

Agenda

Kaiapoi-Tuahiwī Community Board

Monday 20 July 2026

5pm

Kaikanui Room
Ruatanīwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Members:

Jackie Watson (Chairperson)

Russell Keetley (Deputy Chairperson)

Tim Bartle

Abbie Campbell

Henrietta Carroll

Philip Redmond

Sandra Stewart



WAIMAKARIRI
DISTRICT COUNCIL

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AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 20 JULY 2026 AT 5PM.

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

	<u>BUSINESS</u>	PAGES
1	<u>APOLOGIES</u>	
2	<u>CONFLICTS OF INTEREST</u>	
3	<u>CONFIRMATION OF MINUTES</u>	
3.1	<u>Minutes of the Kaiapoi-Tuahiwi Community Board – 15 June 2026</u>	7-15
	RECOMMENDATION	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Confirms the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 15 June 2026, as a true and accurate record.	
3.2	<u>Matters Arising (From Minutes)</u>	
3.3	<u>Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 15 June 2026</u>	16-18
	RECOMMENDATION	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Receives the circulated Notes of the Kaiapoi-Tuahiwi Community Board Workshop, held 15 June 2026.	
4	<u>DEPUTATIONS AND PRESENTATIONS</u>	
4.1	<u>Liberty in Motion Project – Building an Inclusive Community – Caroline Spollen (Chris Ruth Centre) and Rochelle McLachlan (Driving Miss Daisy North Canterbury Coast)</u>	
	C Spollen and R McLachlan will be in attendance to discuss installing a Wheelchair Accessible Liberty Swing at the Darnley Square Playground.	
5	<u>ADJOURNED BUSINESS</u>	
	Nil.	

6 REPORTS

6.1 Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund and 2026/27 General Landscaping Budget – Thea Kunkel (Governance Team Leader)

19-29

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260526124059.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2026/27 is \$32,250, with a carry forward from the previous financial year to be reported back in September 2026.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for the 2026/27 financial year is \$9,070. There was a carry forward of \$2,839 from the 2025/26 financial year, resulting in a total of \$11,909 being available for the 2026/27 financial year.
- (d) **Approves** the Board's 2026/27 Draft Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089725).
- (e) **Approves** the Board's 2026/27 Draft Discretionary Grant Accountability Form (Trim No. 210603089875).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2026/27 financial year (July 2026 to June 2027).

6.2 Applications to the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund – Thea Kunkel (Governance Team Leader)

30-58

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 260608131748.
- (b) **Approves** a grant of \$..... to the North Canterbury Dive Club Inc towards its 50th Anniversary celebrations.
OR
- (c) **Declines** a grant to the North Canterbury Dive Club Inc.
- (d) **Approves** a grant of \$..... to the R13 Youth Development Trust towards signwriting the programme vehicle and trailer.
OR
- (e) **Declines** a grant to the R13 Youth Development Trust.

7 CORRESPONDENCE

7.1 Kaiapoi Lakes Reserve Enhancement Update – Bex Dollery (Biodiversity Team Leader)

59-64

7.2 Letter regarding South Eyre Road Speed Limits – M de Hamel

65-66

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the memo regarding Kaiapoi Lakes Reserve Enhancement Update. (Trim: 260625150333).
- (b) **Receives** the letter regarding South Eyre Road Speed Limits (Trim: 260715169670).

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for June 2026**

67

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the report from the Kaiapoi-Tuahiwi Community Board Chairperson (Trim: 260715169009).

9 **MATTERS REFERRED FOR INFORMATION**

9.1 **Oxford-Ohoka Community Board Meeting Minutes 3 June 2026.**

9.2 **Woodend-Sefton Community Board Meeting Minutes 8 June 2026.**

9.3 **Rangiora-Ashley Community Board Meeting Minutes 10 June 2026.**

9.4 **Rangiora Airfield Governance Review 2026 – Report to Council Meeting 2 June 2026 – Circulates to all Boards.**

9.5 **Section 155 Assessment of proposed Public Spaces Bylaw – Report to Council Meeting 2 June 2026 – Circulates to all Boards.**

9.6 **Closed Circuit Television and Other Recording Devices Policy – Report to Council Meeting 2 June 2026 – Circulates to all Boards.**

9.7 **Health, Safety and Wellbeing Report April 2026 to May 18 2026 – Report to Council Meeting 2 June 2026 – Circulates to all Boards.**

9.8 **Adoption of the Annual Plan 2026/27 – Report to Council Meeting 16 June 2026 – Circulates to all Boards.**

9.9 **Enterprise North Canterbury (ENC) 2025/26 Approved Statement of Intent (SOI) and Associated Business Plan – Report to Audit and Risk Committee Meeting 16 June 2026 – Circulates to all Boards.**

9.10 **Aquatics June Update – Report to Community and Recreation Committee Meeting 16 June 2026 – Circulates to all Boards.**

9.11 **Libraries Update to June 2026 – Report to Community and Recreation Committee Meeting 16 June 2026 – Circulates to all Boards.**

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items 9.1 to 9.11.

Note:

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

10 **MEMBERS' INFORMATION EXCHANGE**

10.1 **T Bartle**

68

(Trim: 260715169012).

10.2 **P Redmond**

69

(Trim: 260715169014).

10.3 **S Powell**

70-71

(Trim: 260715169036).

10.4 **B Cairns**

72-74

(Trim: 260715169196).

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

Written information submitted by members is included in the agenda.

11 **CONSULTATION PROJECTS**

11.1 **Draft CCTV and Other Recording Devices Policy**

<https://letstalk.waimakariri.govt.nz/draft-cctv-policy>

Consultation closes Monday 20 July 2026.

11.2 **Waimakariri Youth Council Future Voices Survey**

<https://letstalk.waimakariri.govt.nz/waimakariri-youth-council-future-voices-survey>

12 **BOARD FUNDING UPDATE**

12.1 **Board Discretionary Grant**

Balance as at 1 July 2026: \$11,909.

12.2 **General Landscaping Budget**

Balance as at 1 July 2026: \$32,250.

13 **MEDIA ITEMS**

14 **QUESTIONS UNDER STANDING ORDERS**

15 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 5pm, Monday 17 August 2026 in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

Workshop

- *Members Forum*

MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 16 JUNE 2026, AT 5PM.

PRESENT

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

IN ATTENDANCE

B Cairns (Kaiapoi-Woodend Ward Councillor).

C Brown (General Manager Community and Recreation), K Straw (Civil Projects Team Leader), S Binder (Senior Transportation Engineer), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There was one member of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives and sustains** apologies for absence from H Carroll and S Powell.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 18 May 2026

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 18 May 2026, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising from the minutes.

4 DEPUTATIONS AND PRESENTATIONS

Nil.

5 ADJOURNED BUSINESS

Nil.

6 **REPORTS**

6.1 **Proposed Rooding Capital Works Programme for 2026 / 27 and Indicative Three-year Programme** – K Straw (Civil Projects Team Leader) and J McBride (Rooding and Transport Manager)

K Straw spoke to the report, which sought endorsement and feedback on the proposed Rooding Capital Works Programme for the 2026/27 financial year and the three-year indicative programme beyond that. He noted the programme included Kerb and Channel Renewals, Footpath Renewals, Minor Safety Improvements, the New Footpath Programme and Public Transport Infrastructure. It did not include major rooding projects where there was a specific budget in the Long Term Plan.

S Stewart questioned whether the renewal of bridge balustrades was included in the Rooding Capital Works Programme. K Straw advised there were two separate budgets relating to bridges, the Bridge Component Renewal Programme and the Bridge Structural Maintenance Programme. The structural maintenance programme was managed by the Council's road maintenance contractor. The contractor was responsible for inspecting and condition-rating bridge and culvert components, identifying required works, and prioritising and programming them.

S Stewart sought clarification on how the Board could provide input into the proposed bridge renewal priorities. She raised particular concern regarding the Dudley Stream balustrades, noting that they were showing signs of deterioration. K Straw advised that this work would fall within the structural maintenance budget and undertook to pass on the Board's feedback.

S Stewart referred to the total programme value of \$1.12 million and the carry-forward amount of \$413,000 and asked why such a significant carry-forward occurred. K Straw advised that a number of Minor Safety Improvement Projects programmed for the 2025/26 financial year had not been delivered, resulting in funding being carried forward to the following financial year. He noted that approximately \$100,000 of the carry-forward funding had not been allocated to specific projects. K Straw also advised that there had been significant underspend in the roadside Hazard Removal Programme.

In response to a further question from S Stewart, K Straw noted that changes were being made to the procurement approach for some work in the coming year, with the aim of improving programme delivery and reducing the likelihood of similar delays and carry-forwards occurring in the future.

J Watson noted that footpaths were provided along Fuller Street, Kaiapoi, up to the bend leading to the underpass, after which the pedestrian environment was in poor condition. She asked whether footpaths were proposed for that area. K Straw advised that the area had been identified for consideration as part of the proposed new Kerb and Channel Programme, which was currently being developed. He noted that the current programme did not include the underpass area; however, staff would take the feedback into account during programme development.

J Watson further noted that she had received correspondence from KiwiRail expressing concern about the number of pedestrians using the railway bridge near the Passchendaele Track and queried whether consideration had been given to constructing a footbridge. In response, K Straw advised that he was not aware of any budget provision or programme for a footbridge at that location. He noted that, during the development of the Walking and Cycling Network Plan, discussions had been held with KiwiRail regarding the possibility of formalising a safe pedestrian crossing on the railway bridge. However, KiwiRail had instead increased measures to deter public use of the bridge, including the introduction of significant penalties for unauthorised access.

R Keetley queried whether KiwiRail had considered installing a clip-on pedestrian walkway attached to the side of the existing railway bridge. K Straw confirmed that this had been one of the options discussed with KiwiRail and noted that KiwiRail had not been opposed to the concept; however, discussions had only been preliminary.

A Campbell sought background information on the Kaiapoi Roundabout Pedestrian Improvements project on Ohoka Road. K Straw advised that the project was intended to address issues associated with the existing pedestrian refuge on the Ohoka Road approach to the roundabout. He noted that the existing splitter island was too narrow and created difficulties for pedestrians using prams, mobility aids, and bicycles.

J Watson questioned whether there was a policy or standard relating to the provision of lighting at rural intersections, specifically highlighting the Tram Road/Flaxton Road intersection and the Johns Road/Fernside Road/Plasketts Road intersection. K Straw explained that the Council's Engineering Code of Practice had historically stated that no new flag lighting would be installed. However, he noted that the New Zealand Transport Agency (NZTA) had adopted a revised approach and had established a set of criteria that intersections were required to meet before lighting could be considered. He further advised that minor lighting improvements formed part of the programme and undertook to investigate what improvements could be implemented at the identified locations.

P Redmond asked whether there was an opportunity to include lighting on Skew Bridge as part of the minor lighting improvements programme, noting that the bridge was narrow and very dark at night. K Straw noted that he was not aware of any prior instances in which lighting had been provided on a bridge. However, he was also not aware of any legislative restrictions that would prevent such lighting from being installed and undertook to investigate the matter further.

