition Income		
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	Clothing	$ 836.93	
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	Bank charges		
	Competitions		
	Engraving	$ 126.50	
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	Honours & awards	$ -	
	Meetings & conferences		1
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	Publications & stationery	$ -	
	Repairs & maintenance	$ 35.65	
	Rubbish Removal	$ 341.88	
	Subscriptions	$ -	
	Training	$ 377.58	
	Vehicles	$ 444.24	
	Donations	$ 500.00	
	Interest paid	$ 94.60	
	Depreciation		2
Total Expenditure		**$ 3,446.20**	
Movement in stock			
	Opening stock		
	Purchases (smoke alarms)		
	Social Club expenses	$ 1,020.89	3
	Closing stock		
Net movement in stock		**$ 1,020.89**	
Net surplus (deficit) *Income less Expenditure less Net movement in stock*		**$ 9,119.94**	

Cake My Day

Name: Lizzy Anderson

Date Cake Needed: TBC

Quote: $300

Deposit Required: $50 please to secure your booking

Full Payment Due: TBC

Account number for payments: 01 0877 0783195 00

Please use your name as reference.

Known Allergies: n/a

Flavour/s: Chocolate cupcakes

Size: cupcakes

Special Requirements:

Design: Orange and red swirled icing

If you need to cancel your order, please give me as much notice as possible.

No refund of deposit will be given if cancelled less than 48hours from required date.

Please Note: Although all care is taken in my kitchen to prevent cross contamination, some of the products that I use are produced in factories that also manufacture goods like gluten flour, sulphites, nuts, lactose etc. If you need to cater for someone with allergies, please let me know in the first instance.

Known Allergies Include:

Gluten, Lactose (dairy), Potassium Sorbate, Maize, Colours, Soy Lecithen, Sulphites, Peanuts, Walnuts.

Cake TLC:

You need to look after your cake, especially if you're not serving it straight away!

Keep it in a cool, dark space away from sunlight (and little kids fingers!). You can drape it very loosely in Glad Wrap to keep it covered if need be.

Fondant cakes REALLY hate the fridge, they go all sticky and shiny so keep any fondant away from them! A cool dark spot will be fine. Air-con is great on those meltingly hot days!

Non-fondant cakes are fine in the fridge for short bursts, but make sure you don't serve a cold cake as it tastes better at room temperature.

My cakes can be frozen really well, just make sure that you wrap it well and it'll be fine for a few months at least....if it lasts that long before it's eaten! Defrost in the fridge, still wrapped.

Stacked cakes or very tall cakes will have support straws in between the tiers, as well as thin cake boards so be sure to remove these before slicing.

Some fondant models will have toothpicks inside them for support so be careful when removing prior to cutting. Ribbons will be secured with pins.

Use a clean, sharp knife to cut. Dipped in hot water between slices is a good idea for nice clean edges.

The best way to cut a cake is right through the middle, then into slices like the picture below. Then into fingers.

It's best if you can bring someone along to help you support the cake on their knees for the drive home.

Please contact me if you have any questions.

Amber on 02040924073 or cakemydayltd@gmail.com

Pick up is 37 Norris Drive in the Braeburn subdivision in Mandeville. Pick up window is 10am to 11am unless discussed with me.

Please feel free to add a photo to my Facebook page! I love seeing people posing behind their cake or a picture of the cake on the party table.

I'd also really appreciate a review if you find yourself with a few spare minutes!

Please drive like the proverbial Nana when you have a cake in the car, they don't like to be jostled.

Enjoy your cake,

and thank you so much for letting Cake My Day help make your special occasion extra special.

PRODUCT CATEGORY

- PROMOTIONAL SIGNAGE
- PRINTING SERVICES
- PROMOTIONAL PRODUCTS
- PLAN PRINTING
- OFFICE STATIONERY
- POSTER PRINTING
- BROCHURES & FLYERS
- BUSINESS CARDS
- WALL PLANNERS

THE PRINT HUB CUSTOMER LOGIN

Please Note: The log in name and password used for this site are different to your warehouse stationery log in and password

Email Address *

Password *

Login Forgot password?

New User ? Register

A4 Black & White Printing (Black & White Printing)

Description

Our A4 (210mm x 297mm) Black & White Printing is our most popular format and great for all your standard documents printing.

Paper Types:

- 100gsm
- 120gsm
- 160gsm
- 200gsm
- 250gsm
- DuraPrint - Water and Tear Resistant Material

Optional Extras

- Lamination in Matte or Gloss Finish
- Plastic Comb or Wire Binding
- Free stapling or hole punching

Please note:

- Plastic comb binding is available for A4 documents to a maximum of approx 304 sheets of 100gsm (608 pages printed double sided)
- Wire binding available for A4 documents to a maximum of approx 80 sheets of 100gsm (160 pages printed doublesdided)

Upload Inner Content Pages

Please upload pdf images only.
Files should be no larger than 100MB in size and not be encrypted or password protected. Please note that after uploading it may take a minute to process your file. Once a thumbnail appears processing is complete and you can proceed to checkout.

Upload

Select Cover Option

No Cover - All pages in document are the same. (please select booklet printing for cover options)

Price Calculator

Size / Paper Type

A4 Black & White 100gsm

Page Count (automatically calculated from your document)

1

Number of copies

400

Paper Orientation

Landscape

Single or Double Sided Print

Single Sided

Laminate your Documents

No Lamination

Bind Your Documents

No Binding

Free Optional Extras

No Staples, No Holes

Additional Notes

Content Pages

Select...

