

Agenda

Woodend-Sefton Community Board

Monday 10 August 2026

5.30pm

Woodend Community Centre
School Road
Woodend

Members:

Mark Paterson (Chairperson)

Andrew Thompson (Deputy Chairperson)

Brent Cairns

Joel McLachlan

Mathew Potter

Shona Powell

Prudence Stone



WAIMAKARIRI
DISTRICT COUNCIL

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**AGENDA FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD TO BE HELD
AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY
10 AUGUST 2026 AT 5.30PM.**

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

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3	<u>CONFIRMATION MINUTES</u>	
3.1	<u>Minutes of the Woodend-Sefton Community Board Meeting – 13 July 2026</u>	8-15
	<i>RECOMMENDATION</i>	
	THAT the Woodend-Sefton Community Board:	
	(a) Confirms , as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting held on 13 July 2026.	
3.2	<u>Matters Arising (from Minutes)</u>	
4	<u>DEPUTATIONS AND PRESENTATIONS</u>	
	Nil.	
5	<u>ADJOURNED BUSINESS</u>	
	Nil.	
6	<u>REPORTS</u>	
6.1	<u>Report for Decision on the Waikuku Beach Toilet Facilities – Julie Mason (Landscape Architect)</u>	16-48
	<i>RECOMMENDATION</i>	
	THAT the Woodend-Sefton Community Board:	
	(a) Receives Report No. 260324082634.	
	(b) Supports a targeted renovation approach of the Waikuku Beach Toilets of minor operational and capital works including a full re-paint, repair of the doors and other fixtures and fittings and the installation of accessible signage.	
	(c) Notes that these works will be done using existing operational and capital budgets – namely an estimated \$12,500.00 from the Public Convenience Maintenance Budget (4450.2507.00) and \$500.00 from the Parks and Reserves Signage Budget (5104.101097.530). As these budgets are existing there would be no additional rates impact.	

- (d) **Notes** works requiring minor capital investment such as cycle stands, shower splash back and change benches will be put in a later report to the board for General Landscaping Budget consideration. This would have an impact on rates with an estimated increase of no more than 0.01%
- (e) **Notes** that changing rooms are not provided for under the current LOS framework, and that any provision of changing or integrated accessible facilities would need to be a submission by the Woodend-Sefton Community Board to the Draft 2027 LTP or funded through existing budgets such as the General landscaping budget.
- (f) **Notes** that the budget for renewal of the Waikuku Beach toilet facility, programmed for 2051. Without Council approval, funding for the toilet renewal will remain in its current programme for 2051. Budget for replacement of toilets will remain unchanged.
- (g) **Notes** when approving the Beachfront Car Park Renewal in September 2025, the Board requested that the timing of the toilet and car park renewals be aligned, subject to funding approval. Due to the recommendations in this report, this request is no longer applicable. Accordingly, the Beachfront Car Park Renewal can proceed as programmed, and the proposed toilet renewal will not impact the timing or delivery of the car park project.

6.2 **Application to the Woodend-Sefton Community Board's 2026/27 Discretionary Grant Fund – Thea Kunkel (Governance Team Leader)**

49-96

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 260710165341.
- (b) **Approves** a grant of \$.....to Big Brothers Big Sisters of North Canterbury towards the production of a 15-second cinema advertisement.
- OR**
- (c) **Declines** the application from Big Brothers Big Sisters of North Canterbury.
- (d) **Approves** a grant of \$.....to the Waimakariri Riding Club towards an arena groomer and associated equipment for dressage events.
- OR**
- (e) **Declines** the application from the Waimakariri Riding Club.
- (f) **Approves** a grant of \$.....to the Woodend Spring Flower Show Committee towards publishing a booklet and purchasing consumables.
- OR**
- (g) **Declines** the application from the Woodend Spring Flower Show Committee.

6.3 **Summary of Discretionary Grant Accountability 1 July 2025 to 30 June 2026 – Thea Kunkel (Governance Team Leader)**

97-118

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 260711165375.
- (b) **Notes** that of the \$9,855 of the Board's 2025/26 Discretionary Grant Funding, \$3,459 was distributed for events and projects within the community.
- (c) **Notes** that the Council's 2026-27 Annual Plan includes a budget provision of \$7,200 for the Woodend-Sefton Community Board to approve grants to community groups for the 2026/27 financial year (July 2026 to June 2027). There was a carry forward of \$6,396 from the 2025/26 financial year, resulting in a total of \$13,596 available for the 2026/27 financial year.
- (d) **Circulates** a copy of this report to all other Community Boards for information.

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairpersons Report for June 2026**

119

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (Trim: 260805225016).

9 **MATTERS FOR INFORMATION**

- 9.1. **Oxford-Ohoka Community Board Meeting Minutes 8 July 2026.**
- 9.2. **Rangiora-Ashley Community Board Meeting Minutes 8 July 2026.**
- 9.3. **Kaipoi-Tuahiwi Community Board Meeting Minutes 20 July 2026.**
- 9.4. **2025 Customer Satisfaction Survey Results – Report to Council Meeting 7 July 2026 – Circulates to all Boards.**
- 9.5. **Draft Community Outcomes for Public Consultation – Report to Council Meeting 7 July 2026 – Circulates to all Boards.**
- 9.6. **Bylaw Programme Update July 2026 – Report to Council Meeting 7 July 2026 – Circulates to all Boards.**
- 9.7. **Adoption of Elected Member Expenses Policy – Report to Council Meeting 7 July 2026 – Circulates to all Boards.**
- 9.8. **Health, Safety and Wellbeing Report 19 May 2026 to June 17 2026 – Report to Council Meeting 7 July 2026 – Circulates to all Boards.**
- 9.9. **Adoption of the Waimakariri Youth Action Plan 2026-2029 – Report to Council Meeting 7 July 2026 – Circulates to all Boards.**
- 9.10. **Draft Waste Management and Minimisation Plan – Approval for Consultation – Report to Utilities and Roading Committee Meeting 14 July 2026 – Circulates to all Boards.**

9.11. **Private Well Study Results for 2025 – Report to Utilities and Roothing Committee Meeting 14 July 2026 – Circulates to all Boards.**

RECOMMENDATION

THAT the Woodend-Sefton 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 **Prudence Stone**

120

Trim: 260805225363.

10.2 **Philip Redmond**

121-122

Trim: 260805225356.

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

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

11 CONSULTATION PROJECTS

11.1 **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 31 July 2026: \$12,724.

12.2 **General Landscaping Budget**

Balance as at 31 July 2026: \$15,120, with carry forward from the previous financial year to be reported in September 2026.

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Monday 10 August 2026 in the Woodend Community Centre.

Workshop

- *Members Forum*

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 13 JULY 2026 AT 5.30PM.

PRESENT

M Paterson (Chairperson), A Thompson (Deputy Chairperson), B Cairns, J McLachlan, S Powell and P Stone.

IN ATTENDANCE

T Bartle and P Redmond (Kaiapoi-Woodend Ward Councillors)

K LaValley (General Manager Planning Regulation and Environment), K Howat (Parks and Facilities Team Leader), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

There were four members of the public present.

1 APOLOGIES

Moved: M Paterson

Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Receives** and **sustains** an apology for leave of absence be received and sustained from M Potter.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board Meeting – 8 June 2026

Moved: S Powell

Seconded: P Stone

THAT the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting held on 8 June 2026.