S Stewart queried what improvements were proposed for the Easterbrook Road/Fernside Road intersection. K Straw advised that a consultant had undertaken a review of the West Rangiora Route Improvements several years earlier, resulting in a series of recommended intersection and lighting improvements. He understood that the proposed project involved installing a left-turn deceleration lane for vehicles turning onto Easterbrook Road.

In response to a further question from S Stewart, K Straw advised that the undergrounding of the main power services on Todds Road and Fernside Road had been substantially completed, enabling the remaining intersection improvement works to proceed. He noted that vehicles turning left from Todds Road into Fernside Road would be subject to give-way controls and that a right-turn lane would be provided on Fernside Road for vehicles turning into Todds Road. K Straw confirmed that Todds Road would continue to operate as a standard T-intersection and was intended to remain a single-lane approach. The design did not encourage two-lane traffic, as such movements could create safety issues.

R Keetley asked whether provisions had been made to review funding for roads such as Revels Road and Bush Road if they were to experience increased traffic volumes due to drivers using local roads to avoid a potential future toll route. K Straw observed that the programme was presented to the Board annually and that budgets from the 2027/28 financial year onwards were indicative only. He noted that future budgets and work programmes could be adjusted should demand increase or circumstances change.

B Cairns raised concerns regarding the recent increase in give-way and roundabout signage, particularly in the vicinity of the Kaiapoi Food Forest, and queried whether significant expenditure had been incurred, noting public feedback that some installations appeared excessive. K Straw noted that approximately \$20,000 had been allocated for signage and road marking works, with the signage component completed and the road marking works still to be undertaken. He noted that he was not familiar with all of the locations referred to and undertook to investigate the matter further, including concerns relating to visibility and the perceived excessiveness of some installations.

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260508111829.
- (b) **Endorses** the 2026/27 DRAFT Proposed Roothing Capital Works Programme (Trim: 260508111836).

- (c) **Endorses** the indicative Roothing Capital Works Programme for the 2027/28, 2028/29 and 2029/30 financial years.
- (d) **Notes** that any feedback on the programme included with this report will be taken by staff at the Board meeting and incorporated into the final report which is proposed to be taken to the Utilities and Roothing Committee in July 2026 for approval.

CARRIED

J Watson commented that the Roothing Capital Works Programme for the 2026/27 financial year appeared to be well managed and comprehensive. She thanked staff for the report and expressed appreciation for the quality of information provided.

R Keetley concurred with J Watson's comments and noted that there appeared to be no contentious issues within the programme.

P Redmond thanked staff for the report and noted that it provided a valuable opportunity for the Board to provide feedback on areas where alternative priorities could be considered. He observed that members appeared generally satisfied with the programme and indicated his support for the report.

6.2 **Applications to the Kaiapoi-Tuahiwi Community Board's 2025/26 Discretionary Grant Fund** – K Rabe (Governance Advisor)

K Rabe introduced the report and advised that two grant applications had been received. She noted that the first application was from the Kaiapoi Pony Club. While the application appeared retrospective, as the funding request related to an event that had already occurred, it was received before the previous funding round deadline and had only been missed at the preceding meeting. She further advised that the application partially met the Board's Discretionary Grant criteria, as only 25% of attendees were from the Kaiapoi-Tuahiwi area.

T Bartle noted that the report indicated the Kaiapoi Pony Club had previously applied for funding for the same event and queried whether this rendered the application ineligible on the basis that it related to ongoing or annual operating expenditure. K Rabe advised that some Boards were reluctant to fund the same operating expense repeatedly. Where appropriate, applicants were encouraged to seek funding for specific projects or different aspects of an event. However, she noted that ambulance services represented a significant cost for many organisations and were often one of the most difficult expenses for groups to fund.

In response to a question from J Watson, K Rabe confirmed the Kaiapoi Pony Club had not applied to any other Community Boards

Moved: P Redmond

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 260521120983.
- (b) **Approves** a grant of \$750 to the Kaiapoi Pony Club towards the provision of St John Ambulance services at its annual one-day event to be held in June 2026.

CARRIED

P Redmond noted that previous applications had not been made in consecutive years and that it had been four years since the Board had last approved funding for the Kaiapoi Pony Club. He commented that the community would benefit from the provision of St John Ambulance services at the event, as although the service was primarily intended for event participants, members of the public attending the event could also benefit from its availability.

S Stewart concurred, noting that this was the Club's principal event for the year and indicated her support for the recommendation.

K Rabe advised that the second application was from the Menz Shed of Kaiapoi, which was seeking funding towards the purchase of a barbecue for its new premises. She noted that the group had previously received funding earlier in the financial year; however, this did not preclude consideration of a further grant, as the request related to a different project and the total funding received would not exceed \$1,000. The barbecue would support the Menz Shed's fundraising activities and provide opportunities for social interaction within its new premises.

S Stewart queried whether any unallocated Discretionary Grant funding would be carried forward to the next financial year. K Rabe confirmed that the Council had resolved not to carry forward unallocated funds into the following financial year.

Moved: J Watson

Seconded: T Bartle

- (c) **Approves** a grant of \$500 to the Menz Shed of Kaiapoi Inc towards the purchase of a BBQ.

CARRIED

J Watson expressed support for the application, noting it was encouraging to see the organisation re-establishing itself in its new location. She commented that any assistance the Board could provide to help the Menz Shed become fully operational again would be beneficial.

T Bartle concurred with J Watson's comments and noted that the application was straightforward and worthy of support.

B Cairns expressed strong support for the application, noting that the organisation had undertaken significant fundraising over the previous 18 months. He acknowledged the efforts of members who had worked tirelessly to support the Menz Shed and its relocation. He advised that other fundraising efforts were being directed towards the new building and that Board funding towards the purchase of a barbecue would be beneficial. He further noted that the Menz Shed provided important social and wellbeing benefits for its members and made a valuable contribution to the wider community through its volunteer work and projects.

P Redmond advised that he would be supporting the motion.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for May 2026

J Watson reported the following:

- Attended a briefing on the Council's response to the Government's plan for amalgamation and the Pegasus Gold Course sale.
- The works on the Kaiapoi Bridge Balustrade would begin in June 2026.

- Attended the Kaiapoi Museum Annual General Meeting.
- Waimakariri Public Arts Trust:
 - Victoria Dowell, a Kaiapoi artist, had been commissioned for Rangiora's Kippenberger sculpture.
 - Met with a family who was offering money for a sculpture to commemorate their family.
- Attended the Waimakariri Events Workshop where a wide range of community members shared ideas on an events strategy for the future.
- Attended the official opening of the Courtenay Drive Elderly Housing Development. They Mayor and Matt Doocey spoke followed by a blessing from Ngai Tūāhuriri at the well-attended ribbon-cutting ceremony.

Moved: J Watson

Seconded: P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 6 May 2026.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 11 May 2026.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 13 May 2026.
- 9.4 Health, Safety and Wellbeing Report 17 Match to 21 April 2026 – Report to Council Meeting 5 May 2026 – Circulates to all Boards.
- 9.5 Zone Implementation Programme Addendum (ZIPA) Budget Reallocation in 2025/26 – Report to Utilities and Roothing Committee Meeting 12 May 2026 – Circulates to all Boards.
- 9.6 Draft Annual Plan 2026-2027 Special Consultative Procedure – Report to Council Meeting 26 May 2026 – Circulates to all Boards.
- 9.7 Drainage – Utilities and Roothing Department Staff Submission to the Draft 2026/27 Annual Plan – Report to Council Meeting 26 May 2026 – Circulates to all Boards.
- 9.8 Water Supply - Utilities and Roothing Department Staff Submission to the Draft 2026/27 Annual Plan – Report to Council Meeting 26 May 2026 – Circulates to all Boards.
- 9.9 Wastewater – Utilities and Roothing Department Staff Submission to the Draft 2026/27 Annual Plan – Report to Council Meeting 26 May 2026 – Circulates to all Boards.
- 9.10 Staff Submission to the Annual Plan 2026/27 – Roothing Budgets – Report to Council Meeting 26 May 2026 – Circulates to all Boards.
- 9.11 Solid Waste– Utilities and Roothing Department Staff Submission to the Draft 2026/27 Annual Plan – Report to Council Meeting 26 May 2026 – Circulates to all Boards.
- 9.12 Rangiora Airfield Governance Review 2026 – Report to Council Meeting 26 May 2026 – Circulates to all Boards.

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board

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

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

P Redmond:

- P Redmond's information exchange was circulated as part of the agenda.
- Attended the Big Brother Big Sisters event with guest speaker Kieran Read. They made a profit of \$19,000, and the event was very successful.
- The Canterbury Mayoral Forum and the Greater Christchurch Partnership met regarding amalgamation.

T Bartle:

- T Bartle's information exchange was circulated as part of the agenda.
- Attended the Sterling Community Hub event. It was well worth attending and he encouraged members to attend any future events.
- Attended the Welcoming Communities Plan accreditation ceremony.
- Shingle removal from the Waimakariri River was proceeding. Some residents remained very unhappy and obtained legal advice that conflicted with the Council's; however, the Council supported its direction.

S Stewart:

- Kaiapoi Promotions Association (KPA):
 - The KPA's Annual General Meeting would be held on Wednesday 15 July 2026.
 - The KPA would be hosting an event for Matariki at the Kaiapoi Club. They were working through timing issues with the other Matariki Event being held in Kaiapoi.
 - KPA were looking to relocate to the old All Together Kaiapoi office on Sewell Street as they no longer had an office and were meeting at the CBK restaurant.
- Greypower:
 - Raised ongoing concerns about the speed of e-scooters and users on footpaths. They were taking the issue to the New Zealand Police and the Council.
- Attended memorial service for Jan Pentecost.
- Attended the Courtenay Drive Elderly Housing Development opening. The final cost came in under the estimate.
- Waimakariri Biodiversity Trust:
 - Dr Noah Davis, freshwater ecologist, was appointed as the new coordinator.
 - The Waimakariri MainPower Biodiversity Fund applications were open.
- Submitted a service request several months prior regarding dead weeds on the Kaikanui Stream bridge balustrade as well as the portion of the balustrade that was broken; however, it had no outcome.

C Brown commented he would follow up with the Council's contractor regarding removing the dead weeds. He would follow up with the Roading Team regarding the balustrade.

B Cairns:

- B Cairns' information exchange was circulated as part of the agenda.
- Correspondence was received regarding Tuhoe Avenue in Beachgrove regarding vegetation hindering the visibility of children crossing the street. The Greenspace Team and the Council's contractor would be lowering the vegetation, which would cause issues.
- The NCF playground was almost completed.

A Campbell questioned if the park would retain the name, NCF Park. C Brown stated that the Board had the delegation for the naming of Roads and Reserves; however, the name did have historic significance to the freezing works that were once located on the same site.

It was suggested that a storyboard detailing the history of the reserve name and site be included as part of the General Landscaping Budget project in the new financial year.

- Received several phone calls regarding the Sutton Tools site as a resource consent was received that would see approximately 22 residential sections.
- Attended Silverstream Reserve planting day. It was the largest attendance of any planting day. Since its conception, between 70-100,000 plants have been planted.
- Attended the Welcoming Communities accreditation ceremony. This was a government-funded three-year programme with an extensive array of events to help welcome people into the community.