Drag a file here (thumbnail will show when upload complete)

Total : $ 60.00

I agree to Terms of Use

Continue Checkout

Visit warehousestationery.co.nz

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Trolley
5 items

☐ Allow substitutes for all

Weighted Items Charges
Because our weighted items can vary in weight, we provide an approximate price based on the average weight of the item. When you purchase any weighted item (either via quantity or weight), the price you pay will be for the weight of the items you receive.

Bakery

(/shop/productdetails?stockcode=692668&name=mighty-fresh-toast-bread-white)

Mighty Fresh Toast Bread White
600g $0.28 / 100G

(/shop/productdetails?stockcode=692668&name=mighty-fresh-toast-bread-white)
$1.70 each

Item total **$20.40**

12 ea.

☐ Allow subs.

Fridge & Deli

Hellers Sausages Precooked Gluten Free

75

(/shop/productdetails?stockcode=290735&name=hellers-sausages-precooked-gluten-free)

Prepacked 1kg pack

(/shop/productdetails?stockcode=290735&name=hellers-sausages-precooked-gluten-free)
$11.50 each

Item total **$80.50**

7 ea.

☐ Allow subs.

Fruit & Veg

(/shop/productdetails?stockcode=144329&name=fresh-produce-onions-brown)

Fresh Produce Onions Brown
Loose Per kg

(/shop/productdetails?stockcode=144329&name=fresh-produce-onions-brown)
$2.50 kg

Item total **$12.50**

5 kg

☐ Allow subs.

Pantry

(/shop/productdetails?stockcode=18040&name=countdown-tomato-sauce)

Countdown Tomato Sauce
2l $0.26 / 100ML

(/shop/productdetails?stockcode=18040&name=countdown-tomato-sauce)
$5.20 each

Item total **$5.20**

1 ea.

☐ Allow subs.

(/shop/productdetails?stockcode=266962&name=mayceys-lollipops-28-pack)

Mayceys Lollipops 28 Pack
210g $1.57 / 100G

(/shop/productdetails?stockcode=266962&name=mayceys-lollipops-28-pack)
$3.30 each

Item total **$19.80**

6 ea.

☐ Allow subs.

Delivery fee	$14.00
Subtotal	$138.40
Total (incl. GST)	**$152.40**

Oxford-Ohoka Community Board 10.139.100.2410						
	Jul-19	Waimakariri Arts Trust - Kaiapoi Arts Expo	Towards Advertising	$ 500	$ 500	19/08/2019
	Jul-19	Christchurch Western Riding Ass.	Cost of replacing rails	$ 500	$ 500	27/04/2020
	Nov-20	North Canterubry Neighbourhood Support	Cost of a promotional gazebo	$ 500	$ 500	
	Nov-20	Oxford Community Garden	Towards the cost of removing weeds	$ 300	$ 300	10.06.2020
	Feb-20	Oxford Arts Trust	**Withdrawn** Towards costs of ceiling instalation	$ 3,578		
	Feb-20	Clarkville Playcentre	New tools for capentary area	$ 312	$ 312	19.06.2020
	Apr-20	Waimakariri Arts Trust - Kaiapoi Arts Expo	**Withdrawn** Kaiapoi Arts Expo	$ 500		
	Jun-20	Mandeville Bowling Club Inc	Towards the purchase of a set of bowls	$ 535	$ 535	
	Jun-20	Validus Charitable Trust	Seeding funding	$ 500	$ -	
	Jun-20	Mandeville Sports Club	new batteries and pads for AED	$ 620	$ 620	
	Jun-20	Oxford Alpine Taekwondo Inc	Towards uniforms	$ 500	$ 500	

Oxford-Ohoka Community Board 10.139.100.2410	5-Aug	Oxford Community Night Patrol	Purchasing two sets of reflective magnetic	200714087215	walkntours@xtra.co.nz	Jan-00	$449	$449	$	9,624.00
	2-Sep	All Togther Kaiapoi	Towards entertainment at the Waimakariri Light Party	200814104865	Linda Dunbar alltogetherkaiapoi@gmail.com	**Decline**	$500	$0	$	9,624.00
	7-Oct	Waimakariki Gorge Golf Club	Towards the replacement of the green's mower	200806100290	Jill Blatch jill.blateh@gmail.com	*lie on table*	$500	$500	$	9,124.00
	7-Oct	Ohoka School	Towards the cost of purchasing new high jump equipment.	200917123343	Leigh Ginnever sport@ohoka.school.nz	Jan-00	$488	$488	$	8,636.00
	2-Dec	Swannanoa Preschool	Towards the cost of purchasing new vacum cleaner	201109150699	Lorraine McGregor swannanoapreschool@xtra.co.nz	Jan-00	$500	$500	$	8,136.00
	3-Feb	Oxford Community Trust	Towards the hosting of a wellbeing networking retreat.	201118155243	Ronel Stephens ronel@oxfordtrust.co.nz	Jan-00	$500	$500	$	7,636.00
	3-Mar	Waimakariri Arts Trust	Towards the running costs associated with the Kaiapoi Art Expo and Schools' Art Expo.	210122010394	Theresa Smith info@kaiapoiartexpo.co.nz	Jan-00	$500		$	7,636.00
	3-Mar	Clarkville Playcentre	Towards the cost purchasing sand for the sandpit	201204165153	Aisha Addison 02102988898 clarkvilleplaycentre@gmail.com	Jan-00	$210		$	7,636.00
	3-Mar	Oxford Arts Trust	Towards costs of ceiling instalation	210120008145	Dr A Wilkinson 03 312-1639 artsinoxfordgallery@gmail.com	Jan-00	$3,578		$	7,636.00

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

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 non-profit community based organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board requires a copy of your financial profit/loss statements and balance sheet for the previous/ current financial year. Staff cannot process your application without financial records.