CARRIED

3.2 Matters Arising (from Minutes)

There were no matters arising.

3.3 Notes of the Woodend-Sefton Community Board Workshop – 8 June 2026

Moved: P Stone

Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the circulated Notes of the Woodend-Sefton Community Board Workshop held on 8 June 2026.

CARRIED

4 **DEPUTATIONS AND PRESENTATIONS**

Nil.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Brook Wilson Memorial Seat Proposal Gladstone Park** – K Howat (Parks and Facilities Team Leader)

K Howat spoke to the report, noting it sought approval to install a memorial seat at Gladstone Park.

There were no questions from elected members.

Moved: P Stone

Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 260420099427.
- (b) **Approves** the installation of a memorial seat at Gladstone Park (and plaque) in memory of Brook Wilson, with installation and purchase costs met by the Wilson family.
- (c) **Notes** the ongoing operational cost of the seat and the plaque would be the responsibility of Council, although this specific asset would not require additional operational cost and would be covered under existing budgets.

CARRIED

P Stone commented that her family had a memorial seat at Waikuku Lagoon for her father and she understood how valuable such seats could be for families, particularly on anniversaries and birthdays. She was happy to support the family's request and was pleased that a suitable location had been identified for the seat.

A Thompson was pleased to support the motion.

6.2 **Woodend-Sefton Community Board's 2026/27 Discretionary Grant Fund and 2026/27 General Landscaping Budget** – T Kunkel (Governance Team Leader)

T Kunkel spoke to the report, advising that it was the annual report outlining the Board's General Landscaping and Discretionary Grant allocations for the 2026/27 financial year. She noted that the Board had previously been advised that the discretionary grant fund would not be carried over from the 2025/26 financial year; however, following discussions between the Chief Executive and Council, it had been confirmed that the fund would now be carried forward.

S Powell expressed a concern that some of the Discretionary Grant Fund Criteria conditions appeared to be inconsistent. She noted that it was particularly helpful when applicants provided details of project budgets and estimated costs. It also assisted the Board's decision-making if there was a clear understanding of how the grant funding would be spent. S Powell observed that while the guidance indicated this information would be helpful to the Board, it was not stated as a mandatory requirement. She further noted that

applicants frequently did not complete the section relating to other sources of funding received and suggested that this information should be made compulsory.

Responding to a question from T Bartle, T Kunkel confirmed that the Discretionary Grant Fund Application Forms were standard across all Community Boards. The only variation was that the Rangiora-Ashley Community Board's funding limit was \$1,000 per application rather than \$750.

B Cairns suggested organisations should be required to declare the expected income from ticket sales for events.

Moved: S Powell

Seconded: J McLachlan

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 260527125138.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2026/27 is \$15,120, 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 \$7,200.
- (d) **Approves** the Board's Draft Discretionary Grant Fund Application Criteria and Application Form (Trim: 210603089821).
- (e) **Approves** the Board's Draft Discretionary Grant Accountability Form (Trim: 210603089895).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2026/27 financial year (July 2026 to June 2027).

CARRIED

6.3 Application to the Woodend-Sefton Community Board's 2026/27 Discretionary Grant Fund – T Kunkel (Governance Team Leader)

T Kunkel spoke to the report, noting that the Hope Community Trust had applied for funding to purchase shelving. She advised that the Trust provided food parcels to the community and, following incidents where donated food had gone missing, had identified a need to store donations securely. The application was noted as meeting the Board's funding criteria.

S Powell noted that the amount requested in the application was \$944, whereas the report recommended funding of \$472. T Kunkel advised that the applicant had been informed that it was unlikely the full amount would be granted and had subsequently been asked what reduced amount they would be prepared to accept. The applicant had advised that \$472 would be acceptable.

Moved: S Powell

Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 260525122846.
- (b) **Approves** a grant of \$472 to the Hope Community Trust towards heavy-duty shelves to store donated food for food parcels.

CARRIED

S Powell commented that the Hope Community Trust provided significant benefits to the community and delivered an important service to many local residents. She considered the application to be a worthwhile use of the Board's Discretionary Grant funding.

B Cairns noted his involvement with the Hope Community Trust and highlighted the wide range of community services it provided. He advised that the Trust operated a food forest and the Hunters for Hope initiative, through which venison mince was distributed to members of the community. B Cairns further noted that the Trust hosted community meals each Wednesday evening, serving approximately 90 to 100 people. He remarked that the food bank was only one aspect of the Trust's broader contribution to supporting the community.

6.4 **Ratification of the Woodend-Sefton Community Board's Submission on Environment Canterbury's Public Transport Network Review – T Kunkel (Governance Team Leader)**

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

Moved: M Paterson

Seconded: S Powell

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 260630152888.
- (b) **Retrospectively ratifies** its submission to Environment Canterbury's Public Transport Network Review (Trim: 260610134673).

CARRIED

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

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

Moved: M Paterson

Seconded: J McLachlan

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (Trim: 260707162293).

CARRIED

9 **MATTERS FOR INFORMATION**

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 3 June 2026.
- 9.2. Rangiora-Ashley Community Board Meeting Minutes 10 June 2026.
- 9.3. Kaipoi-Tuahiwi Community Board Meeting Minutes 15 May 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.

Moved: M Paterson

Seconded: P Stone

THAT the Woodend-Sefton Community Board:

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

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

J McLachlan

- Noted that the Board's Facebook page was experiencing low engagement and was not achieving significant reach within the community.

T Bartle

- Attended the Matariki weekend celebrations in Kaiapoi and noted the event was very well attended. The firework display was particularly impressive, and the event was considered a positive and successful community occasion.

S Powell

- Attended the Stock Movement Bylaw drop-in session at the Woodend Community Centre. Feedback from attendees had been positive, with participants appreciating the opportunity to discuss with staff how the proposed bylaw might affect stock movements across roads and to explain current practices from both public and farming perspectives. She noted that the hearings had been postponed until later in the year.
- Attended the opening of the Courtenay Drive Elderly Persons Housing Development and feedback from attendees was very positive.
- Attended the first Cultural Training Workshop delivered by Te Ngāi Tūāhuriri, which had been available to Councillors and Community Board Chairs.
- Attended meetings and workshops relating to the Head Start Pathway project. She advised that public consultation had been undertaken, with the majority of respondents expressing support for a North Canterbury Unitary Council together with the Hurunui and Kaikōura District Councils. She noted that the Head Start drop-in sessions had been very well attended, including a session in Woodend that was added following requests from herself and local residents. Approximately 250 people attended the four sessions.
- Like other members, she had received feedback regarding the limited consultation undertaken in relation to the proposed Youth Space in Pegasus. She noted that the consultation process had not yet closed.
- Reported attending the Pegasus Monthly Cuppa, where Mandy from the Waimakariri Timebank had been the guest speaker. She also spoke on the results of the Head Start consultation.

- Advised that the Waikuku Beach post boxes would remain in place for the time being. New Zealand Post would continue investigating alternative options for mail delivery at Waikuku Beach. She noted that she had been advocating to New Zealand Post for the installation of street mail receivers in Pegasus and Ravenswood.
- Noted that the Council had adopted the Youth Action Plan at its meeting on 7 July 2026 and that an implementation plan was currently being developed.
- A new Local Transport Flyer was now available and was being distributed throughout the district.
- Reported that New Zealand Sign Language sessions were being held at the Rangiora Library on the last Friday of each month from 11.00am to 12.00pm. She noted that the inaugural session in June had been extremely well attended and provided a relaxed and welcoming environment for beginners wishing to practice New Zealand Sign Language.
- The Waimakariri Access Group Annual General Meeting would be held on 13 August 2026 at the Council Chambers in Rangiora, with morning tea commencing at 10.00 am and the meeting beginning at 10.30am.