S Powell:

- S Powell's information exchange was circulated as part of the agenda.

A Campbell:

- Attended the All Boards session on the Head Start amalgamation.
- Attended the Kaiapoi Museum Annual General Meeting.

R Keetley:

- Attended the Passchendaele Advisory Group quarterly meeting.
- Attended the All Boards session on the Head Start amalgamation and the Pegasus Golf Course.
- Attended Courtenay Drive Elderly Housing opening.
- Attended the Kaiapoi RSA monthly executive meeting.
- Attended the Kaiapoi Museum Annual General Meeting.
- Plants were being planted at the entrance to Kaiapoi. Commended the staff who were out working in the rain.

11 CONSULTATION PROJECTS

11.1 Head Start Pathway/Amalgamation

<https://letstalk.waimakariri.govt.nz/head-start-pathway>

Consultation closed on Sunday 5 July 2026.

The Board noted the consultation project.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 May 2026: \$4,089.

12.2 General Landscaping Budget

Balance as at 31 May 2026: \$0.

The Board noted the funding update.

13 MEDIA ITEMS

Nil.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

P Redmond acknowledged K Rabe's retirement and thanked her for her dedicated service to the Board over the past years.

16 NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board was scheduled for 5pm, Monday 20 July 2026 in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 5.57PM.

CONFIRMED

Chairperson

Date

Workshop (Trim: 260615141642) 5.57pm to 6.31pm

- *Speed Limits – S Binder (Senior Transportation Engineer)*
- *Discretionary Grant Funding Criteria Review – K Rabe (Governance Advisor)*
- *Members Forum*

NOTES OF A WORKSHOP OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, ON MONDAY 15 JUNE 2026 AT 5.57PM.

PRESENT

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

IN ATTENDANCE

B Cairns (Kaiapoi-Woodend Ward Councillor).

C Brown (General Manager Community and Recreation), S Binder (Senior Transportation Engineer), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

1. Speed Limits – S Binder (Senior Transportation Engineer)

Presentation: Trim: 260526124675.

Key Points:

- The Setting of Speed Limits Rule mandated the implementation of school variable speed limits and prescribed the required speed limit schedule by road type.
- Staff collated speed limit change requests received through service requests, community and elected member requests, development-initiated proposals, and staff-initiated reviews.
- Heywards, Baynons, Mabers and Madeleys Roads:
 - Community requests had been received to reduce the speed limit to 80km/h. The current posted speed limit was 100km/h. This would also provide consistency across the area.
- Baynons and Taylors Roads – unsealed:
 - The setting of speed limits rule supported lowering the speed limit on Baynons Road to 30km/h as it was considered a beach access point/recreation reserve.
 - It was proposed to lower the speed limit on Taylors Road to 60km/h. There was an opportunity to consult on lowering the speed limit to 30km/h to align with Baynons Road; however, it was unclear whether the rule would allow this.
- South Eyre Road:
 - Proposed to lower the speed limit to 80km/h down from 100km/h. This emerged due to community requests.
 - This overlapped with the Oxford-Ohoka Community Board, which suggested the speed limit on the section from Tram Road to the Silverstream Reserve entrance be 80km/h and the remaining be 100km/h.
- Beach Road:
 - Proposed to lower the speed from 100km/h to 80km/h. The mean speed in this area was currently 66km/h. This was brought up in consultation in 2023 and was supported by traffic and increasing development.
- Ferry Road:
 - This was an unsealed road with a proposal to reduce the speed limit to 60km/h from 100km/h.
- Williams Street:
 - Driven by several community requests, it was proposed to lower the speed limit from 80km/h to 60km/h. This would also support the eventual design changes proposed by NZTA for the Woodend Bypass.

- Kaiapoi South Development:
 - This was a new development in the Waimakariri Operative District Plan with a proposed speed limit of 50km/h. The speed limit would not be implemented till the development was complete.
- Beachgrove and Sovereign Palms Development:
 - This was a new development in the Waimakariri Operative District Plan with a proposed speed limit of 50km/h. The speed limit would not be implemented until the development was complete and would likely be phased in.
- Staff advised that several service requests relating to gravel roads were received each year, primarily concerning potholes, road maintenance, and dust issues. It was noted that these issues were generally associated with higher vehicle speeds. Staff sought the Board's views on whether there was support for reducing speed limits on unsealed roads across the district. It was further noted that the Land Transport Rule: Setting of Speed Limits provided for speed limits on unsealed roads to be set within a range of 60 km/h to 80 km/h.

Questions/Issues/Feedback:

- *What was the minimum distance required for a speed limit?*
Staff advised that the minimum length of a speed limit section was generally determined by multiplying the proposed speed limit by ten. For example, a 60 km/h speed limit would require a minimum section length of 600 metres. Staff further advised that there was no minimum distance requirement for a 30 km/h speed limit.
- *Heywards, Baynons, Mabers and Madeleys Roads:*
Standardisation of the speed limit along Heywards Road was supported, as there were currently four different speed limits along its length.
- *South Eyre Road:*
Support was expressed for extending the proposed 80 km/h speed limit beyond the Heywards Road intersection, due to concerns regarding poor visibility in the area. It was further suggested that the 80 km/h speed limit on South Eyre Road be extended beyond the large sweeping bend to better reflect the road environment and improve safety.
- *Beach Road:*
It was recommended that public consultation be undertaken on lowering the 70km/h speed limit on a section of Beach Road to 50km/h due to increased development.
- *Ferry Road:*
The proposal to reduce the speed limit from 100 km/h to 60 km/h was supported.
- *With further development occurring in the Ferry Road area, was it proposed to seal the road?*
The staff member was not aware of any proposal to seal the road.
- *Williams Street:*
It was noted that a 60 km/h speed limit was considered appropriate, given the area's increasingly urban nature and changes in the surrounding environment in recent years. It was further noted that a 60 km/h speed limit would be consistent with the existing speed limit for traffic travelling south from Kaiapoi.
- *Gravel Roads:*
 - It was unlikely that many motorists were travelling at 100 km/h on unsealed roads and expressed support for further investigation into the proposed speed limit changes.
 - The Board was likely to consider an 80 km/h speed limit on unsealed roads but would like to see additional evidence and justification demonstrating the need for a reduced speed limit before reaching a final position.

2. Discretionary Grant Funding Criteria Review – K Rabe (Governance Advisor)

Key Points:

- Requested members email any changes to the Discretionary Grant criteria or Accountability Form to the Governance Team for consideration.

THERE BEING NO FURTHER BUSINESS, THE WORKSHOP CONCLUDED AT 6.31PM.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-08-06 / 260526124059**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 20 July 2026**AUTHOR(S):** Thea Kunkel, Governance Team Leader**SUBJECT:** Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund and 2026/27 General Landscaping Budget**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1 This report provides information regarding the Kaiapoi-Tuahiwi Community Board's (the Board) 2026/27 General Landscaping Budget and the 2026/27 Discretionary Grant Fund.
- 1.2 This report also requests the Board to consider the approval of the Discretionary Grant Criteria, as included in the Application Form, and the Accountability Form for the 2026/27 financial year.

Attachments:

- i. Draft Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Application Criteria and Application Form (Trim No. 210603089725).
- ii. Draft Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Accountability Form (Trim No. 210603089875).

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

- (a) **Receives** Report No. 260526124059.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2026/27 is \$32,250, with a carry forward from the previous financial year to be reported back in September 2026.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for the 2026/27 financial year is \$9,070. There was a carry forward of \$2,839 from the 2025/26 financial year, resulting in a total of \$11,909 being available for the 2026/27 financial year.
- (d) **Approves** the Board's 2026/27 Draft Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089725).
- (e) **Approves** the Board's 2026/27 Draft Discretionary Grant Accountability Form (Trim No. 210603089875).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2026/27 financial year (July 2026 to June 2027).

3. **BACKGROUND**

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

4. **ISSUES AND OPTIONS**

4.1 **2026/27 General Landscaping Budget**

- 4.1.1 The General Landscaping Fund's 2026/27 financial year allocation approved by the Council for the Kaiapoi-Tuahiwi Community Board is \$32,250. However, the amount to be carried forward from the previous financial year has yet to be determined, as outstanding invoices are still being paid and will be submitted to the Board for confirmation at the Board's September 2026 meeting.
- 4.1.2 The Board and the Council's Greenspace Team will hold a workshop before December 2026 to identify potential projects of interest and priority for the Kaiapoi-Tuahiwi area for this financial year. Staff will then refine the details and costings before providing a report to the Board for funding allocation. This timing will enable planting projects to take place in autumn, prior to the end of the financial year.
- 4.1.3 Community Boards often identify community landscaping enhancement projects for which this budget can be utilised. Equally, local community members often suggest minor landscaping improvements, such as additional seating, paving or signage.

4.2 **2026/27 Discretionary Grant Fund**

- 4.2.1 The Council's 2026/27 Annual Plan included a budget provision of \$9,070 for the Board to allocate as grants to community groups during the 2026/27 financial year (July 2026 to June 2027).
- 4.2.2 The Board allocated \$7,210 of the \$10,049 Discretionary Grant funding available in the 2025/26 financial year. Hence, there was a carry forward of \$2,839 from the 2025/26 financial year, resulting in a total of \$11,909 available for the 2026/27 financial year.
- 4.2.3 At the end of each financial year, the Community Boards evaluate their Discretionary Grant Criteria, Application Form, and Accountability Form. The Community Boards agreed that the allocation of Discretionary Grant Funding should be at each Board's discretion, as they are familiar with the needs of community groups/organisations in their area. In May 2026, Board members were invited to submit any suggested amendments for the Board's consideration. The following suggested amendments were received:
 - Grant funding would primarily be limited to projects located within the Board's geographical area or providing a clear benefit to residents of the ward. In exceptional circumstances, *the Board may consider applications for projects outside its geographical area and, in such cases, would provide detailed reasons for doing so.*
 - Grants are generally limited to \$1,000 in any financial year (July to June). However, a group may apply twice a year, provided the applications are for different projects. The Board will only consider granting more than \$1,000 in *exceptional circumstances and will provide detailed reasons for exceeding the standard limits.*
 - The applicant should submit relevant financial information to prove they can deliver the project. Financial information should include *a project budget, an organisational balance sheet/profit and loss, and a bank statement* to enable the Board to make an informed decision.

4.2.4 The Boards are acknowledged as being well-placed to understand the needs of community groups and organisations within their respective areas. Any funds distributed would be at the discretion of each Board, particularly when considering requests from school committees/ funding organisations, or groups applying to more than one Community Board for the same project or event.

4.2.5 The Board will consider applications from non-profit, community-based organisations, registered charities, or incorporated societies. However, not all eligible groups may be aware of the fund. Board members are therefore encouraged to remain proactive in promoting the availability of funding through their ongoing engagement and networking with community groups.

4.2.6 Staff will periodically advertise the Discretionary Grant on the Community Notice Board page in the North Canterbury News and The Chatter. Application Forms are also available on the Council website or by contacting the Council.