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

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

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

Continued over page

210603089866 - QD GOV Form 009 - Version 1.0 - June 2021

Criteria for application

- 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 for processing.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of $500 in any one financial year (July 2021 to June 2022) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- Priority is to be given to groups with strong links with the Oxford-Ohoka community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Oxford-Ohoka Community Board.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An Accountability Form must be provided to the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for, the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place **or** if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

What happens now?

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

Post to:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440

Email: records@wmk.govt.nz

Or hand deliver to:

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

What happens next?

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

WAIMAKARIRI DISTRICT COUNCIL

MEMO

FILE NO AND TRIM NO:	BYL-65 / 210622100703
DATE:	07 July 2021
MEMO TO:	Oxford – Ohoka Community Board
FROM:	Libica Hurley (Project Planning & Quality Team Leader) Kalley Simpson (3 Waters Manager)
SUBJECT:	Stockwater Race Bylaw – Proposed Consultation

Purpose

The purpose of this memo is to advise the Oxford – Ohoka Community Board of the planned public consultation to be undertaken during August 2021 on the proposed changes to the Stockwater Race Bylaw 2019.

Background

Upon adopting the minor changes sought under the statutory review of the Stockwater Race Bylaw undertaken in 2019, Council requested a subsequent review be undertaken in the following 2 years with provision for public consultation to be included. The following broad topics were agreed by Council to be the main focus of the review.

- Works in Private Property
- Maintenance within the Road Reserve
- Aquifer Recharge & Environmental Benefit
- Firefighting Benefit
- Private Ponds
- Drinking Bays
- Stock Exclusion/Fencing of Water Races
- Biosecurity and Contamination Risks

As a result of investigations into the broad topics listed above staff recommend some further changes be made to the 2019 bylaw. Council were briefed about this project and the proposed public consultation in May.

Attachments

Attached are the following documents for your information;

- Stockwater Race Bylaw 2019, with tracked changes
- Communication and Engagement Plan

Consultation

Attached is a Communications and Engagement Plan explaining the scope of the proposed public consultation including key stakeholders. Also attached is a copy of the 2019 bylaw with tracked changes displaying the proposed changes staff recommend under the 2021 bylaw review. These tracked changes will be provided to the Community during the consultation period in order to seek submissions.

When making, amending or revoking a bylaw, a local authority must use the Special Consultative Procedure (SCP) if there is likely to be a significant impact on the public under Section 156(1)(a)(ii) of the Local Government Act. This will provide opportunity for discussion about the bylaw with the schemes users.

Timeline

At the Utilities & Roading Committee (U&R) meeting planned for 20 July, staff will seek approval to consult with the Community on the bylaw review and the proposed changes.

Following approval from U&R, public consultation (SCP) is proposed for August 2021 with hearings/deliberations in September 2021, subject to Councillor availability. Any submitters that wish to be heard will have opportunity to do so at the hearing.

Council are expected to make a decision as to adoption of the Stockwater Race Bylaw 2021 in November 2021.

STOCKWATER RACE BYLAW

~~2019~~2021

Adopted at a Council meeting held on
~~2 April 2019~~XXX

_____
Chief Executive

_____
Governance Manager

WAIMAKARIRI DISTRICT COUNCIL

~~2 April 2019~~XXX

WAIMAKARIRI DISTRICT COUNCIL STOCK WATER RACE BYLAW ~~2019~~2021

1 INTRODUCTION

This bylaw is made by the Waimakariri District Council in exercise of its powers and authority vested in the Council by Section 146 (b) (i) of the *Local Government Act 2002*. The bylaw is enforceable throughout the Waimakariri District Water Race area which is described on map no. 1140.

2 INTERPRETATION

2.1 The Council means the Waimakariri District Council or any authorised staff member.

2.2 Bylaw means this bylaw as altered, varied or amended from time to time.

2.3 Owner or occupier means the owner or occupier of land in the supply area as recorded as such in the valuation roll of the district.

2.4 'Holding' means any property of any area or value separately valued in the valuation roll of the district.

2.5 The supply area means the area over which stock and/or irrigation water is supplied and specifically includes and means the Browns Rock Subdivision as defined by Special Order made by the Waimakariri Ashley Water Supply Board on 20 September 1894, and as set forth and named as such in the Special Resolution published in the New Zealand Gazette 1894 at pages 1653 and 1654, and includes any alterations to the area which may be made ~~from time to time~~ by the Council in exercise of its powers under the *Local Government Act 2002* in consultation with affected parties.