B Cairns

- Reported on the activities of the Sterling Emergency Hub, noting that community volunteers were undertaking training exercises and educating others on how to prepare for natural disasters, including where to go and what actions to take in an emergency.
- Highlighted the range of Matariki events held across the Waimakariri District:
 - Kaiapoi Promotions hosted kite-making workshops, kapa haka performances and other activities at the Kaiapoi Club, followed by a kite-flying display at Murphy Park.
 - Karl Howarth had organised a ticketed light show and a free community event at neighbouring Norman Kirk Park in Kaiapoi, featuring a variety of entertainers and fireworks displays on both Friday and Saturday evenings. All events had been well attended, with an estimated 10,000 to 15,000 people attending the Norman Kirk Park celebrations.
- Rangiora High Street retailers had organised a two-week Mid-Winter Festival, featuring workshops, sales events, free movie nights and a range of other activities.
- Oxford Promotions successfully delivered its Winter Lights event, with mailboxes, shops and homes illuminated throughout the township. The programme included arts and crafts, roller skating, observatory tours, a movie night, a hāngī and various other community activities.
- The Kaiapoi Art Expo and the Winter Festival hosted by Blackwells were expected to attract approximately 5,000 visitors to Kaiapoi.
- Reported meeting with members of the New Zealand Motor Caravan Association to discuss a potential biking event proposed for March 2027. He advised that participants would camp on regeneration-zoned land and travel on cycling trails throughout the district each day.
- Attended the Welcoming Communities signing ceremony for Level One accreditation.
- Following the opening of the Elder Persons Housing development, vegetable seedlings and strawberry plants had been sourced and planted in raised garden beds with assistance from residents.
- The Pegasus Community Centre Working Group had continued discussions on fees and charges, including ongoing consideration of wedding venue hire fees.
- Reported attending the Pegasus Monthly Cuppa, where a representative from the Waimakariri Timebank and Councillor Powell were guest speakers.
- Attended a Food Forest meeting with Vicki Buck, who was exploring the establishment of a food forest initiative in Christchurch.
- The Woodend Pegasus Food Forest had organised a significant supply of mulch and was working with the Woodend Lions Club to hold a working bee on 19 July 2026.

- Reported attending the Kaiapoi Food Forest Annual General Meeting, where discussions focused on increasing maintenance standards and encouraging greater volunteer involvement due to difficulties in securing funding.
- Attended a joint meeting between the Waimakariri District Council and Environment Canterbury regarding earthworks in the Pines Beach and Kairaki Beach areas.
- Attended a planting day at the Ōhoka Esplanade Reserve, noting that attendance had been low due to wet weather.
- Planning for the Rangiora Town Hall celebrations was progressing well, with significant work being undertaken to organise performers, tours and the collection of historical images. The celebrations were scheduled for the weekend of 5 September 2026.
- Attended Cultural Training workshop facilitated by Ngāi Tahu.
- Provided an update from the Community and Recreation Committee:
 - Noting the adoption of the Youth Action Plan and a suite of safety management and operational manuals for Rangiora Airport.
 - Usage of the Aquatic Centres was approximately 8% lower than the previous year due to maintenance-related closure of the Dudley Pool. However, revenue had exceeded expectations as a result of successful learn-to-swim programmes. An overall customer satisfaction rating of 97% had been achieved.
 - Libraries had recorded their highest-ever holiday attendance figures and delivered approximately 1,200 events annually.
- Provided an update from the Road Safety Working Group, which continued to meet regularly with roading staff, transport operators, road safety educators, Students Against Dangerous Driving (SADD), the Automobile Association (AA) and other interested parties.
- A Rating Review Working Group was considering the current rating system and investigating whether a fairer and more effective approach could be developed.
- Attended Head Start meetings and workshops, noting that the Council consultation results had shown majority support for amalgamation with the Hurunui and Kaikōura District Councils. He advised that those councils remain in the consultation phase. The Head Start community feedback sessions were well attended across the district.
- Attended an Events Plan meeting, where discussions focused on how best to support event organisers and community events.
- Attended Food Secure meetings in Pines Beach and Amberley. Discussions focused on food resilience initiatives, food citizenship and improving food security across the district. Participants had expressed the view that access to food should be considered an essential service, alongside services such as water and transport infrastructure.
- Attending the regular monthly meeting of the Kaiapoi RSA, where consideration was being given to discontinuing the mobility scooter hire service.
- Attended the Waimakariri Community Arts Annual General Meeting. He noted that the organisation managed both Kaiapoi Art on the Quay and the Chamber Gallery.
- North Canterbury Neighbourhood Support was progressing through a new governance structure following its transition to charitable trust status.
- Attended the Enterprise North Canterbury funding meeting, where funding applications were considered for three Matariki events, the Oxford "Go Dark" school event, North Canterbury Wearable Arts, the Rangiora Book Fair, the Rose Show and a Riding and Arts Trail event.
- The Council had reviewed the Parking Bylaw. Questions were raised regarding several clauses, particularly those relating to parking on berms, and these matters would be referred to the Hearings Committee for further consideration and possible amendment.
- Attended the NOAIA Graduation ceremony, celebrating students who had completed their studies, many of whom were progressing into employment opportunities.

11 **CONSULTATION PROJECTS**

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

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

Consultation closed on Monday 20 July 2026.

11.2 **Waimakariri Youth Council Future Voices Survey**

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

11.3 **Pegasus Youth Space – Design**

<https://letstalk.waimakariri.govt.nz/pegasus-youth-space-options>

The Board noted the consultation projects.

12 **BOARD FUNDING UPDATE**

12.1 **Board Discretionary Grant**

Balance as at 1 July 2026: \$12,724.

12.2 **General Landscaping Budget**

Balance as at 1 July 2026: \$15,120, with carry forward from the previous financial year to be reported in September 2026.

The Board noted the funding update.

13 **MEDIA ITEMS**

Nil.

14 **QUESTIONS UNDER STANDING ORDERS**

Nil.

15 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

16 **NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board was scheduled for 5.30pm, Monday 10 August 2026 in the Woodend Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 6:05PM.