4.3 **Implications for Community Wellbeing**

The issues and options outlined in this report may have social, cultural, economic, and environmental implications for community wellbeing. Supporting recreational and community initiatives through the Discretionary Grant Fund helped to reduce social isolation and increase participation in physical activity, thereby contributing positively to both mental and physical wellbeing. Additionally, funding for landscaping projects is expected to enhance the overall aesthetic quality of the Board's area and further support community wellbeing.

4.4 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1 **Mana Whenua**

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

5.2 **Groups and Organisations**

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

5.3 **Wider Community**

The wider community is unlikely to be affected by or interested in the subject matter of this report. However, it should be noted that the funding allocated to community groups and landscaping projects will increase the overall sense of wellbeing within the Board's community.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

6.1.1 The decisions sought by this report have financial implications. The Council has approved an allocation of \$32,250 to the Board's General Landscaping Budget for the 2026/27 financial year. However, the amount to be carried forward, if any, from the 2025/26 financial year has yet to be determined, as outstanding invoices are still being paid and will be submitted to the Board for confirmation at the Board's September 2026 meeting.

6.1.2 The Council's 2026/27 Annual Plan included a budget provision of \$9,070 for the Board's 2026/27 Discretionary Grant funding. There was a carry forward of \$2,839 from the 2025/26 financial year, resulting in a total of \$11,909 available for the 2026/27 financial year.

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

There are no risks associated with adopting and implementing the recommendations in this report.

6.4 **Health and Safety**

There are no health and safety risks associated with adopting and implementing 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 distribution of both funds.

Kaiapoi-Tuahiwi Community Board

Discretionary Grant Application

Information to assist groups with their application

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

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

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

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

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

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

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

What happens now?

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

What happens next?

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

Groups applying for Board Discretionary Grants 2026/2027

Name of group: _____

Address: _____

Contact person within organisation: _____

Position within organisation: _____

Contact phone number: _____ Email: _____

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

DRAFT

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

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

How many people will directly benefit from this project? _____

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

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

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

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

Other (please specify): _____

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

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What is the benefit(s) to your organisation?

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

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

If yes, name of parent group: _____

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

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

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

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

If yes, please supply details:

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

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

Enclosed ☐ Financial Information (*compulsory – your application cannot be processed without financial statements*)

☐ Bank Statement (*Bank Statements will remain confidential*)

☐ Supporting costs, quotes or event budgets

☐ Other supporting information

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

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

☐ I accept that successful applicants will be required to report back to the Community Board by completing an Accountability Report.

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

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

Signed: _____ Date: _____

Kaiapoi-Tuahiwi Community Board

Accountability Form for 2026/2027

Discretionary Grant Recipients

For funding provided during the period July 2026 – June 2027

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

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

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

Name of group: _____

Date: _____ Amount allocated: \$ _____

Purpose for grant: _____

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

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

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

(Use additional pages if necessary)

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

Continued over page

Two authorised signatories to complete the details below?

I am authorised to act on behalf of our group/organisation. The information provided is true and correct and I confirm that the funds received from the Community Board Grant have been spent as detailed in this accountability report.

Date: _____

Date: _____

First contact name: _____

Second contact: _____

Signature: _____

Signature: _____

Position: _____

Position: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Address: _____

Address: _____

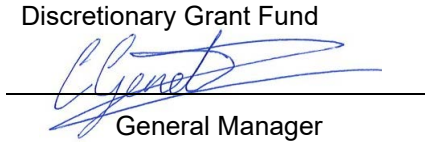
Return to:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440

OR

IM@wmk.govt.nz

DRAFT

WAIMAKARIRI DISTRICT COUNCIL**REPORT OR DECISION****FILE NO and TRIM NO:** GOV-26-08-06 / 260608131748**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 20 July 2026**AUTHOR(S):** Thea Künkel, Governance Team Leader**SUBJECT:** Application to the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)


General Manager



Chief Executive
1. SUMMARY

- 1.1 The purpose of this report is to consider the following two applications for funding received from:

Name of Organisation	Purpose	Amount requested	Does the application comply with the Discretionary Grant Fund Criteria
North Canterbury Dive Club Inc	Towards its 50 th Anniversary celebrations	\$4,000	This application does not comply with the Criteria: - The application is for more than the maximum the Board allows per allocation - Only 25% of attendees will be from the Kaiapoi-Tuahiwi area.
R13 Youth Development Trust	Towards signwriting the programme vehicle and trailer	\$583	This application complies with the Criteria.
Total:		\$4,583	

- 1.2 The current balance of the Kaiapoi-Tuahiwi Board's 2026/27 Discretionary Grant Fund is \$11,909.

Attachments:

- Application from the North Canterbury Dive Club Inc (Trim Ref: 260605130944).
- Application from the R13 Youth Development Trust (Trim Ref: 260625150096)
- A spreadsheet showing the Discretionary Grants for the previous two years.
- Board Discretionary Grant Funding Criteria for the 2026/27 financial year. (Trim Ref: 210603089725).

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

- (a) **Receives** report No. 260608131748.

- (b) **Approves** a grant of \$..... to the North Canterbury Dive Club Inc towards its 50th Anniversary celebrations.

OR

- (c) **Declines** a grant to the North Canterbury Dive Club Inc.

- (d) **Approves** a grant of \$..... to the R13 Youth Development Trust towards signwriting the programme vehicle and trailer.

OR

- (e) **Declines** a grant to the R13 Youth Development Trust.

3. **BACKGROUND**

- 3.1 The **North Canterbury Dive Club Inc** seeks funding towards the cost of hosting its 50th Anniversary celebrations. This application does not meet the following Board Discretionary Grant Funding Criteria:

- (a) Grants are generally limited to \$750 with a maximum of \$1,000 in any financial year (July to June).
- (a) The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.

- 3.2 The **R13 Youth Development Trust** seeks funding towards signwriting the programme vehicle and trailer.

- 3.3 The current balance of the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant fund is \$11,909.

4. **ISSUES AND OPTIONS**

North Canterbury Dive Club Inc (the Club)

4.1 Information provided by the Club:

- 4.1.1 The Club is an incorporated not-for-profit organisation comprising a membership of more than 40 individuals with a broad range of knowledge, skills, and experience. Throughout the year, the Club organises excursions to a variety of diving and fishing destinations across the South Island. The Club is committed to promoting safe diving practices and responsible fishing in compliance with all applicable legislation, regulations, and industry standards. In addition, the Club is dedicated to protecting and preserving natural resources and the environment, including marine, coastal, and freshwater ecosystems.
- 4.1.2 The Club is seeking funding assistance to support the hosting of its 50th Anniversary celebration, a significant milestone acknowledging the Club's history and achievements, strengthening community connections, celebrating volunteer contributions, and promoting ongoing participation in safe recreational diving, fishing, and boating activities throughout the region.
- 4.1.3 The celebration is expected to attract between 100 and 200 attendees, including current and former members, their families, supporters, and members of the wider community. Based on anticipated attendance, approximately 25% of participants are expected to be from the Kaiapoi–Tuahiwi area, 20% from the Oxford–Ohoka and Rangiora–Ashley Wards respectively, and 10% from the Woodend–Sefton area. The remaining attendees are expected to travel from the Christchurch and Hurunui districts and other surrounding areas.

4.2 Council Evaluation

- 4.2.1 The total cost of the celebration is estimated to be approximately \$10,000. The Club has requested \$4,000 in funding assistance towards the costs of advertising, venue hiring and printing costs for the event. Staff have advised that the funding amount sought exceeds the Board's standard funding limit. The event is scheduled for November 2026. At the time of assessment, the Club has not submitted any funding applications to other funding organisations or Community Boards, nor has it undertaken any fundraising activities to support the event. The Club has indicated that the event will proceed regardless of the outcome of this application.
- 4.2.2 The application meets the Board's Discretionary Grant Criteria as a community-based group submitted it. However, the requested \$4,000 funding exceeds the stipulated maximum of \$750 per application per year.
- 4.2.3 In addition, the Board's Discretionary Grant Application Criteria require that grant funding be limited to projects primarily within the Board area or benefiting the residents of the area. It should be noted that only approximately 25% of the participants in the event are expected to be from the Kaiapoi–Tuahiwi area. In addition, there is no indication if the event will be hosted in the Kaiapoi–Tuahiwi area.
- 4.2.4 This is the first time the Club has applied for Discretionary Grant funding.

R13 Youth Development Trust (the Trust)

4.3 Information provided by the Trust:

- 4.3.1 The Trust is a non-governmental organisation established in 2009 that delivers a range of free support services designed to improve outcomes for at-risk youth, youth offenders, and their whānau throughout the wider North Canterbury region. The Trust's Community Service Programme (CSP) provides structured and supervised community work opportunities for young people referred through Youth Justice. The CSP provides a practical, structured pathway to engage young people in positive activities that promote accountability, personal development, and community participation.
- 4.3.2 Through participation in the CSP, young people have the opportunity to develop practical work skills, improve their confidence, and build a strong sense of responsibility. The CSP enables participants to make constructive use of their time while contributing positively to their local community. The skills, experience, and personal growth gained through the CSP help participants prepare for future employment, training, and educational opportunities. By holding young people accountable for their actions in a supportive environment, the CSP encourages personal responsibility, positive behavioural change, and increased community engagement.
- 4.3.3 The Trust is seeking funding assistance towards the signwriting of the CSP vehicle and trailer to enhance the programme's visibility, recognition, and professional presentation within the community. These assets are used to transport participants, equipment, and materials to community service projects and activities throughout the Waimakariri District. Improved signage will increase public awareness of the programme and the positive contribution young people are making within their communities, while also strengthening the Trust's profile and community partnerships.
- 4.3.4 The initiative is expected to benefit approximately 100 young people participating in the programme. Of these participants, an estimated 57.5% reside in the Kaiapoi–Tuahiwi area, 39% in the Rangiora–Ashley Ward, 2% in the Oxford–Ohoka Ward, and 1.5% in the Woodend–Sefton area.

4.4 Council Evaluation

4.4.1 The total cost of the signwriting project is estimated at \$583. At the time of assessment, the Trust had not submitted funding applications to any other funding organisations or undertaken fundraising activities to support the project. The Trust has advised that the project would proceed regardless of the outcome of this application. However, should funding not be secured, the Trust would be required to meet the full cost from its existing resources. This would place additional pressure on the Trust's limited operational budget and may reduce funding available for the delivery of other youth development programmes and support services within the community.

4.4.2 The application meets the Board's Discretionary Grant Criteria, as a community-based organisation submitted it, and the requested funding of \$583 is in line with the specified \$750 limit per application. In addition, the majority of participants benefiting from the project reside in the Kaiapoi-Tuahiwi area, though this accounts for only 57.5% of participants.

4.4.3 The Trust has received the following funding from the Community Boards in the last five years, and all Accountability Forms were received:

Date	Project	Funding
April 2023	To replace sports equipment, new kitchen equipment and a new printer	\$500
July 2024	Towards Art Therapy supplies	\$600
Total		\$1,100

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

4.6 Implications for Community Wellbeing

The issues and options discussed in this report have social, cultural, economic, or environmental implications for community well-being. Supporting community initiatives encourages social interaction and reduces isolation, which in turn enhances mental and physical wellbeing.