2.6 Water race has the meaning prescribed in the *Local Government Act 2002*, Part 1, Section 5 (1), and means the land occupied by a water channel (other than a main river) –

(a) constructed -
(i) by or under the authority of a local authority
(ii) in, upon, or through land for supply of water; and

(b) to be used -
(i) solely or principally for farming purposes; or
(ii) in the case of an existing water race, for any other purpose for which water from that water race may be used, and

(c) includes -
(i) a branch of a water race taken or made through land for the purpose of supplying water as referred to in paragraph (b); and
(ii) an alteration, extension, or widening of a water race or branch water race, whether done by local authority or by any person with the approval of the local authority; and
(iii) a flood or other bank, or a dam, sluice, flume, bridge, gauge, meter, reservoir, or other waterworks relating to, or forming part of, a water race; and

(iv) buildings and machinery, pipes, and other materials on the land and within the limits of a water race or relating to, or used in connection with, a water race

2.7 Grid References refer to points shown on map Sheet L35 "WAIMAKARIRI" Edition 1 of NZMS 260, 1:50,000; Edition 1 and Sheet M35 "CHRISTCHURCH" Edition 1, of the same map series. The method used for locating these points is that shown in the marginal notes on each sheet.

2.8 Water Races are of the following type: (See Map 1140, on Council's website)

(a) Combined stockwater and irrigation races as shown coloured red on Map No 1140; and used for both irrigation and stock water.
(b) Council stockwater races as shown coloured green on Map No 1140; are mainly roadside races and end of races.
(c) Irrigation races as shown coloured yellow on Map No 1140, are new races built for irrigation supply only.
(d) Farm stockwater races as shown coloured blue on Map No 1140, and used for on farm stock water purposes.

2.9 The reference Map No 1140 refers to the latest Water Race map issued by the Council on its website

2.10 The Browns Rock Water Race System means that system of water races having its origin at Browns Rock on the Waimakariri River, grid reference 360 584, and from any other sources of supply from which the Council and/or its agent may take water, and includes any tail race, branch, artificial or natural channel within the water race area, or any enlargements or alterations made to the system from time to time. It also includes all of those channels which are wholly or partially supplied with water from the said water race other than those channels into which water is spilled by the Council and/or its agent as no longer required by the water race system.

2.11 Words in the singular include plural and vice versa.

2.12 Words importing masculine gender include feminine.

2.13 The words **shall** and **will** are imperative.

2.14 The word **may** is optional.

2.15 Maintenance means cleaning and maintaining the water race system in accordance with ~~Water~~ Stockwater Race Activity Management Plan.

2.16 Commercial irrigation means where a water supply agreement has been entered into and irrigation water (by means of spraying or flooding the land with water) is supplied for agreed fees. This does not include aquaculture.

2.17 Domestic irrigation means the watering of a residential garden by pumping from the race.

2.18 Waimakariri Irrigation Ltd is a co-operative company set up to run and administer a commercial irrigation supply business with a licence to ~~occupy a defined area of~~use the Council's water race system for this purpose.

2.19 Agent means Waimakariri Irrigation Ltd or any other person or body appointed or authorised by the Council and employed as a contractor to maintain and administer the balance of the water race system either inside and/or outside of the defined irrigation area and empowered by a separate agreement.

2.20 Access to water races for rating purposes – defined as where a race, whether piped or open, is situated on a property or along the boundary including immediately on the other side of a boundary fence.

2.21 Irrigation is the replacement or supplementation of rainfall with water from another source in order to grow trees, grasses, crops or plants.

3 CONDITIONS OF USE

3.1 Purpose

The primary purpose of the water race system is to supply water for stock consumption, and/or commercial irrigation within the system area. Subject to written approval by the Council, it may also be used for domestic irrigation as defined in Clause 2.17.

3.2 Other Considerations

3.2.1 The activities covered by this Bylaw, including the taking, use, damming and diversion of water, may be subject to regional rules contained in Environment Canterbury's ~~Waimakariri River Regional Plan and its Regional~~ Land and Water Regional Plan. Compliance with this Bylaw does not necessarily imply compliance with regional rules and a resource consent may be required.

3.2.2 Activities including discharge into water races and land use close to water races that may contaminate water quality are also subject to rules in Environment Canterbury's ~~Regional~~ Land and Water Regional Plan under which a resource consent may be required.

3.3 Permitted Uses

Subject to the payment of the annual charges ~~that may be~~ determined ~~from time to time~~ by the Council, and without any further reference to the Council:

3.3.1 Water may be used for stock water purposes.

3.3.2 Water may be used for domestic irrigation provided that only one connection per dwelling may draw through an exposed pipe of no more than 20mm internal diameter, for no more than two hours per day and provided written approval from the Council is received.

3.3.3 Water may be used for commercial irrigation from races (existing or future) that have been specifically designated as irrigation races or combined stockwater and irrigation races (as respectively defined in clauses 2.8(a) and 2.8 (c)) in accordance with a water supply agreement with the Council or ~~its agent~~Waimakariri Irrigation Limited as applicable.

3.4 Prohibited Uses

No one is to permit, allow or do any of the following:

3.4.1 Bathing or washing in a water race.

3.4.2 Any domestic fowl, be they water-fowl or otherwise, to stray into or upon the water race.

3.4.3 Contamination of the water race by chemicals, hazardous biological organisms, nutrients, or by any backflow from irrigation equipment.