CONFIRMED

Chairperson

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: CPR-04-20-75-01/ TRIM 260324082634

REPORT TO: WOODEND-SEFTON COMMUNITY BOARD

DATE OF MEETING: 10 August 2026

AUTHOR(S): Julie Mason, Landscape Architect

SUBJECT: Report for Information on the Waikuku Beach Toilet Facilities

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



General Manager



Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to provide the Board with information on the current Waikuku Beach toilet facilities, including potential options for renewal or renovation, to support consideration of future funding requests. The Waikuku Beach public toilets were constructed in 1999 and comprise a standalone facility containing two accessible unisex cubicles. While the facility is currently programmed for renewal between 2051 and 2061 under the Waimakariri District Council Public Toilet Strategy, community feedback received through consultation on the Waikuku Beach Community Facilities Development Plan identified toilet renewal as the highest priority project for residents and visitors. Community concerns focused on the appearance, amenity, accessibility, cleanliness, and lack of dedicated changing facilities associated with the existing toilets.
- 1.2. Staff acknowledge the Woodend-Sefton Community Board's (WSCB) request to advance the renewal or replacement of the Waikuku Beach toilet facilities. The Board considers the current facilities, while compliant, no longer meet the expectations of a high-use beach environment, particularly due to the absence of dedicated changing rooms. Increasing visitor numbers and extended lifeguard patrol seasons are cited as key drivers for earlier investment in upgraded facilities.
- 1.3. To determine the most appropriate investment and improvement option for the Waikuku Beach toilet facilities, the asset was assessed against the Waimakariri District Council Public Toilet Strategy 2017 and Council's renewal assessment criteria. The Strategy adopts a Levels of Service (LOS) approach that considers location, user demand, accessibility, service performance, and renewal prioritisation, rather than applying a fixed toilets-to-population ratio. This framework was used to evaluate the facility's performance, identify any service gaps, and determine whether renewal, replacement, or targeted improvements are warranted.
- 1.4. The assessment found that the facility continues to perform its intended function and remains fit for purpose. The toilets are structurally sound, achieve a NAMS condition rating of "Good", comply with current accessibility requirements, and align with Crime Prevention Through Environmental Design (CPTED) principles. In addition, Waikuku is supported by a broader network of public toilet facilities, including those located at Waikuku Domain and the Ashley-Rakahuri River Mouth, providing users with access to multiple facilities within the wider area.
- 1.5. While the facility remains operationally effective, several issues have been identified. These relate primarily to visual amenity and user experience rather than asset performance. Key concerns include peeling paint, corrosion of doors and fittings, limited signage, minor accessibility improvements, and the absence of convenient changing facilities. The coastal location of the toilets, while important for user convenience and beach accessibility, exposes the asset to salt-laden air, sand, moisture, and harsh weather conditions. These environmental factors accelerate corrosion and deterioration of fixtures and fittings, increasing maintenance requirements and the need for more durable materials throughout the asset's lifecycle.

- 1.6. The report considers three options: bringing forward a full replacement and increase in capacity through the Long-Term Plan (LTP), undertaking a like-for-like replacement, or implementing targeted refurbishment works. Staff assessment concludes that neither replacement option is currently justified and advancing the renewal would require significant new funding and would not align with Council's risk-based asset management approach. The alternative, should the Board opt to make a submission to the LTP for earlier renewal, is a request for the toilet to be brought forward in the capital works programme, however this would be considered against the rest of the toilet renewal programme. Based on the current toilets ahead of Waikuku Beach for renewal being of higher risk (due to quality and safety risks), staff note there is no certainty or guarantee of this being brought forward.
- 1.7. The recommended option is a targeted refurbishment programme funded through existing operational and minor capital budgets. This would include repainting, refurbishment of doors, replacement of worn fittings, and improved accessibility signage. Additional enhancements, such as cycle stand relocation, installation of benches and hooks to support changing activities, and aesthetic improvements to external cladding, could be funded through the Board's General Landscaping Budget or a targeted LTP bid.
- 1.8. This approach addresses key community concerns, improves the presentation and functionality of the facility, extends asset life, and avoids the significant cost of premature renewal. Staff therefore recommend that the WSCB endorse a targeted refurbishment programme while retaining the current renewal timeframe and continuing to monitor future demand and service requirements through ongoing asset planning processes.

Attachments:

- i. Revised Waikuku Beach Community Facilities Development Plan (Trim: 250822155631)
- ii. Workshop on Waikuku Beach Toilet facilities (Trim: 251110212981)

2. **RECOMMENDATION**

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 260324082634.
- (b) **Supports** a targeted renovation approach of the Waikuku Beach Toilets of minor operational and capital works including a full re-paint, repair of the doors and other fixtures and fittings and the installation of accessible signage.
- (c) **Notes** that these works will be done using existing operational and capital budgets – namely an estimated \$12,500.00 from the Public Convenience Maintenance Budget (4450.2507.00) and \$500.00 from the Parks and Reserves Signage Budget (5104.101097.530). As these budgets are existing there would be no additional rates impact.
- (d) **Notes** works requiring minor capital investment such as cycle stands, shower splash back and change benches will be put in a later report to the board for General Landscaping Budget consideration. This would have an impact on rates with an estimated increase of no more than 0.01%
- (e) **Notes** that changing rooms are not provided for under the current LOS framework, and that any provision of changing or integrated accessible facilities would need to be a submission by the Woodend-Sefton Community Board to the Draft 2027 LTP or funded through existing budgets such as the General landscaping budget.
- (f) **Notes** that the budget for renewal of the Waikuku Beach toilet facility, programmed for 2051. Without Council approval, funding for the toilet renewal will remain in its current programme for 2051. Budget for replacement of toilets will remain unchanged.

- (g) **Notes** when approving the Beachfront Car Park Renewal in September 2025, the Board requested that the timing of the toilet and car park renewals be aligned, subject to funding approval. Due to the recommendations in this report, this request is no longer applicable. Accordingly, the Beachfront Car Park Renewal can proceed as programmed, and the proposed toilet renewal will not impact the timing or delivery of the car park project.

3. **BACKGROUND**

- 3.1. Constructed in 1999, the standalone Waikuku Beach toilets are of solid-block construction and contain two accessible unisex cubicles. Having regard to asset age, condition assessment outcomes, and prioritisation relative to other public toilet facilities across the district, renewal is currently scheduled within the Public Toilet Strategy for the period 2051–2061.
- 3.2. The WSCB, on behalf of its community, is keen to see the toilets renewed or replaced well in advance of the current 2051 timeline. While the existing facilities are considered compliant, the Board does not believe their condition is reflective of, or appropriate for, a highly used public beach environment that serves both residents and visitors from across the district and beyond.
- 3.3. The lack of dedicated changing room facilities is a particular concern. The Board can point to summer survey results that demonstrate increasing visitor numbers and growing demand for beach infrastructure. This is further supported by Council's requests to extend lifeguard patrol seasons, an initiative the Board has consistently supported. In the Board's view, these factors strengthen the case for bringing forward investment in upgraded toilet and changing facilities to better meet current and future user expectations at this important coastal destination.
- 3.4. A Waikuku Beach Master Plan, encompassing several projects including the toilet facilities, was developed in response to issues identified by staff and the community. The Master Plan was presented to the Board in April 2025, seeking approval for staff to undertake community consultation to gauge support and determine what the priorities of the projects are for the community (Trim: 241126209035).
- 3.1. Respondents were asked to rank what priority they would like to see the projects in the plan implemented (1 being most important to 9, least). The results of this ranking were combined and averaged with findings confirming the toilet renewal is the highest priority project for community as shown below:

OPTIONS	AVG.RANK
Toilet renewal – to be more accessible and include changing rooms	3.08
Beach front car park – drainage fix	3.62
Improved pedestrian access – from the car park to the beach	4.45
Accessibility improvements – with accessible beach matting	4.65
Central car park – circulation improvements	5.80
Beach front car park – two larger parking spaces	6.10
Visual appeal and biodiversity boost – tidying up of vegetation	6.10
Central car park – formalising 8 extra car parks	6.14

Table 1: Results of priority project ranking from consultation

- 3.2. Specific feedback was also received in relation to the toilets;
- Toilets a priority/a disgrace/not up to standard
 - Shower in wrong location/needs outdoor feet & gear shower
 - Child safety hazard
 - Current facilities & infrastructure inadequate
 - Changing rooms & toilets priority