4.7 The Management Team has reviewed this report.

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**

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

5.3 **Wider Community**

The wider community will likely be affected by or interested in the report's subject, as recreational and community events provide opportunities for social interaction, improve mental wellbeing, and boost people's self-confidence.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 **Financial Implications**

6.1.1 The Council's 2026/07 Annual Plan included a budget provision of \$9,070 for the Board to approve grants to community groups during the financial year (July 2025 to June 2026). There was a carry forward of \$2,839 from the 2025/26 financial year, resulting in a total of \$11,909 available for the 2026/27 financial year.

6.1.2 Currently, the Board's 2026/27 Discretionary Grant Fund total is \$11,909. If both applications are approved, the Board's Discretionary Grant Fund will have \$7,326 for allocation for the balance of the 2026/27 financial year.

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

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

There are no risks associated with adopting and implementing the recommendations in this report.

6.4 **Health and Safety**

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

7. **CONTEXT**

7.1 **Consistency with Policy**

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

7.2 **Authorising Legislation**

Not applicable.

7.3 **Consistency with Community Outcomes**

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

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

7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

What happens now?

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

What happens next?

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

Groups applying for Board Discretionary Grants 2025/2026

Name of group: NORTH CANTERBURY DIVE CLUB INC.

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: LIFE MEMBER

Contact phone number: [REDACTED]

Email: [REDACTED]

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

50th ANNIVERSARY OF NORTH CANTERBURY DIVE CLUB

USE FOR ADVERTISEMENT
FOR HIRE OF VEHICLE, AND PRINTING

What is the timeframe of the project/event date? 21 NOVEMBER 2026

Overall cost of project/event: \$10,000 Amount requested: \$4000

How many people will directly benefit from this project? 100 - 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 ☐ Adults ☐ Whole community/ward

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

Oxford-Ohoka 20 % Rangiora-Ashley 20 % Woodend-Sefton 10 % Kaiapoi-Tuahiwi 25 %

Other (please specify): SOME CHCH BUT COULD BE MORE FROM
NORTH CANTERBURY

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

WE WORK IN WITH COASTGUARD PLEASE SEE ATTACHED.

What is the benefit(s) to your organisation?

SAME AS BELOW WILL HELP WITH COSTS OF EVENT
THERE WILL BE A CHARGE TO PAST & PRESENT
MEMBERS

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

WE TRAIN BOATING SKILLS, SAFETY IN BOATS & DIVING

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

If yes, name of parent group: _____

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

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

NO

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

NONE.

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

If yes, please supply details:

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

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

- Enclosed ☐ Financial Information *(compulsory – your application cannot be processed without financial statements)*
☐ Bank Statement *(Bank Statements will remain confidential)*
☐ Supporting costs, quotes or event budgets
☐ Other supporting information

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

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

Signed:  Date: 10/6/26

NORTH CANTERBURY DIVE CLUB INC.

The core beliefs of this club is:

1. To foster and promote the safe sport of underwater scuba diving and free diving,
2. To foster the preservation of the natural resources and the environment both in the sea, the seashore and fresh water.
3. To foster fellowship and friendship amongst divers and fishermen.
4. To provide a presence in the Canterbury area including involvement in search and rescue if required.
5. To provide safe boating training and skills.

Reason for Grant:

We need assistance with payment of expenses relative to our 50th Anniversary celebrations. We are currently working towards updating the Club Boat and Outboard Motor which is now of an age that is costing us a considerable amount in maintenance. This event will benefit the Club by bringing together both old and current members to maintain the smooth running of the Club.

North Canterbury Dive Club Inc.

Costings

50th Anniversary Event

Venue Hire	\$ 2,000.00
Advertising	\$ 1,000.00
Printing of Tickets	\$ 500.00
Entertainment	\$ 500.00
Total	<u>\$ 4,000.00</u>

bnz
BNZ
Kaiapoi Store
Telephone 0800 800 468
Facsimile 03 327 5333

NORTH CANTERBURY DIVE CLUB INC, C/- LEON FREAR, 55 BEACHVALE DRIVE, KAIAPOI, 7630



Bus First Transact

ACCOUNT NAME
NORTH CANTERBURY DIVE CLUB INC

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 157
FOR THE PERIOD
03 MARCH 2026 TO 02 APRIL 2026

						OPENING BALANCE	8,095.56	
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
04 Mar		BP					70.00	8,165.56
04 Mar		BP				200.00		
04 Mar		IB				120.00		
04 Mar		IB				200.00		
04 Mar		IB				2,000.00		6,045.56
05 Mar		BP				115.00		5,930.56
06 Mar		BP					40.00	5,970.56
06 Mar		BP				40.25		5,930.31
10 Mar		BP				218.50		5,711.81
11 Mar		BP					10.00	5,721.81
12 Mar		DC					11.01	5,732.82
12 Mar		IB				11.01		5,721.81
14 Mar		BP					50.00	5,771.81
20 Mar		DD				172.79		5,599.02
23 Mar		BP					200.00	5,799.02
28 Mar		BP					30.00	5,829.02
30 Mar		BP					10.00	5,839.02
30 Mar		BP					100.00	
30 Mar		BP					185.00	
30 Mar		BP					185.00	6,309.02
31 Mar	IB				100.00	6,409.02		
						CARRIED FORWARD	6,409.02	

BP Telephone Bill Payment
IB Internet Banking Transfer

DC Direct Credit

DD Direct Debit

BNZ
Kaiapoi Store
Telephone 0800 800 468
Facsimile 03 327 5333



Bus First Transact

ACCOUNT NAME
NORTH CANTERBURY DIVE CLUB INC

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 157
FOR THE PERIOD
03 MARCH 2026 TO 02 APRIL 2026

CARRIED FORWARD							6,409.02	
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
31 Mar		BP					116.00	
31 Mar		BP					190.00	
31 Mar		BP				44.56		6,670.46
01 Apr						0.40		6,670.06
CLOSING BALANCE							6,670.06	

Current interest rate percent per annum applicable to this account in respect of overdrawn balances is 20.950. There is no required payment applicable to this statement period provided the limit has not been exceeded.

NORTH CANTERBURY DIVE CLUB INC

BALANCE SHEET

AS AT 31ST JULY 2025

2024	ACCUMULATED FUNDS	
552,764	Balance 1 August 2024	556,009.40
3,927	Plus Excess Income over Expenses - transferred	10,488.84
556,691		566,498.24
682	Less Assets scrapped	-
556,009	BALANCE 31 JULY 2025	566,498.24

Represented by:

	CURRENT ASSETS		
7,647	Bank of NZ- Travel Account	12,235.38	
20,000	Bank of NZ- Term Deposit Account	25,000.00	
2,389	Bank of NZ- General Account	7,878.39	
30,036	TOTAL CURRENT ASSETS		45,113.77
	PLUS FIXED ASSETS		
533,620	As per Attached Schedule		533,619.85
563,656	TOTAL ASSETS		578,733.62
	LESS CURRENT LIABILITIES		
7,647	Members Travel Funds held in Trust (below)		12,235.38
556,009	EXCESS ASSETS OVER LIABILITIES		566,498.24

MEMBERS TRAVEL FUNDS

Adams	Ashley	351.91
Adams	Shane	426.71
Augusto	Luis	53.01
Bacon	Geoff	371.82
Bartneck	Christoph	138.00
Beck	Steve	12.00
Bracewell	Brandon	1227.19
Botha	Deon	90.00
Brinsdon	Cam	461.62
Bustin	Darren	608.45
Butler	Keith	81.00
Butterfield	Kate	145.00
Cleland	James	71.73
Daltons	Cathy	215.41
Doherty	Jeremy	394.44
Dunning	Joe	1950.00
Foster	Ray	60.00
Hannah	Neil	14.44
Horn	Theo	6.00
Hotson	Alan	159.44
Howard	Tania	41.00
Hu	Tom	150.00
Jarman	Paul	5.00
Kuok	Peter	100.00
Lomar	Daryl	169.06
Lee	Steve	32.50
McConaghy	Louise	19.00
Parkinson	Dan	121.73
Pearson	Eric	127.50
Price	Warren	193.51
Riddell	Robin	184.91
Ryder	Dan	118.00
Ryder	Steve	2912.89
Schulz	Dale	23.51
Scobie	David	44.06
Spooner	Glynis	266.44
Subritzky	Soren	54.06
Xuanju	Jiang(Tiger)	220.36
Wheeler	Peter	67.40
Woodward	Ted	255.30
Wright	Josh	254.06
Wu	Bill	25.00
Yang	Ivy	0.96
Interest		10.96
		\$ 12,235.38

NORTH CANTERBURY DIVE CLUB INC

STATEMENT OF INCOME AND EXPENSES

FOR THE YEAR ENDED 31 JULY 2025

2024	INCOME		
5,370	Subs		5,450.00
2,060	Joining Fees		1,300.00
2,849	Raffles (Net) & Fines		2,522.69
680	Bank Interest Received		1,679.03
-	Donation Received		43.36
1,045	Bottle Auction (Net.)		1,298.23
-	Bingo Fundraiser		1,197.00
766	Air Rescue Grant (Rates)		2,557.05
-	Lion Foundation Grant (Insurance)		4,500.00
-	Westpac Helicopter - Members Contributions		250.00
-	Knife & Dry Bag Sales		60.00
2,164	Fishing Competition		-
<u>14,934</u>	Total Income		<u>20,857.36</u>
	Less Expenses		
1	Bank Fees	0.20	
-	Donation - Westpac Helicopter (includes \$250 ex member	500.00	
-	Donation - Nolan Petrol Vouchers	200.00	
300	Donation - Coastguard	-	
61	Engraving	40.00	
47	Guest Speakers	-	
407	Oxygen	411.66	
265	Membership - NZUA & Coastguard	290.00	
160	Stationery & Printing	-	
22	Workshop - Inc. Societies	-	
-	Website	347.35	
<u>1,262</u>	Total Expenses		<u>1,789.21</u>
<u>13,672</u>	Net Income for year		<u>19,068.15</u>
	Less		
(4985)	Clubhouse Hire (attached)		(6109.48)
(4760)	Boat & Equipment Hire (attached)		(2469.83)
	EXCESS INCOME OVER EXPENSES FOR YEAR		
<u>3,927</u>	-Transferred to Accumulated Funds		<u>10,488.84</u>

NORTH CANTERBURY DIVE CLUB INC
STATEMENT OF CLUBHOUSE & BOAT HIRE
FOR THE YEAR ENDED 31 JULY 2025

2024 CLUBHOUSE

	Income		
4,680	Hire Received		4,100.00
	Less Expenses		
3,794	Insurance	4,221.79	
3,064	Rates	3,409.40	
1,896	Power	2,047.51	
911	Repairs and Maintenance	530.78	
9,665	Total Expenses		10,209.48
<u>(4985)</u>	Net Income (Loss) for year		<u>(6109.48)</u>

BOAT AND EQUIPMENT

	Income		
1,875	Boat Hire		2,190.00
	Less Expenses		
894	Insurance	928.91	
5,741	Repairs and Maintenance	3,730.92	
6,635	Total Expenses		4,659.83
<u>(4760)</u>	Net Income (Loss) for year		<u>(2469.83)</u>

What happens now?