3.4.4 Any animals to linger in a water race or cause or contribute to nuisance, such as bank damage. Drinking stations located outside the race are the preferred method to avoid damage to the water race.

Explanatory note: The Canterbury Land and Water Regional Plan sets out livestock exclusion rules for artificial watercourses, including water supply races, which also need to be complied with.

3.4.5 Any activity carried out on land or in any building or yard to contaminate or to make less pure the water in the water race.

3.4.6 Obstruct the flow of water in the water race by any means whatsoever.

3.4.7 Ride, drive or lead any animals or propel, draw or convey any vehicle or chattels into, across, or through a water race **except** at the bridges, culverts or crossing places provided by the Council and/or its agent or constructed with the Council's and/or its agents written permission.

3.4.8 Any cuttings, clippings, twigs, branches or any other part of any tree or plant or any part of any fence to fall into or remain in a water race.

3.4.9 Draw off water from a water race or divert any water belonging to a water race without ~~previous~~ prior written permission of the Council.

3.4.10 Either willfully or through neglect allow any pipe or other apparatus on their property to be out of repair so that water supplied from a water race is wasted.

3.4.11 Alter or interfere with any regulating gate or other apparatus or do anything else whereby the supply of water from a water race is improperly increased or decreased.

3.4.12 Permit a person who does not pay water race rates to take water from the race.

3.4.13 Widen or deepen any water race or alter the course of any water race without the written permission of the Council.

3.4.14 Permit or allow any Statutory Nuisance as defined under Section 29 of the *Health Act 1956*.

3.4.15 Obstruct any crossing point over a water race.

3.4.16 Remove, displace, alter, damage or interfere with any bank, dam, sluice, flume, bridge, gauge, meter, reservoir, pipe, or other work or thing used in supplying or distributing water from any water race.

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Stock Water Race Bylaw

3.4.17 Open the ground so as to uncover any culverts belonging to any water race or to lengthen or decrease the length of any such culvert without the written permission of the Council.

3.4.18 Make any structure over, in, or under a water race without written permission of the Council.

3.4.19 Sow, plant, or permit to grow any tree, hedge, shrub or other plant of any kind, within a distance of ten metres from either side of a water race, except that:

(a) Crops and pasture are permitted; and

(b) Shrubs or plants to form any part of a live fence and maintained less than 1.5 metres in height may be sown or planted by an owner or occupier of land on one side of the race only, and then only at a distance of more than 1 metre from the edge of the race.

(c) Otherwise approved by the Council.

3.4.20 Erect any building or structures of any kind or any size within ten metres of either side of any water race, whether piped of open, without the written permission of the Council.

3.4.21 Any animal effluent or agricultural fertiliser to be discharged within 10 metres of a stockwater race.

3.4.22 Any chemical/herbicide or action, to be used on a water race in such a way as to destabilise the bank structure or detrimentally affect aquatic organisms.

4 COUNCIL RESPONSIBILITIES

Notwithstanding anything to the contrary that may appear in this bylaw the Council or its agent will:

4.1 Ensure that the races are maintained at all times.

4.2 Ensure maintenance provisions of any agreement between the Council and its agent are met.

5 CLEANING

5.1 Farm Stockwater Race Cleaning

Every owner or occupier of land through which a farm stockwater race runs or where a farm stockwater race runs adjacent to the land in road reserve (coloured blue) as identified in Clause 2.8 (d), shall:

5.1.1 Keep the water race, banks, and sides of the race in good order and condition and free from all silt, weeds, vegetation of all kinds, and from all other rubbish and obstructions of all kinds at their own cost.

Stock Water Race Bylaw

5.1.2 Keep and maintain the sides, banks, and other earthworks of the water race in such a condition as to prevent or mitigate any overflow, leakage, or waste of water.

5.1.3 Keep all culverts and pipes clear of silt and blockages.

5.1.4 Where there is access, farm stockwater races adjacent to a road should be maintained by the landowner from within the property boundary.

5.1.5 When a landowner is required to undertake maintenance of a farm stockwater race from within the road reserve the property owner or its contractor is required to apply for a TMP using the application form available on the Council's website.

5.2 Other Race Cleaning

The provisions of Clause 5.1 do not apply where that race is a combined stockwater and irrigation race, or an irrigation race, or a stockwater race as identified in Clause 2.8(a), 2.8(b) or 2.8(c). These races will be cleaned by the Council and/or its agent.

5.3 Removal of Debris

After cleaning a water race or clearing or removing any debris from a water race or from the banks or sides of a race the owner or occupier of the land is to without delay, at their own cost and expense, remove any and all clearings and cleanings and other obstructions from both sides of the race in such a manner and to such a distance from the race as may be necessary to:

5.3.1 Prevent the materials from re-entering the race;

5.3.2 Prevent blockage or alteration of any secondary overland flow path; and

5.3.3 To allow access to the race by any plant and machinery necessary to clean the race.

5.4 Maintaining Cleaning and/or Improving the Races

5.4.1 When the Council and/or its agent clears, cleans, renovates or improves any part of a stock water race, a combined stock water and irrigation race or an irrigation race, as identified in Clause 2.8 (a), 2.8 (b) or 2.8(c) or any land adjoining any part of these races, it may deposit all or part of the materials removed by or in the course of the work onto any part of the land contiguous or adjacent to the race, except where that land is a formed public road.