- 3.3. Greenspace staff made minor adjustments to the plan in response to the community feedback, such as changes to the central car park, expanded planting, pine removal to reduce fire risk, and widening of the shared pedestrian/cycle path. These changes formed the Waikuku Beach Community Facilities Development Plan (Trim: 250822155631).
- 3.4. Staff presented the revised plan in a report for decision to the Board in September 2025 (TRIM: 250815151365). The Board received the report and approved the plan which included the renewal of the Beach front carpark, an area of native planting, and other future improvements to the pedestrian network, stormwater management and central carpark area. With this approval, the Board requested that the timing of the toilet and car park renewals be aligned, subject to funding approval.
- 3.5. With regards to the toilets, the report noted that, should the Board wish to request that these be renewed earlier, \$400,000 of new funding would need to be requested from Council as part of the LTP rather than shifting the existing capital works program which has already been set for the current LTP.
- 3.6. The report also noted that should Council decline the request to bring the renewal budget forward, the toilet replacement will remain scheduled for 2051. In order to provide an informed and robust proposal, the Board sought clarity on the issues with the current facilities, the justification for earlier renewal, and what the funding required would be.
- 3.7. Staff held a workshop with the Board in December 2025, with a focus on what the issues are with the current toilets and potential options for consideration including full replacement, partial or full renovation and what the associated costs could look like.
- 3.8. At the workshop, the complexity of this issue was noted, and the Board requested further information. This related to a concern that a renovation as opposed to renewal would be offset against higher ongoing operational costs than that with a new toilet or, that related assets such as the septic tank may fail and deem any temporary renovations void. The Board therefore requested staff prepare an options report for their consideration including discussion around associated costs and risks and where possible, the consideration of whole-of-life costs to support informed decision-making.
- 3.9. This report provides the information required to enable the Board to determine the future direction of the toilet facility, with key issues, options and associated risks discussed below

4. KEY ISSUES

- 4.1. In order to determine the appropriate level of funding and the most suitable option for the Board to consider in relation to the Waikuku Beach toilet facilities, it is necessary to understand the LOS framework set out in the Waimakariri District Council Public Toilet Strategy 2017 (TRIM: 171114123588) along with Assessment Criteria for Renewals as outlined in the following section.

Levels of Service (LOS)

- 4.2. The Waimakariri District Council Public Toilet Strategy 2017 does not prescribe a single numerical toilets-per-population ratio. Instead, it establishes a performance and location-based benchmark, founded on LOS, site context, and user demand.
- 4.3. The Waikuku Beach settlement is served by three public toilet facilities: the Ashley–Rakahuri River Mouth Toilets (1), the Waikuku Domain Toilets (2), and the Waikuku Beach Toilets (3). The locations of these facilities are shown in the image below.

- 4.4. The Waikuku Beach Surf Club (4) also includes toilet facilities within its clubhouse, which when the club is open, are available for use by club members. The provision of these on-site amenities plays an important supporting role in the overall management of visitor facilities at Waikuku Beach. By meeting the needs of surf club members and associated users, the club's toilets help reduce demand on the public toilet facilities located at the beach. This, in turn, assists in easing peak-time pressure on public infrastructure, improving availability and user experience for the wider community and visitors, particularly during busy periods such as weekends, events, and the summer season.



Image 1: Distribution and location of toilet facilities in Waikuku – (1) Waikuku Beach/Ashley-Rakahuri River, (2) Waikuku Domain, (3) Waikuku Beach toilets, (4) Waikuku Beach Surf Club facilities.

- 4.1. The Ashley Rakahuri toilets are classified as Natural Park - Regional toilets under the Public Toilet Strategy 2017, while the Domain and Beach toilet facilities are both classified as Neighbourhood Park (District) toilets.
- 4.2. Whilst the District and Regional classifications for the public toilets have key differences, both require a minimum standard of provision. This includes being stand-alone facilities comprising at least two accessible unisex cubicles, constructed from robust, vandal-resistant materials designed for durability and ease of cleaning. A Regional toilet (Ashley-Rakahuri River mouth) differs as facilities are additionally required to accommodate longer visitor stays and higher levels of seasonal demand.
- 4.3. The current distribution and number of public toilet facilities in Waikuku area align with the Strategy's benchmark for meeting both community and visitor demand. Facilities are located to serve key beach access points and accommodate peak seasonal use and the provision of multiple toilet blocks, including accessible amenities, assists in managing visitor numbers and provides reasonable coverage across the settlement.
- 4.4. The Strategy does not require high-quality bespoke architectural design for Neighbourhood Park (District) toilets, nor Natural Parks (Regional) toilets reserving such treatment for town centres and formal public gardens.
- 4.5. As the Public Toilet Strategy 2017 is now nearly ten years old, staff have undertaken a more recent visual inspection of the existing public toilet facilities within the Waikuku settlement. The purpose of this is to compare and assess the current condition and availability of the amenities against each other along with the existing National Asset Management Standards (NAMS) asset condition assessment.

- 4.6. While the condition of the facility is good, there are elements on the structure that are cosmetically poor but still functional. The NAMS condition assessment guidelines provide best-practice guidelines for asset condition assessment, focused on evaluating infrastructure and property to determine remaining life, maintenance needs, and financial sustainability. The Waikuku Beach Surf Club toilet has a condition rating of 2-Good, between 50% and 80% of life remaining with minor defects only.
- 4.7. The visual inspection by staff identified varying conditions across the three facilities. The Waikuku Beach toilets are most recently constructed however the visual inspection highlighted visual amenity and cosmetic issues such as corrosion on doors and handles, interior and exterior peeling paint and a lack of clear accessibility signage. While the Northern Ashley–Rakahuri River mouth and Waikuku Domain toilets are both older assets and generally remain in a better condition, they have significant CPTED issues related to their design and construction including entrapment opportunities which are not present at Waikuku Beach.

Assessment Criteria for Renewals

- 4.8. The Council uses a structured, evidence-based approach to understand the needs of public toilet assets across the district. This includes using a mix of asset data, service levels, and community-driven insights. Council assets are prioritised for renewal based on a multi-factor assessment (refurbish, replace or decommission). The Council's toilet renewal programme is guided at a District level through strategic asset management principles. Renewals are not determined by age alone—they are prioritised using a structured, risk-based framework to ensure funding goes where it is needed most.
- 4.9. Core prioritisation criteria include: safety and CPTED principles, asset condition, performance & remaining life, criticality (consequence of failure), health & safety / compliance risks, levels of service framework, levels of use and community expectations. Priority is given to high-use facilities presenting safety, accessibility, or reputational risks over those that are merely dated but functional.
- 4.10. The Waikuku Beach toilets, were constructed in 1999 and are assessed as being in reasonable to good condition relative to other facilities in the Council's toilet stock. Their overall performance score sits within the mid-range, rather than the lower end, and they have not been identified as structurally failing. The facility also does not generate a high volume of service requests, indicating that it is generally functional and manageable from an operational perspective.
- 4.11. Overall, the assessment places the Waikuku Beach toilet facility lower in renewal priority than several other facilities, including Oxford Town Centre, Dudley Park, and a number of domain and rural toilets. These higher-priority facilities present greater user and Council risk due to factors such as high or seasonal demand, ageing assets, CPTED deficiencies, and limited cost-effective upgrade options.
- 4.12. Across these higher-priority sites, the Strategy identifies recurring critical issues, including elevated safety risks (such as poor visibility and entrapment), lower performance scores than Waikuku Beach, and greater reputational risk due to town-centre or destination roles. These conditions typically necessitate full replacement rather than incremental upgrades. – With regards to the potential replacement of the Waikuku Beach toilets this would be considered against the rest of the toilet renewal programme. When creating this programme, the above issues are prioritised with safety risks being of highest importance over other issues such as location. In some cases, toilets awaiting replacement ahead of Waikuku Beach have all three critical issues whereas this is not the case with the Waikuku Beach toilets. Staff note there is no certainty or guarantee of this being brought forward on this basis. Additionally, increases to level of service such as changing spaces, are difficult to justify during the current financial climate due to the corresponding impact on rates. This could form part of a future submission to the LTP but would need to be considered against all other requests.