45

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

What happens next?

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

Groups applying for Board Discretionary Grants 2025/2026

Name of group: R13 Youth Development Trust

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: Board Member

Contact phone number: [REDACTED]

Email: r13youthtrust@gmail.com

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

The Community Service Programme (CSP) provides structured and supervised community work opportunities for young people referred through Youth Justice. Participants undertake practical projects that benefit local communities while developing work skills, responsibility, confidence, and positive community connections. Funding will be used towards signwriting the programme vehicle and trailer, improving the visibility and professional presentation of the programme within the community. These assets transport participants, equipment, and materials to community service projects throughout the district.

What is the timeframe of the project/event date? August 2026

Overall cost of project/event: \$582.91

Amount requested: \$582.91

How many people will directly benefit from this project? 100

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

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

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

Oxford-Ohoka 2 % Rangiora-Ashley 39 % Woodend-Sefton 1.5 % Kaiapoi-Tuahiwi 57.5 %

Other (please specify):

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

46

The CSP helps participants build practical work skills, confidence, and a sense of responsibility. Participants develop positive work habits, improve their wellbeing, and gain a sense of achievement while making a positive contribution to their community. These experience help prepare them for future employment, training and personal success.

What is the benefit(s) to your organisation?

The CSP provides a practical pathway for engaging young people in positive and structured activities . The programme strengthens R13's relationships with community organisations while demonstrating the Trust's ability to deliver meaningful outcomes for participants and the wider community through youth being held accountable for their actions.

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

The CSP provides practical benefits through projects that enhance public spaces and contributes to community wellbeing. The programme delivers social and economic benefits by helping participants develop skills, confidence, and work readiness, reducing barriers to employment and encouraging positive community engagement.

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?

Not Applicable

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

R13 has not applied to another organisation at this stage.

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

R13 does not receive any Council funding and does not plan to apply to other community boards for this project.

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

If yes, please supply details:

Not Applicable

If this application is declined, will this event/project still occur? ⁴⁷ ☒ Yes ☐ No

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

If this application is declined, R13 would need to use its own limited funds, placing additional pressure on the Trust's overall budget. This could reduce resources available for other youth development programmes and services, impacting R13's ability to meet the needs of young people across the wider community.

- Enclosed ☒ Financial Information (*compulsory – your application cannot be processed without financial statements*)
☒ Bank Statement (*Bank Statements will remain confidential*)
☒ Supporting costs, quotes or event budgets
☒ Other supporting information

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

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

Signed: 

Date: 24 June 2026



24 June 2026

Kaiapoi-Tuahiwi Community Board
Private Bag 1005,
Rangiora 7440

Email: IM@wmk.govt.nz

To whom it may concern

RE: Discretionary Grant Application

R13 Youth Development Trust (R13) are writing to make an application for funding to the Kaiapoi-Tuahiwi Community Board for funding of \$582.91 (incl. GST) towards signwriting the Community Service Programme vehicle and trailer.

The Community Service Programme works with young people referred through Youth Justice, providing structured and supervised opportunities for them to make amends for their offending through meaningful community service. The programme supports young people to take responsibility for their actions, develop positive work habits, and build stronger connections with their community while contributing to local projects and organisations.

Funding will be used to improve the visibility and professional presentation of the programme vehicle and trailer, which are used to transport participants, equipment, and materials to community service projects throughout the district. The vehicle is also used extensively by R13's Youth Mentors throughout the week as they support young people in schools, homes and in the community. Clear identification of these assets will increase community awareness of the positive work being undertaken by participants and highlight the programme's contribution to the community.

To ensure value for money, R13 obtained two quotes from local signwriting companies – Larsen's Art n Sign Studio and Whitehead Signs. After reviewing both quotations, R13 selected the cheaper quote from Larsen's Art n Sign Studio as their preferred supplier as they provided the most cost-effective option while meeting the project's requirements.

We appreciate the Community Board's consideration of this application and thank you for your ongoing support of initiatives that strengthen outcomes for young people and our wider community.

With kind regards


Board Member

YOUTH MENTORING AND WELLBEING SUPPORT

R13 Youth Development Trust (R13) provides a free youth mentoring service to young people aged 12–20 years across North Canterbury. Our services are designed to help young people overcome challenges, strengthen their wellbeing, and develop the skills and confidence needed to make positive choices for their future.

R13 works with young people experiencing a wide range of challenges, including anxiety, low self-esteem, school disengagement, family difficulties, anger, substance misuse, and social isolation with referrals coming from schools, Oranga Tamariki, Police, Youth Court, health providers, community agencies, whānau, and young people themselves.

Each young person works with a youth mentor and receives personalised support based on their individual circumstances, strengths, and goals, in order to identify priorities and develop a practical plan to improve their wellbeing, build resilience, and achieve meaningful outcomes. Support may focus on personal development, education, employment pathways, life skills, healthy relationships, or connecting with other services.

R13's approach is relationship-based and flexible. Support is delivered in environments where young people feel comfortable and can involve practical activities, community engagement, goal setting, advocacy, attending appointments, support at court, or simply having a trusted adult to talk with. By building strong, positive relationships, R13 creates opportunities for young people to develop confidence, self-awareness, and a greater sense of belonging.

R13 works collaboratively with families, schools, and community partners to create sustainable support networks around each young person.

A key strength of R13 is our commitment to long-term support. There is no set timeframe for engagement, allowing young people to access assistance when they need it and return for support as circumstances change. This continuity helps build trust, encourages positive change, and enables young people to move forward with confidence toward education, training, employment, and healthy participation in their community.





QUOTE

R13 Youth Development Trust
P O Box 5
Rangiora 7440

Date
11 Jun 2026

Larsen Signs
98 Williams Street, Kaiapoi

Expiry
18 Jun 2026

P O Box 208, Kaiapoi
7644

Quote Number
QU-0882

03 327 5527

Reference
CSP Vehicle+Trailer

sales@larsensigns.co.nz

GST Number
102-673-476

Description	Quantity	Unit Price	Amount NZD
To design, supply, and apply computer graphics to sides of vehicle	1.00	291.33	291.33
600x900x4mm ACM sign with digital print and laminated	1.00	215.55	215.55
Subtotal			506.88
TOTAL GST 15%			76.03
TOTAL NZD			582.91

Terms

All quotes exclude GST unless otherwise stated.

Approving the proof must be your responsibility before your job can proceed to production.

Larsen's Art n Signs Studio cannot be responsible to proof nor approve work for any typographic errors, missions or mistakes.

Any unauthorised use of proof files by any untended recipient is prohibited.

Full terms and conditions are available on our website: sales@larsensigns.co.nz

r13youthtrust@gmail.com

From: Lynda Whitehead <lynda_whitehead@outlook.com>
Sent: Sunday, 21 June 2026 1:09 PM
To: r13youthtrust@gmail.com
Subject: Quote for signs



Good morning [REDACTED]. Here is our price to supply and applicate logos to the two sides of the Holden Captiva car as specified.

Our price for this work is... **\$312-50+gst.**

Also to supply a single sided ACM sign 900x600mm with digital and laminated print is...**\$248-00+gst**

Thank you for the opportunity to quote this work.

Kind regards,

A handwritten signature in black ink that reads 'Lynda'. To the right of the signature is a small, stylized purple flower with five petals.

Lynda J. Whitehead
www.whiteheadsigns.co.nz
Kaiapoi, North Canterbury
New Zealand

Statement of Financial Performance

R13 Youth Development Trust For the year ended 30 June 2025

	NOTES	2025	2024
Revenue			
Donations, fundraising and other similar revenue	1	121,450	84,179
Revenue from providing goods or services	1	65,352	67,819
Interest, dividends and other investment revenue	1	3,907	5,225
Other revenue	1	2,232	8,736
Total Revenue		192,941	165,959
Expenses			
Volunteer and employee related costs	2	164,383	161,941
Costs related to providing goods or service	2	23,597	37,706
Other expenses	2	9,483	11,858
Total Expenses		197,463	211,504
Surplus/(Deficit) for the Year		(4,522)	(45,545)

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Financial Position

R13 Youth Development Trust

As at 30 June 2025

	NOTES	30 JUN 2025	30 JUN 2024
Assets			
Current Assets			
Bank accounts and cash	3	61,288	70,855
Debtors and prepayments	3	2,446	6,506
Other Current Assets	3	5,652	3,261
Total Current Assets		69,385	80,621
Non-Current Assets			
Property, Plant and Equipment	5	44,143	47,164
Investments	3	38,594	36,409
Total Non-Current Assets		82,737	83,573
Total Assets		152,122	164,195
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	2,671	9,487
Employee costs payable	4	-	735
Total Current Liabilities		2,671	10,222
Total Liabilities		2,671	10,222
Total Assets less Total Liabilities (Net Assets)		149,450	153,972
Accumulated Funds			
Accumulated surpluses or (deficits)	6	149,450	153,972
Total Accumulated Funds		149,450	153,972

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



Cheque

ACCOUNT NAME
THE R13 CHARITABLE TRUST

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 610
FOR THE PERIOD
12 MAY 2026 TO 12 JUNE 2026

OPENING BALANCE						27,501.52			
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance	
13 May		DD				210.04		27,291.48	
13 May		DC				1,432.10			
13 May		BP				1,514.25			
13 May		BP				1,664.58		22,680.55	
19 May		DD				230.74		22,449.81	
20 May		BP				120.00		22,329.81	
20 May		BP				120.75			
20 May		BP				155.25			
20 May		DD				699.79			
20 May		BP				3,120.23		18,233.79	
22 May		DC					5,000.00	23,233.79	
25 May		DC					800.00	24,033.79	
26 May		DD					5.00	24,028.79	
26 May		DD					5.00		
26 May		DD					47.80		
26 May		DC					201.91		23,774.08
27 May		DC					1,408.45		22,365.63
27 May		BP					1,538.34		
27 May		BP					1,617.56		19,209.73
02 Jun		DD					100.05		19,109.68
02 Jun		BP					2,714.75		16,394.93
CARRIED FORWARD						16,394.93			

BNZ
Rangiora Store
Telephone 0800 800 468
Facsimile 03 313 4273

THE TRUSTEES, PO Box 208, Kaiapoi, 7644



ACCOUNT NAME
THE R13 CHARITABLE TRUST

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 610
FOR THE PERIOD
12 MAY 2026 TO 12 JUNE 2026

CARRIED FORWARD								16,394.93
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
08 Jun		BP				3,142.08		13,252.85
10 Jun		BP				1,522.51		11,730.34
10 Jun		DC				3,028.72		
10 Jun		BP				8,000.00		701.62
12 Jun		DD				213.11		488.51
CLOSING BALANCE								488.51

The Bank's base rate is currently 10.950 percent per annum. The interest rate on this account is 10.000 percent p.a above the base rate. There is no required payment applicable to this statement period provided the limit has not been exceeded. These rates are less than the finance rate within the meaning of the Credit Contracts Act 1981. This only applies if you entered into your facility agreement prior to 1 April 2005. If you have any questions please contact your nearest branch or call 0800 800 468.