Explanatory note: The above excludes works to increase the capacity of the water race to convey additional irrigation flows. The deposition of material from such works onto private land requires approval of the landowner.

5.4.2 All such material deposited by the Council and/or its agent is to be placed in accordance with Clauses 5.3.1, 5.3.3 and 5.3.3 of this bylaw.

5.4.3 When the Council and/or its agent require such material to be removed, this will be arranged by the Council and/or its agent as a charge against maintenance of the water race system.

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5.5 Fencing Requirements

5.5.1 Any fencing necessary to meet the requirements of the Land and Water Regional Plan shall ensure that access to the race for maintenance purposes is not compromised.

Explanatory note: The Canterbury Land and Water Regional Plan sets out livestock exclusion rules for artificial watercourses, including water supply races, which also need to be complied with.

~~5.5~~5.6 Failure To Repair or Clean the Race

5.6.1 If the owner or occupier fails, neglects or refuses to comply with any provision of this bylaw after having been required to do so in writing by the Council, the Council and/or its agent may enter onto the land, make good such failure, neglect or refusal and charge the owner or occupier with cost and expense of the work. ~~, provided however that the provisions of Section182 of the *Local Government Act 2002* shall not be abrogated by the provisions of this bylaw.~~

~~5.5.1~~ *Explanatory Note: Council will comply with Section 182 of the Local Government Act when exercising powers under clause 5.6.1.*

~~5.5.2~~5.6.2 Any debt incurred by the Council complying with Clause 5.6.1~~5.5.1~~5.6.1 of the bylaw is a debt recoverable in a court of competent jurisdiction.

~~5.5.3 Any remedy given by such a court shall in no way affect the liability of the owner or occupier to any penalty provided for the breach of this bylaw.~~

6 DIVERTING OF WATER

6.1 The Council may grant written permission to any person through whose land a water race runs to divert as much water from the race as is necessary to keep a pond or other reservoir on their land to be filled or constantly filled with water, provided that:

6.1.1 No such diverting shall be undertaken until the Council has granted a permit to do so in writing. Such a permit may be revoked ~~at the pleasure of~~by the Council after giving three months notice of its intention to do so if the requirements of clauses 6.1.2 – 6.1.7 are not met.~~do except where a Resource Consent has been issued pursuant to the provisions of *Resource Management Act 1991*~~.

6.1.2 The pond or reservoir shall be completely watertight and lined with impervious materials.

6.1.3 The intake and outlet of any pond must be able to be shut off to ensure compliance with water restrictions or resource consent conditions.

6.1.4 An adequate outfall is provided from the pond or reservoir to allow the overflow to return to the water race, at the same water level as the race.

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6.1.5 No such pond or reservoir exceeds the area volume or depth that may be specified by the Council when granting such permission.

6.1.6 No pond or reservoir shall cause any downstream reduction in water flow in the race the water is diverted from.

6.1.7 No pond or reservoir shall be created by installing a dam to raise the water level of the race.

7 EXISTING USES

7.1 If, at the date the original bylaw came into force (1999) there are existing:

7.1.1 Trees, hedges, other plants or shrubs of any kind either growing or dead, in the form or nature of stumps or otherwise, in or on land and situated contrary to the provisions of Clause 3.4.19 of this bylaw and irrespective of how, when or by what means they came to be there;

or

7.1.2 Structures, buildings or yards of any kind or ponds impounding water which are situated contrary to provisions of Clause 3.4.20 and Clause 6 of this bylaw;

and

7.1.3 If in the reasonable opinion of the Council any of the obstructions referred to in clause 7.1.1 or clause 7.1.2 are interfering with the flow of the water in any water race;

then

7.1.4 The Council shall notify the owner or occupier in writing of its intent to require the removal of such tree, hedge, other plants, shrub, structure, ponds, building and/or yard;

and

7.1.5 The owner or occupier shall be given an opportunity to be heard by the Council before any final decision is made under this clause.

7.1.6 The Council shall make a final decision at a formal meeting, taking in to account any information provided by the owner or occupier.

7.1.7 Should the Council decide that any obstructions referred to need removing, it shall notify the owner or occupier of the requirement for the owner or occupier to remove them, including any consideration for compensation.

7.1.8 In any instances where there is failure to comply, Clause ~~5.5.1~~5.6.1 will apply.

8 EXTRA OR ABNORMAL SUPPLIES

The Council may, at its discretion, grant an extra supply of water from the water race for special purposes, including fire fighting, or for purposes not otherwise authorised by this

bylaw, at a cost to be established by the Council at the time of its application. Such cost may be varied from time to time in accordance with the provisions of these bylaws.

9 POWERS OF COUNCIL

9.1 The Council may under powers given to it under the *Local Government Rating Act* and the *Local Government Act* and their Amendments establish, vary, alter, reduce, increase or remove charges and rates for the provision of the water race system. The Council may also set charges or fees to recover the cost of processing the assessment of any other approval, consent, or any other monitoring, investigation, sampling or analysis charge that is required under any part of this bylaw.

9.2 The Council may alter the basis or manner or scale on which any or all such charges or rates are to be assessed as it sees fit in accordance with the powers delegated

9.3 The Council may impose restrictions on the draw off of water from time to time.

9.4 The Council may perform its obligations, and exercise its rights, under these bylaws or otherwise in relation to the water race system through its nominated agents, employees or contractors, or the Agent, as the Council determines from time to time.