Safety and CPTED

- 4.13. CPTED recognises that the design, location and management of public toilets play a critical role in user safety and perceptions of safety. While crime cannot be fully designed out of public spaces, facilities that align with CPTED best practice can reduce opportunities for antisocial behaviour and support confident community use.
- 4.14. Criteria such as being clearly visible, well-lit internally and externally, free of hidden or enclosed spaces, having entrances oriented toward active areas, and avoiding layouts that create entrapment risks, is a minimum CPTED compliance design expectation for public toilets.
- 4.15. Overall, the Waikuku Beach toilets aligns with CPTED principles and function as a safe public facility. However, staff acknowledge that the strategy also requires toilets to promote a consistently clean and a well-maintained appearance, which is also noted in CPTED as important to prevent further vandalism/damage and promote a safe location. In this respect, the Waikuku Beach toilets do not currently fully meet these expectations, and work could be done to address this.

Accessibility

- 4.16. The Council's Accessibility Strategy recognises the district's aging population and the increasing need to ensure public facilities, including toilets, are accessible and non-discriminatory. Audits by the Waimakariri Access Group identified ongoing accessibility issues across the district, including toilets being promoted as accessible when they are not fully compliant. The Waikuku Beach toilets were assessed as usable for most users, however, while they meet current accessibility standards, they lack accessible signage and appropriate fittings.
- 4.17. Minor improvements have since been implemented, including the installation of grab rails and the repositioning of toilet paper dispensers to better meet accessibility standards. Further enhancements such as the accessible signage could be delivered within existing funding allocations, such as the accessibility enhancement budget.
- 4.18. Accessibility considerations alone do not warrant accelerating renewal of this facility, as there are no associated high-risk, high-use, or high-profile failure factors. Any upgrade to provide enhanced or additional accessible amenities would require a change to the current LOS.

Changing facilities

- 4.19. The provision of dedicated changing spaces was raised by the Board, noting that toilet cubicles are occasionally used for changing, which can temporarily reduce toilet availability. However, there is currently no established LOS standard for changing facilities within the Council's framework. As a result, the absence of dedicated changing rooms cannot be used as a justification for renewing or replacing existing toilet facilities, nor for providing additional capacity. Additionally, this includes the addition of accessibility enhanced changing areas such as the nationally recognised 'Changing Spaces' facilities. This would require an increase in level of service provision at this space which would need to be considered and approved by Council. Nevertheless, where toilet facilities are being renewed or where changing activity is anticipated due to the location and use of the site (such as at beach reserves), consideration is given to incorporating design features that support changing, such as benches and clothing hooks, where appropriate.
- 4.20. There are however options in which the Board could consider such as the bespoke wooden changing screens as presented to the Board in the December workshop (refer image 2 below) or a simpler design such as shown in image 3 below. It is estimated the costs for such screens would be \$20,000 - \$25,000 for the more complex ones or as little as \$3,500 for a simpler typology. Whilst there is no LOS provision for such, funding could be considered through the Board's General Landscaping Budget. Careful consideration would also need to be made for location of such screens to ensure any possible future toilet expansion would not be impeded.



Image 2. Bespoke changing screens presented in December 2025



Image 3. Simple standalone change facilities

- 4.21. Staff acknowledge there are toilets in the district that do provide changing facilities such as the Pegasus Beach toilets. At the time of construction, these toilets were funded through developer contributions rather than the LTP criteria, enabling a bespoke design that sat outside standard LTP requirements. In comparison, the Woodend Beach toilets will include accessible toilets as per the toilet strategy with benches provided to support changing as opposed to specific additional changing spaces.

Associated Services

- 4.22. The toilets are serviced by a foul sewer system that discharges to a sealed holding tank, from which wastewater is pumped to the Council's gravity sewer network. The holding tank is maintained by a contracted service, with cleaning undertaken fortnightly during the peak season and monthly for the remainder of the year to prevent blockages.
- 4.23. Although the system incurs ongoing operational costs, pumping wastewater to the reticulated sewer avoids on-site effluent disposal and reliance on soil conditions associated with septic systems, providing greater long-term certainty and reduced environmental risk.
- 4.24. The foul sewer system holding tank and pump are a standalone asset that can be renewed independently of the toilet block. Its condition does not influence the timing or scale of any future toilet refurbishment or replacement, with operational costs remaining consistent regardless of whether the facilities are renovated or rebuilt.

5. OPTIONS

- 5.1. While the Waikuku Beach toilets currently meet the required LOS standards and remain functional, the facility does not fully align with the Strategy's objective that public toilets should be desirable to use and maintained to a standard that balances affordability with community expectations. In light of the facility's current condition and the concerns identified, staff consider that there are two potential pathways to address these issues: a full replacement of the facility or, a renovation of the existing toilets. Both are discussed below, followed by three options for the Board's consideration

Replacement Pathway:

- 5.2. The Board could choose to progress with seeking a full replacement of the toilets earlier than currently planned within the toilet strategy. The existing two cubicle toilet block is scheduled for renewal between 2051 and 2061 under the Waimakariri District Council Public Toilet Strategy. While renewal is intended to be funded through accumulated depreciation, the asset—constructed in 1999—has not yet accrued sufficient depreciation to fully support replacement.
- 5.3. Currently, the depreciation funding since 1999 amounts to \$125,000. As the asset is not expected to be fully depreciated until 2051, the balance of renewal funding sought prior to that date would therefore constitute new capital funding and would amount to approximately \$175,000 for a like for like facility. Notably, depreciation is a non-cash expense and does not directly generate funds for replacement.

- 5.4. As the current structure of the existing toilets is sound, and replacing like for like would not increase the capacity of the toilets at the beach, a replacement two bay facility is not financially justifiable at this stage.
- 5.5. If the Board wanted to shift from the existing two-bay facility to a larger four-bay facility in order to increase capacity, this would be an increase of LOS and is therefore currently unfunded. This would therefore need to be considered through the LTP process. Cost estimates indicate that a new four-bay facility would be expected to cost around \$400,000. This price is consistent with those of comparable recent projects such as the Ashley Picnic Ground toilet upgrades from 2025. Based on the above figures around current depreciation, this would require a LTP bid for a value of approximately \$275,000.
- 5.6. To justify an uplift in LOS, it would need to be demonstrated that Waikuku Beach functions as a Regional-level destination rather than a local District facility, supported by evidence of a clear service gap, unmet demand, and visitation levels sufficient to warrant a higher level of service under the Public Toilet Strategy. At this point, apart from the aesthetic issues noted above, Staff have not seen sufficient evidence of a service gap or unmet demand at Waikuku Beach that would justify an increase in toilet pans in this location.