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2026/27 Financial Year

Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
	Carried forward 2025/26 = \$2,839	2026/27= \$9,070				\$ 11,909.00
20-Jul	North Canterbury Dive Club Inc	50th Anniversary		\$4,000.00		
20-Jul	R13 Youth Development Trust	Signwriting for Community Service Programme vehicle		\$582.91		

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

Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
	Carried forward 2024/25 = 1,259	2025/26= \$8,790				\$ 10,049.00
21-Jul	Kaiapoi Community Garden	Towards entertainment @ Jazz and Blues Festival	18-Mar-26	\$500	\$500	\$9,549
21-Jul	Silverstream Residents Volunteer Group	Purchase of Bench		\$740	\$740	\$8,809
21-Jul	Allstars Marching Teams	Hall hire for training/practice sessions for the year	6-Mar-26	\$750	\$750	\$8,059
18-Aug	Kaiapoi Pony Club	towards attending the Springston Trophy in Blenheim	Declined	\$1,000	\$0	\$8,059
18-Aug	Kaiapoi Garden Club	Towards hosting the Kaiapoi Garden Competition	9-Mar-26	\$600	\$250	\$7,809
15-Sep	Menzshed of Kaiapoi Inc	towards hosting a Teddy Bear hunt	9-Mar-26	\$650	\$195	\$7,614
15-Sep	The Chris Ruth Centre	Instalation of blinds	Declined	\$735		\$7,614
17-Nov	Noaia Charitable Trust	Community market for equipment and promotion		\$1,000	\$500	\$7,114
17-Nov	Mahi Matatoa Trust	Towards first aid training	27-Mar-26	\$585	\$585	\$6,529
17-Nov	Community Colleges New Zealand - Comcol North Canterbury	Towards materials and labour to install a mounting block	26-May-26	\$1,056	\$500	\$6,029
16-Feb	Community Watch Kaiapoi Incorporated	Towards an upgrade of the vehicle radio and purchase of four portable radios	13-May-26	\$750	\$750	\$5,279
16-Feb	McCullough Guards Leisure Marching	Towards hosting the National Leisure Marching Event	Withdrawn	\$750 - \$1,000		\$5,279
16-Mar	Kaiapoi Toy Library	LeapPad Academy Educational Tablet and Leap Frog LeapMove		\$810	\$500	\$4,779
16-Mar	Rangiora Boxing Club	Towards medical care		\$500	\$500	\$4,279
20-Apr	Chris Ruth Centre Trust	Towards a portable speaker	15-Jun-26	\$190	\$190	\$4,089
20-Apr	North Canterbury Jamboree Scout Troop	Towards Pre-Jamboree camp	Declined	\$1,000	\$ -	\$4,089
15-Jun	Kaiapoi Pony Club	St Johns Ambulance Services		\$750	\$ 750.00	\$3,339
15-Jun	Menzshed	Purchase of a BBQ		\$500	\$ 500.00	\$2,839

GOVERNANCE

Kaiapoi-Tuahiwi Community Board

Discretionary Grant Application

Information to assist groups with their application

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

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

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

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

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

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

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

WAIMAKARIRI DISTRICT COUNCIL**MEMO**

FILE NO AND TRIM NO: RES-01-12 / 260625150333

DATE: July 2026

MEMO TO: Kaiapoi Tuahiwi Community Board

FROM: Bex Dollery, Biodiversity Team Leader

SUBJECT: Kaiapoi Lakes Reserve Enhancement Update

This memo is intended as an update on ecological enhancements at the northern Kaiapoi Lakes Reserve for the Community Board members. Any questions and concerns can be directed to Bex Dollery.

The Kaiapoi Lakes Reserve Background

The north west lake in the Kaiapoi Lakes suite of reserves was the last area to be enhanced. In the 1997 concept plan, this area was described as offering an “opportunity for the recreation of some of the original ecosystems”. This was one of the reasons that the enhancement of the area for lizards and associated species including plants, invertebrates and birds was approved by the Community Board in July 2025 (Report Kaiapoi Lakes Enhancement Opportunity and Collaboration, Trim: 250626115316).

The enhancements are funded in part by Council with funds that had been allocated through the Long Term Plan process. Substantial financial support was also provided by the New Zealand Transport Agency – Waka Kotahi (NZTA) who used the area as a lizard receptor site, moving lizards found within the working footprint of the new Belfast to Pegasus state highway to the reserve. All NZTAs enhancements within the reserve and associated activities were controlled and authorised by the Department of Conservation and approved by the community board with NZTA staff and contractors working closely with Council staff to ensure the outcomes for the reserve meet the objectives for the lizards and wider biodiversity values, and recreation for the community.

Since the approval in July 2025, a Memorandum of Agreement has been signed between Council and NZTA and the reserve has had significant enhancement works including weed removal and pest control, fencing, native plant installation and habitat creation, path construction and installation of seats. Below is a summary of those actions.

Weed Removal and Pest Control

Before works began, the reserve was heavily infested with common weeds such as willows, gorse, bramble, fennel, pampas grass, exotic broom, pines and exotic bunch grasses (Figure 1). The first part of the works was to remove these species by physical removal or chemical control (drill and fill, cut and paste methods rather than broad scale spraying).



Figure 1. The north west lake in Kaiapoi Lakes Reserve prior to the enhancement works in 2025 showing areas of gorse, broom, pines, willows and exotic bunch grasses.

Rangers and contractors removed the pine trees and cut and pasted the gorse and exotic broom. Areas were also mulch mowed to enable the installation of the fence and a track to allow for small scale vehicle movements to create the habitat enhancements (stone piles and wood piles) for lizards and invertebrates (Figure 2). This work was all overseen by herpetologists contracted by NZTA.

The reserve will continue to be monitored for weed species which will be controlled for 5 years at a cost to NZTA. Additional work will include gradual willow control around the lake to provide views of the water and prevent further encroachment. Some of the willows will be replaced with native riparian trees such as kahikatea in 2027.



Figure 2. Contractors removing pine trees (left) and rangers attending to gorse and broom (right).

Mammal pest and predator control was established around the area in August 2025. To date there have been 60 mice caught and 5 rats. For comparison, the other parts of the Kaiapoi Lakes Reserve have caught 4 hedgehogs, 36 mice, 2 possums, and 20 rats during the same time period. Mice are predators of lizards so the high catch rate of these is a success. Rabbits have also been controlled in the area via shooting twice so far due to signs of them in the reserve (Figure 3). These animals are detrimental to the planting efforts and also have the ability to dig under the fence and create gaps for other predators to enter the reserve. The predator control will be ongoing for a total of 5 years at NZTAs expense.



Figure 3. Signs of rabbits within the reserve with droppings and nibbles plants identified.

Native Plant Installation and Habitat Creation

The reserve was planted with dryland plants, suitable of providing food and shelter to lizards, invertebrates and birds including hebe, native grasses, cabbage trees, harakeke-flax and small leaved divaricating shrubs (Figure 4). These plants were installed sensitively, not displacing the current native flora value which includes native orchids and monocots. Plantings will be monitored for 2 years with any dead plants being replaced at a cost to NZTA.



Figure 4. Planting works at Kaiapoi Lakes.

The habitat areas that were created included an initial 15 rock piles and 26 wood piles. To install these, the ground was scraped, covered with a weed matting and the material (stones or logs) placed on top (Figure 5). Due to the total number of lizards relocated being higher than the anticipated number (318 lizards rather than 250), a further 27 habitat units were installed.



Figure 5. Creation of habitat piles included the scraping of the ground and placement of weed matting followed by delivering the stones and wood piles.

Fencing

To enable the fencing, the fence line was mulch mowed and, where possible, the existing fence posts were reused. Rabbit proof fencing was installed on the netting as a pest mammal management technique, particularly focussed on preventing hedgehogs from entering the site. The rabbit proof netting was installed with a “skirt” to ensure digging animals could not tunnel under the fenceline, thereby breaching the exclusion function (Figure 6).



Figure 6. Fence work used the existing posts where possible (left) and covered the netting with rabbit proof fencing as a pest mammal management tool (right).

Path Creation and Seat Installation

A gravel path was laid through the reserve using the mulch mown path strip and desire line for the location (Figure 7). The installation was overseen by herpetologists contracted by NZTA with the path containing gravel substrate for the majority of the route but comprising grass in the north of reserve due to ecological sensitivities and the potential for harm to lizards should the construction continue into that area. In addition, five seats have so far been included in the reserve. These are a robust design which have been used at other reserves throughout the District.



Figure 7. A gravel path is located within the reserve (top) and two of the five seats which have been placed in the reserve (bottom).

Future Works

There are a number of actions which are ongoing or to be completed in the future years. There include:

- Annual monitoring of the lizard population within the reserve for at least 5 years (NZTA funded);
- Plant monitoring and replacement (NZTA funded with infill planting provided by Council);
- Pest and predator monitoring and control for a period of 5 years (NZTA funded);
- Weed control (part NZTA, part Council funded);
- Signage for the reserve including interpretative information regarding the natural values of the area (Council funded).



South Eyre Road

July 1 2026

Jackie Watson

Chair, Kaiapoi Tuahiwi Community Board

c/o Waimakariri District Council

Dear Jackie,

SOUTH EYRE ROAD SPEED LIMITS

Recently there has been attention paid to extra traffic travelling on Baynon's Road and Heywards Road as a result of shingle extraction from the Waimakariri River, and temporary 60km/hr speed limit signs have been placed at the intersection of Heywards Road and South Eyre Road. That's great, but it does highlight an inconsistency in speed limit setting in the area.

It is, I believe, time that the speed limit on the first section of South Eyre Road, as far as Mandeville Road, is set to 80km/hr instead of 100km/hr as at present.

Despite the recent reconstruction of the centre section of this road, it is still relatively narrow, with multiple private, commercial and public property entrances, many of them with limited visibility. The main entrance to the increasingly popular Silverstream Reserve is off this section of road, as is the Kaiapoi Pony Club. The road does not have either sealed or unsealed shoulders.

There are half a dozen road intersections in this first section of South Eyre Road, mostly with poor visibility, and while there are a couple of relatively short straight sections where may be safe enough to reach 100km/hr, much of the length of the first few kilometres of South Eyre Road bends and winds around the former river courses. There are already 65km/hr speed recommendations on many of those bends.

Trucks use the road heavily. Many of them are 'H' rated combinations from the new shingle extraction, which have added to the existing shingle loads coming from further up the road and dairy tankers, CWS's composting trucks and so on. At present truck and trailer units travel down this section of road at an average interval of about one minute – and it is not uncommon to see half a dozen queued up at the eastern end waiting to exit onto Tram Road.

South Eyre Road is also a popular cycling route – or at least it would be if it weren't so dangerous. It is quite frequently used for cycle racing (including the Coast to Coast), and forms an attractive route for off-road cyclists wanting to reach the Waimakariri stop banks and the Silverstream Reserve.