~~9.4~~9.5 Council can issue land owners with a temporary notice of excluded access which denies use of the stockwater race network if there is reason to believe there could be spread of a hazardous substance or new organism (as defined under the Hazardous Substances and New Organisms Act 1996), or stock could spread contamination or an Unwanted Organism (as defined under the Biosecurity Act 1993). This notice must be written, delivered to the landowner, and contain a date of expiry.

10 BREACHES OF THIS BYLAW

Where any person:

10.1 Defaults in payment of any rate imposed on their land in respect of the supply of water; or,

10.2 Fails to do or perform any act, or thing, that he or she is required to do by these bylaws; or,

10.3 Permits, allows, or does, any of the acts that are prohibited in Clause 3.4, or

10.4 Breaches any of terms and conditions of clauses 5 and 6 of this bylaw; or,

10.5 Fails to carry out anything that they have agreed to as part of their water supply agreement with the Waimakariri District Council or its agent; or,

10.6 Commits any other breaches of the terms and conditions of this bylaw

then they are in breach of this bylaw.

11 PENALTIES

Stock Water Race Bylaw

11.1 Every person who commits a breach of any part of this bylaw is liable to a fine not exceeding $20,000 as provided for by Section 242 of the *Local Government Act 2002.*

11.2 In addition to any penalty imposed by any court for a breach of this bylaw the Council may sue for and recover from any person, the amount of damage done or caused to a water race or any works constructed by or under the control or jurisdiction of the Council in relation to the water race, or in respect of any water unlawfully taken or diverted or wasted or lost due to any non observance or performance of any of this bylaw.

12 REMEDIES

12.1 In the event of a breach of the statutory and other legal requirements including this bylaw, the Council may serve notice on the owner/occupier advising the nature of the breach and the steps to be taken within a specified period to remedy it. If after the specified period, the owner/occupier has not remedied the breach, the Council may charge a re-inspection fee.

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~~12~~13 SAVINGS

~~12.1~~13.1 Nothing in this bylaw shall be construed to be an undertaking or guarantee by, or oblige the Council and/or its agent to provide water in any water race either at all, or to any quantity or to any specified quality.

~~12.2~~13.2 Nothing in this bylaw shall be construed to render the Council and/or its agent responsible or liable to any person or corporate body for the total or partial failure of any water supply from whatever cause such failure may arise.

~~13~~14 BYLAWS TO BE REPEALED

All bylaws concerning the water race system in force made by the Council or its predecessors are hereby repealed. This repeal shall not affect the past operation of any such repealed bylaws or the validity or invalidity of anything done or suffered, or any right required, or duty or liability incurred under those bylaws.

~~14~~15 COMMENCEMENT

~~14.1~~15.1 This bylaw shall come into force on the being the day so fixed at a meeting of the Waimakariri District Council at which the resolution reviewing this bylaw was confirmed.

~~14.2~~15.2 The resolution to approve the proposed bylaw for notification was passed by the Waimakariri District Council on the 2nd day ~~of April 2019~~XXX.

Stockwater Race Bylaw 2019 Review Communication and Engagement Plan

Version 0.1 | Last updated 29 June 2021

Project Sponsor	Libica Hurley, Project Planning and Quality Team Leader	
Communications and Engagement Advisor	Nicola Hunt, Communication and Engagement Advisor	
Media Spokesperson	Libica Hurley, Project Planning and Quality Team Leader	
Trim Reference:	BYL-65 and CMM-18	
Budget	$200	GL: TBC

Version	Notes	Author	Date
0.1	Initial Draft	Nicola Hunt	17/06/21
0.2	Review	Libica Hurley/Dan Lewis	21/06/21
1.0	Finalised & Adopted	Nicola Hunt	22/06/21

1. Project Background

The Council's stockwater network is approximately 830km in length, running across an area of over 42,000 Ha through the Waimakariri District. The network provides water for stock to 1,629 rated properties. Every property with access to a stockwater race pays an annual rate to the Council to cover management of the network.

The Stockwater Race Bylaw 2019 details the rules to protect the water race network.

The Council's current bylaw came into effect in April 2019. On adoption of the bylaw, the Council resolved to review it again within the following two years, rather than the statutory ten years.

This was to provide an opportunity for the Council to review that the requirements of the bylaw are still relevant for management of the network.

There have been some concerns raised in the community about the management of the stockwater race network, therefore community engagement will provide an opportunity to address these concerns.

The bylaw review considers the following broad topics, with possible minor amendments to the bylaw as a result:

- Works in private property
- Road reserve race maintenance
- Managed aquifer recharge
- Environmental benefits
- Ponds
- Fencing of water races
- Biosecurity and contamination risks.

This is a non-statutory review of the bylaw and the consultation meets the requirements for a Special Consultative Procedure.

1. Communications Approach

Based on the IAP2's Public Participation Spectrum, the level of public engagement to be used is 'Consult'.

CONSULT	
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.
Promise To The Public	'We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.'

This project will largely consist of direct contact with the directly affected stakeholders, however general background information about the bylaw review will be made available to the wider public through the Council's digital channels and local newspapers.

2. Communications Objectives

- Raise awareness of stockwater race users to the review of the Stockwater Race Bylaw 2019
- Gather quality feedback during consultation for consideration by Community Boards, the Utilities and Roading Committee; and the Drainage and Water Race Advisory Group.
- Provide various ways for people to find out more and share feedback.
- Acknowledge any concerns people have.