Operational Cost Implications regarding Replacement

- 5.7. With regards to ongoing operational costs, Council has a contract rate for the cleaning and maintenance of public toilets which would remain consistent whether these are replaced or not although may increase slightly if additional pans were included. The existing toilets are made of durable materials and while there are some cosmetic issues which need to be addressed, staff do not believe that new toilets would see a significant reduction in ongoing maintenance requirements. As noted, the foul sewer system holding tank and pump are a standalone asset that can be renewed independently of the toilet block. Based on this, its condition does not influence the timing or scale of any future toilet refurbishment or replacement, with operational costs remaining consistent regardless of whether the facilities are renovated or rebuilt.
- 5.8. Staff therefore do not believe that there are material financial gains regarding ongoing operational costs from replacing the facilities now as opposed to repairing the cosmetic issues currently with the toilets.
- 5.9. Taking into account the above factors and the requirements of the Public Toilet Strategy 2017, staff consider that renewal of the toilets is not warranted at this time. However, the Public Toilet Strategy does note that future toilet renewals will be considered through a strategic realignment to ensure facilities are appropriately located throughout the district, fit for purpose, and aligned with current and anticipated demand. Investment will be prioritised at high-use and high-profile sites, with opportunities to rationalise, relocate, or reconfigure facilities that no longer meet required LOS, accessibility standards, or strategic objectives.
- 5.10. This approach allows future consideration, through the renewals programme, of the distribution of district and regional toilet facilities within the settlement. This includes options such as redistributing provision between the northern Ashley–Rakahuri River mouth and Waikuku Beach, potentially increasing pan numbers at Waikuku Beach, and reducing provision at the Ashley–Rakahuri site. While renewals are generally undertaken on a like-for-like basis, this process provides an opportunity to consider whether the existing distribution of toilet facilities remains appropriate, having regard to settlement growth, visitor demand, and relevant provisions of the District Plan.
- 5.11. In the current Greenspace Capital Works Programme (TRIM: 240711113857), the toilets at the Waikuku Beach- Ashley Rakahuri River mouth are planned for replacement in the 2030/31 financial year. The strategy notes that as this toilet is not on Council owned land, part of this process will be engaging with the Regional Unitary Council as well as Rununga around capacity requirements in this location and the Community Board would also be involved in this discussion also. By this point, it is possible that with increased development in the surrounding area, there could be stronger evidence of a clear service gap, unmet demand, and visitation levels sufficient to warrant a higher level of service.

Renovation Pathway:

- 5.12. The toilets aesthetic shortcomings could be adequately addressed through a minor refurbishment delivered through targeted works. This would involve a combination of operational maintenance and limited capital works.
- 5.13. The existing toilet facility is structurally sound, however, based on the above assessment and acknowledging that there are a number of cosmetic issues which have been raised as important by the community, staff have also looked at whether there were potential renovation options which could address these through targeted works. This would involve a combination of operational maintenance and limited capital works. A renovation approach would see a minor refurbishment utilising a range of existing budgets and depending on scale, could require a request for additional funding through the LTP process.
- 5.14. The following issues raised through community consultation and discussed at the December 2025 workshop are highlighted in the below images and described alongside staff recommendations for how these could be rectified as follows:



Images 4-7 above: The current exterior and interior state of the Waikuku Beach Toilets

5.15. Exterior condition

Issue: The current exterior paintwork of the toilet block falls below the expected standard, with the wall adjacent to the outdoor shower in particular showing visible deterioration due to ongoing exposure to sand and water. This creates a poor first impression and detracts from the overall quality of the facility.

Potential Solution: A high-quality exterior re-paint, combined with the installation of a durable splashback behind the shower area would not only significantly improve the appearance of the facility but also provide long-term protection to high-wear surfaces. This would reduce future maintenance needs and ensure a more resilient, well-presented asset for the community. Alternately, timber cladding could be added to bring it in line with the aesthetic of other new toilets in the region or, an artistic mural or vinyl wrap could also be utilised to lift the appearance.

Estimated Costs: Staff have included estimates of the costs of these options below.

- Exterior Paint with graffiti coating: \$3,000
- Artist mural with graffiti coating: \$3,500
- Vinyl Wrap on front and two ends: \$10,000 -15,000
- Timber cladding retrofit: \$20,000 - \$30,000



Image 8 Painting/mural

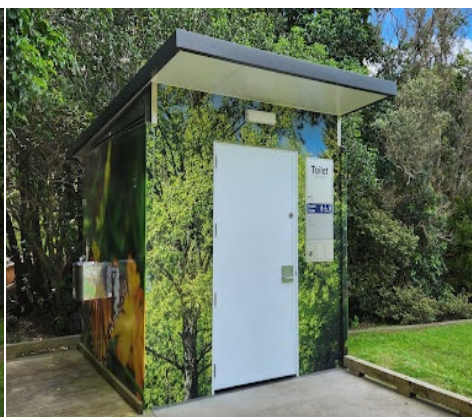


Image 9 vinyl wrap



Image 10 timber battens

5.16. General maintenance

Issue: Repairs and replacements, including toilet roll holders and light fittings, have not been completed to an acceptable standard. Significant corrosion on the doors and some associated fittings from proximity to a salt prone location is visually unappealing, raises hygiene concerns, and detracts from the overall user experience.

Potential Solution: While there is surface rust, the doors are still strong and could be removed for re-powder coating and replacement of affected fixtures and fittings. This targeted upgrade would restore a clean, durable finish, extend the lifespan of these components, and noticeably improve the quality and presentation of the facility for users. Interior repainting, along with minor repairs, maintenance, and the replacement of other fittings and fixtures as required would bring the facility up to the expected level of quality.

Estimated Costs: Staff have included estimates of the costs of these options below.

- Interior Paint with graffiti coating: \$2,000
- Refurbishment of doors and door fittings: \$5,000
- Replacement of other fittings as required: \$1,000

5.17. Limited User Convenience

Issue: There is currently no provision for users to store personal belongings, such as bags or clothing, off the floor while changing. This can be particularly problematic when floors are wet or unclean, reducing usability and overall comfort.

Potential Solution: Staff recommend the installation of hooks and changing benches (subject to accessibility approval) as a simple, low-cost enhancement. This would significantly improve user experience and functionality, better meet community expectations, and maximise the usability of the existing facility without requiring major capital investment. It would also add another level of accessibility by providing a space for people to sit while changing if required.

Estimated Costs: Staff estimate the costs of this option below:

- Addition of changing benches and hooks: \$2,000

5.18. **Accessibility and layout**

Issue: The current placement of the cycle stands restricts pedestrian movement and reduces overall accessibility around the facility, particularly during busy periods.

Potential Solution: Staff recommend relocating the stands to a more suitable position to improve circulation and user safety. This simple adjustment will enhance accessibility, support better flow through the space, and contribute to a more functional and user-friendly environment.

Estimated Costs: Staff have included estimate of the costs of this option below.

- Removal and replacement and relocation of existing stands: \$2,000

5.19. **Signage**

Issue: Current signage at the facility is insufficient, including the absence of clearly identifiable accessible toilet signage. This limits ease of use and may create uncertainty for visitors, particularly those with accessibility needs.