I note that Tram Road has a 80km/hr limit from the Motorway to the South Eyre Road intersection, so in effect people travelling from the east and down South Eyre Road would find that limit extended by about 4km.

From the west vehicles travel down the long straights from Oxford, and suddenly meet the curving road by the Eyreton Hall and the intersection with Mandeville Road – the scene of quite a number of serious accidents over the years. While some vehicles might not slow down whatever limit is set, others will, and reduce the frequency and severity of accidents.

I ask that the Board seek a review of the speed limits for the eastern section of South Eyre Road, and that this be done now, even if this is outside the normal review schedule, because of the dramatic increase in heavy vehicle traffic due to the Baynons Road shingle operation.

Yours sincerely,

M de Hamel

South Eyre Road –

KAIAPOI-TUAHIWI COMMUNITY BOARD

CHAIRPERSON'S REPORT

For the month of July 2026

Name: Jackie Watson

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
<i>ECAN briefing to Pines Beach Kairaki residents</i>	<i>Detailed explanation of the work to be done to alleviate flooding including stop bank improvements and new flood gate on Saltwater Creek</i>	<i>Residents pleased with the plans for work to occur in Spring. Meeting was a successful example of community engagement providing local knowledge.</i>
<i>PKBA</i>	<i>The committee have held a couple of very successful events in terms of numbers of locals attending.</i>	
<i>Head Start</i>	<i>A reasonably large turnout of residents concerned about amalgamation and what Head Start will mean for them. There was strong opposition for becoming part of Christchurch</i>	
<i>Kaiapoi Art Expo & Blackwells Winter Festival</i>		

- * *The purpose of the Chair's report is to provide a short update to Board members in relation to activities/meetings that you have attended or to provide general Board related information.*
- * *The Chair is urged to submit a written report in time for inclusion in the Community Board Agenda for the community's benefit.*

KAIAPOI-TUAHIWI COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE

For the month of June 2026

Member' Name: Tim Bartle

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>Events, meetings, e-mails</i>	<i>Community Feedback and Concerns</i>	<i>Call for report, refer to Council, Service Request</i>
<i>Adoption of Annual Plan</i>	<i>The council voted to adopt the Annual plan.</i>	
<i>WDC/ECan meeting on upcoming works - Pines and Kairaki Beaches Residents Association</i>	<i>A positive meeting with a large amount of work planned for the area.</i>	
<i>Coastal Drainage Advisory Group Meeting</i>		
<i>Clarkville Drainage Advisory Group</i>	<i>Pretty close to budget 😊</i>	
<i>Head Start Pathway - Simplifying Local Government Drop-in Session Woodend Community Centre</i>	<i>A great turn out with largely positive feedback</i>	
<i>Head Start Pathway - Simplifying Local Government Public information Session Kaiapoi</i>	<i>Another positive night.</i>	
<i>DLC Hearing - New Managers Certificate</i>	<i>A sensible outcome with the licence being granted.</i>	
<i>Big Splash Fundraiser</i>	<i>Big Splash in support of Rachel's House Trust</i>	
<i>Community Networking Forum - Woodend</i>		
<i>Matariki at Norman Kirk</i>	<i>Lots of people and stalls great lights and Fireworks</i>	

* *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.*

* *Members are urged to submit written information exchange in time for inclusion in the Community Board Agenda for the community's benefit.*

KAIAPOI-TUAHIWI COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE FOR JUNE 2026

Member's Name: Philip Redmond

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
Ohoka Residential Subdivision	Rolleston Industrial Development Ltd has submitted a Fast Track application for Ohoka. Application to subdivide land and develop approximately 850 residential dwellings, a commercial or mixed-use centre, and a polo field, and to enable the potential development of a school, retirement village, or both.	More information is available at the link below: www.fasttrack.govt.nz/projects/Ohoka-residential-subdivision
Pegasus Golf Course	- Wolfbrook Properties has confirmed that it will lodge a Fast Track application for the development of the Pegasus Golf Course. - Wolfbrook Properties has had initial engagement with the Council.	
Waimakariri District Licensing Committee Hearing	The Waimakariri District Licensing Committee had a hearing on 25 June 2026 to consider an application for a Manager Certificate. The application was granted with conditions.	
Big Splash Event	The Big Splash event held on 26 June 2026 was very successful. – P Redmond was co-judge with Councillor Tim Bartle	
Liquor store at Waimak Junction	The Alcohol Regulatory and Licensing Authority (ARLA) heard an appeal to the Waimakariri District Licensing Committee's decision to grant an off-licence for a liquor store at Waimak Junction on 26 June 2026.	
Headstart Pathway	- Headstart Pathway discussions with neighbouring District Councils continued. - Simplifying Local Government Public Information Sessions in Rangiora, Woodend, Kaiapoi and Oxford were very well attended, with about 200 community members attending overall.	

* 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.

* Members are urged to submit written updates in time for inclusion in the Community Board Agenda for the community's benefit.

KAIAPOI-TUAHIWI COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE

For the month of June

Member' Name: Shona Powell

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
Stock Movement Bylaw	Attended drop-in at Woodend Community Centre. Feedback from those that attended was positive in that they were able to discuss how the draft bylaw might affect how they move stock across roads with staff and how things work for them and the public now. The hearings have been postponed until later in the year.	
Courtenay Drive Elderly Persons Housing	Attended opening and the feedback from those attending was very positive.	
Cultural training	First workshop with Te Ngāi Tūāhuriri, available to Councillors and Chairs of Community Boards.	
Head Start Pathway meetings and workshops	Public consultation has been conducted, with the majority suggesting a North Canterbury Unitary Council with Hurunui/Kaikoura Councils. Head Start drop-in meetings were very well attended, including at Woodend which was a late inclusion at the request of myself and some residents. Around 250 attended across the 4 sessions.	
Youth Space in Pegasus	Receiving feedback on the limited consultation which hasn't closed yet.	
Pegasus monthly cuppa	Mandy from Waimakariri Time bank was the guest speaker and I spoke around the results from the Head Start Consultation.	
Waikuku Beach Post Boxes	They will remain for the time being. NZ Post will continue to look at other options for mail delivery in Waikuku Beach.	I have been advocating to NZ Post for street receivers for people to post mail in Pegasus and Ravenswood.
Youth Action Plan	Approved by Council and the implementation plan is under development.	
Local Transport	New transport flyer is now available and being circulated.	
Sign Language sessions	Held in Rangiora Library on last Friday in month at 11am to noon. The first one in June was extremely well attended.	This is good for beginners who want to practice New Zealand Sign Language in a relaxed and welcoming environment.

Waimakariri Access Group AGM	To be held on 13 August in Council Chambers in Rangiora with morning tea from 10am and meeting from 10.30om.	
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- * *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.*
- * *Members are urges to submit written information exchange in time for inclusion in the Community Board Agenda for the community's benefit.*

KAIAPOI-TUAHIWI COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE

For the month of June

Member' Name: Brent Cairns

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
Sterling Emergency Hub	Community volunteers practising, teaching others to prepare for natural disasters where to go and what to do.	
Matariki Events	Kaiapoi promotions held kite making workshops, kapa haka performances etc at the Kaiapoi Club, then had kite flying display in Murphy Park. Karl Howarth hosted a pay to visit light show and a free event at neighbouring Norman Kirk Park in Kaiapoi with various entertainers and fireworks on both Friday and Saturday evenings. All were well attended with Norman Kirk Park swelling with 10-15K visitors.	
Rangiora High Street retailers	They have organised a two week mid winter festival, with workshops, sales nights, free movie nights and lots more.	
Oxford Promotions	Held a successful winter lights event, lighting up mailboxes, shops and homes + Arts and craft, roller skating, observatory tours, movie night, hangi and so much more.	
Kaiapoi Art Expo and Blackwells Winter Festival	These two events will bring around 5000 people into Kaiapoi.	
New Zealand Motor Caravan Association (NZMCA)	Met with NZMCA members to discuss a possible biking event in March 2027, bikers will camp on Regeneration zoned land, each day they will travel on bike trails around the district.	
Welcoming Communities signing ceremony	Level one accreditation	
Elder persons housing opening	Have since sourced vegetable plants and strawberries and with the help of residents, have planted those in raised planters.	
Woodend Pegasus Food Forest	Have organised loads of mulch and working with Woodend Lions, working bee on the 19 th at 10am.	
Community and Recreation	Adoption of the Youth Action Plan, suit of manuals for the safety management and operation of the Rangiora airport, Aquatic usage is around 8% down on last year, due to maintenance closure of Dudley pool, better than expected income due to learn to swim programs, overall satisfaction survey sits at 97%.	

	Libraries reported record number of attendances over school holidays, libraries deliver around 1200 events a year.	
WDC and Ecan meeting re earthworks in Pines/Kairaki Beach area.		
Rangiora Townhall meetings	Lots of work is being done to organize the many acts, tours, along with collecting of images through the ages. Lock in your dairy weekend 5 th September.	Events would be held the weekend of 5 th September.
Cultural training	Ngai Tahu led course.	
Ohoka Esplanade reserve planting	Very small turn out attended the planting day, due to the rain.	
Road Safety Working Group	Regular meeting with roading teams, trucking companies, road safety training SADD, AA and other interested parties.	
Rating review	A working group is reviewing how we rate and whether there is a better, fairer way.	
Head Start meetings and workshops.	Council consultation has been conducted, with the majority suggesting amalgamation with Hurunui/Kaikoura Councils. Those councils are still in consultation phase.	
Head Start community feedback gatherings	Good turnout at all meetings.	
Events Plan meeting	Reviewing how we best serve our event planners and community.	
Pegasus Community Centre Working Group	Talking about fees and charges. What we charge for Weddings is still up for discussion.	
Food Secure meetings in Pines Beach and in Amberley	Food citizen and making our district more food secure, the group meetings discussed that food should be one of Council essential services, just as water and roading etc.	
Pegasus monthly cuppa	Had Mandy from Waimakariri Time Bank speak along with Councillor Powell	
Food Forest meeting	Working with someone wanting to set up a food forest in Christchurch.	
Kaiapoi RSA	Normal monthly meeting, considering getting rid of the mobility scooter hire service.	
Waimakariri Community Arts AGM	They manage Kaiapoi Art on the Quay and the Chamber Gallery.	
North Canterbury Neighbourhood Support	Working through their new structure as they are now a Charitable Trust.	
ENC funding meeting	Funding was considered for three Matariki events, Go Dark in Oxford school event, North Canterbury Wearable arts, Rangiora book fair, Rose show and a Riding and Arts trail event.	
Kaiapoi Food Forest AGM	Focusing on lifting level of maintenance, volunteers asked to do more, due to difficulties in securing funding	

Parking Bylaw	Has been reviewed and at Council, there was some questions regarding some of the clauses about parking on berms that will be dealt with by the hearing committee to reword the clause.	
Noaia Graduation	A celebration of students graduating and many going on to work.	

- * *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.*
- * *Members are urges to submit written information exchange in time for inclusion in the Community Board Agenda for the community's benefit.*