3. Key Messages

Key messages will be targeted directly to stockwater race users.

- The Council views the Stockwater Race Bylaw as an important tool to help the Council and its contractor in making decisions, and to help achieve the supply of stockwater to all users.
- The Council want to provide an opportunity for stockwater race users to give feedback on proposed changes to the Stockwater Race Bylaw 2019.
- The Council are asking the community whether they support the proposed changes to the bylaw, and to provide additional feedback and comments.
- Changes to the bylaw are considered minor, and do not ultimately affect the way stockwater races are used.

4. Audience and Stakeholders

Directly affected	• Users of stockwater races across the Waimakariri District • Te Rūnanga o Ngāi Tūāhuriri • Stockwater Advisory Group
Internal	• Elected members (RACB and OOCB) • Utilities and Roading Committee • Drainage and Water Race Advisory Group • Manager, Strategy & Engagement (Simon Markham) • Communication & Engagement Manager (Alistair Gray) • Project Delivery Manager (Kelly La Valley) • Planning and Quality Team Leader (Libica Hurley) • Customer Services Manager (Maree Harris) • Management Team • Kalley Simpson, 3 Waters Manager
Regional Partners	• Waimakariri Irrigation Ltd • Environment Canterbury • Waimakariri Water Zone Committee
Other Stakeholders	• Waimakariri MP Matt Doocey • Local media • WDC Facebook Users • Community and Resident Groups

5. Risks and Mitigation

Communication Risk	Mitigation
Concerns from users that the bylaw review will restrict, change or affect usage of water races.	Provide clear communication material that outlines the proposed changes and the reason for the bylaw review. Closely monitor social media channels and use prompt replies to encourage complainants to make a formal submission with their concerns. Correct misinformation if and as required.
The community feel that they haven't been genuinely consulted.	Use multiple mediums of communication to reach stakeholders, including newspaper advertising. Acquire as much visibility as possible using the communication channels details in Section 7. Make it easy for people to have their say by providing more than one method of giving feedback. Ensure elected members are well informed so that they can share information with their communities. Clearly communicate the process and show how the feedback received will be considered and incorporated into the adopted bylaw.
Concern from the community about the effects of maintenance and access to the stockwater network	Ensure information contained in letters to stakeholders clearly outlines what the bylaw addresses, what the key amendments are and make clear those that result in a change of use.
Key stakeholders don't receive information, read communication material or engage with the consultation.	Use addressed letters to affected stakeholders and use multiple communication channels to target key stakeholders. Build and maintain a current stakeholder database.

6. Communications Actions

Product	Notes	Who	When	Budgeted Cost
Direct mailout	Addressed letter to ratepayers of the Districts stockwater race network	PDU	30 July	In-house
Online Presence	Bang the Table consultation page	Comms	30 July	In-house
	Digital Screens	Comms	2 August	In-house
	Council Website News Article	Comms	2 August	In-house
	Social Media Organic Posts	Comms	12 & 27 August	In-house
Document – Design & Print	Let's Talk About Stockwater Races – form available at all Service Centres and Libraries. Distribute to key stakeholders.	Comms	29 July	In-house
Advertising	Community Noticeboard	Comms	4 & 5 August 25 & 26 August	In-house
	Social Media Advertising	Comms	2 August	$200
	Digital Screens	Comms	2 August	In-house
Total				**$200**

7. Evaluation/Closing the Loop

- Bang the Table newsletter following close of consultation
- Advise participants when a decision has been made (following the adoption of the bylaw by Council in November 2021)
- News article for the Councils website/social media telling the wider community what we heard/next steps
- Distribute Detailed Summary Report and tool reports to Project lead and Information Management
- Content in Community Noticeboard newspapers.

CORRESPONDANCE. 210623101086

Thea Kunkel

From: Council Office
Sent: Tuesday, June 22, 2021 3:58 PM
To: Records Staff
Subject: FW: For the Oxford-Ohoka Ward Meeting - July

From: A S B <nzcasterton@gmail.com>
Sent: Tuesday, 22 June 2021 3:55 PM
To: Council Office <office@wmk.govt.nz>
Subject: For the Oxford-Ohoka Ward Meeting - July

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

Hello,

I am hoping that the following can be added to the July agenda for the Oxford-Ohoka Ward meeting. (To all community board meetings?)

I am concerned about the safety of some road users in our region, namely all road users, but in particular children walking to and from school buses. I would also add in general walkers, those with dogs, horse riders, cyclists, motorists without lights on...

In the below image there is a child walking to meet a school bus. This was taken at 7:39 am in the morning. The weather is clear and bright, yet this child is invisible to other road users.

I have raised this directly with both Oxford Area School and Rangiora High School. I received a positive response from Rangiora High School, but no acknowledgement from Oxford Area School.

My concern is that when any negative conduct happens between road users, there are no winners. Families and communities suffer tremendously.

This is something that needs to be approached with overseeing control, but involves all aspects of our community: family, school, business, police & emergency services, local council and national government, ..., everyone.

Is there any scope within the council and community boards to increase awareness of this concern? Implement programs?

I raise this concern to initiate the conversation towards greater safety for all road users.

Thanks & Regards,

Scott Baker
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New Zealand
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