Potential Solution: Staff recommend installing clear, compliant signage to improve wayfinding and ensure the facility is easily understood and accessible to all users. This relatively low-cost improvement will enhance inclusivity, support best-practice accessibility standards, and contribute to a more user-friendly and welcoming environment.

Estimated Costs: Staff have included estimate of the costs of this option below.

- Supply and installation of compliant signage: \$500

5.20. Based on the above targeted works, the following table lists the potential renovation projects to remedy the issues raised above along with budgets of where the funding to deliver the projects would come from. Some of these can be met using existing funding while others have been identified as projects which would need funding sources to be identified.

Potential Renovation Projects for the Waikuku Beach Toilets				
Projects which could be completed within existing budgets				
Project	Estimate	Available Budget	Funding Source	Budget Code
Exterior Painting	\$3,500	\$3,500	Public Convenience Maintenance Budget	4450.2507.00
Interior Painting	\$2,000	\$2,000		
Refurbishment of doors and other minor repairs.	\$6,000	\$6,000		
New accessible signage	\$500	\$500	Parks & Reserves Signage	5104.101097.530

Projects which could be completed from other funding sources			
Project	Estimate	Potential Funding Source	Budget Code
Install durable splashback behind shower to prevent further paint degradation	\$2,000	General Landscaping Budget or LTP Submission	5103.101054.542
Install changing benches and hooks	\$2,000		
Relocation of cycle stands	\$2,000		
Alternative Exterior Cladding - Vinyl	\$15,000	LTP Submission	N/A
Alternative Exterior Cladding - Timber Cladding	\$25,000	LTP Submission	N/A

Table 2: Targeted projects and budgets

The Board have the following options available to consider:

- 5.21. **Option 1:** The Board request through the LTP process that Council allocate an additional budget of \$275,000 (this figure is based on the recent Ashley Toilet Renewal of \$400,000 less depreciation already capitalised on the asset of \$125,000) towards the replacement and addition of more facilities of the Waikuku Beach Toilets. Staff do not recommend this option, as advancing the Waikuku Beach toilets ahead of higher-risk and higher-priority facilities would be inconsistent with the Strategy, and there is no sufficient policy, safety, or performance justification to do so.
- 5.22. To justify an uplift in LOS, it would need to be demonstrated that Waikuku Beach functions as a Regional-level destination rather than a local District facility, supported by evidence of a clear service gap, unmet demand, and visitation levels sufficient to warrant a higher level of service under the Public Toilet Strategy.
- 5.23. Any additional funding request, regardless of scale, would constitute new funding and require the Waikuku Beach toilet renewal to be advanced through the LTP process. Increasing the level of service would have the highest rating impact, with an estimated rates increase of 0.02%.
- 5.24. **Option 2:** Implement interim improvements through targeted operational and minor capital works with the aim to make better of what is there. These works would include interior repainting, refurbishment of doors and door fittings, and any other fittings that need repairing or replacing on a like for like basis and would be funded through existing operational budgets as per the table 2 above showing potential renovation projects for the Waikuku Beach Toilets.
- 5.25. The required capital investment is estimated at approximately \$12,000, depending on the scope of works ultimately selected. The toilet can be upgraded to an appropriate standard without increasing rates, as funding is already available within existing budgets.
- 5.26. If the Board wishes to bring the facility into visual alignment with other recently upgraded toilets across the district, additional funding could be sought through the Long-Term Plan (LTP) for enhancements such as timber cladding or a vinyl wrap. While this would have an impact on rates, it is expected to be minimal, with an estimated increase of no more than 0.01%.
- 5.27. As noted in Section 4 of this report, separate changing facilities are not included as there is no provision for such in the Public Toilet Strategy 2017. However, provision of changing benches in the existing facilities and consideration of changing screens provide alternative solutions to these shortcomings. There is no dedicated budget for additional infrastructure such as these items however improvements including minor capital works could be considered and potentially funded through the Board's General Landscaping Budget, rather than via LTP process.

- 5.28. While this option does not increase the number of pans, it addresses the immediate aesthetic and minor functional issues. The toilets are not considered unsafe and higher-risk facilities elsewhere in the district require priority. Staff therefore recommend this option as it enables practical improvements within existing budgets, avoids the need for new Council funding, and allows for future renewal to be planned in line with adopted strategies and asset management recommendations.
- 5.29. **Option 3** The Board request through the LTP process that Council allocate an additional budget of \$175,000 to replace the existing Waikuku Beach toilet facilities on a like-for-like basis through the LTP process (based on renewal estimate of \$300,000 less depreciation already capitalised on the asset of \$125,000). Staff do not recommend this option as replacing the existing facility with the same number of amenities does not address the request for additional capacity. As with Option 1, this approach would require new funding and the bringing-forward of a renewal without sufficient policy, safety, or performance justification. This would have an estimated rating impact of 0.01%.
- 5.30. The Management Team has reviewed this report and supports the recommendations.

6. STRATEGIC ALIGNMENT AND COMMUNITY VIEWS

Mana Whenua Engagement

- 6.1. The subject matter and/or recommendations contained within this report are not likely to be of interest to mana whenua.
- 6.2. Whitiara has expressed interest in the Waikuku Beach Recreation Facilities Master Plan, which includes the toilet facilities; however, they have confirmed that their interest is specifically limited to the stormwater runoff from the car park and not the other projects associated in the plan.

Groups, Organisations and the Wider Community

- 6.3. There are groups, organisations, or members of the wider community likely to be affected by, or to have an interest in, the subject matter of this report.
- 6.4. Staff have worked with a number of stakeholder groups, including the Surf Club, the Waimakariri Access and Ocean Advocacy Access Group (OAAR), in the development of the Waikuku Beach Community Facilities Master Plan.
- 6.5. The wider community is likely to be affected by, or have an interest in, the subject matter of this report. As noted above, staff undertook consultation with the local community on the Waikuku Beach Community Facilities Master Plan which identified the toilet renewal as the highest priority project. While the recommendations in this report do not support advancing renewal of the toilet at this time, they do respond to the aesthetic and maintenance shortcomings identified through that feedback.

Implications for Community Wellbeing

- 6.6. There are implications on community wellbeing by the issues and options that are the subject matter of this report.
- 6.7. The Waikuku Beach Community Facilities Development Plan was developed to better meet the needs of current and future users. The toilets were ranked as the highest priority project, reflecting their direct contribution to user experience and their role in supporting users of the facilities.
- 6.8. Through targeted operational and minor capital improvements, the toilet facilities can be brought up to a standard to meet community needs while avoiding increases in capital expenditure and rating impacts, noting that any new funding would have a direct impact on rates.

Community Outcomes and Strategic Priorities

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

Social...A place where everyone can have a sense of belonging...

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

Environmental...that values and restores our environment...

- People are supported to participate in improving the health and sustainability of our environment.
- Our communities are able to access and enjoy natural areas and public spaces.

Economic...and is supported by a resilient and innovative economy.

- Infrastructure and services are sustainable, resilient, and affordable.

- 6.10. The Council's Strategic Priorities are relevant to the actions arising from recommendations in this report.

- Protect and enhance the resilience of our natural and built environment
- Enhance community wellbeing, safety, inclusivity and connectedness

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

Financial Implications

- 7.1. There are financial implications for the decisions sought by this report.
- 7.2. Should the Board approve the recommendations in this report, staff will undertake targeted operational and minor capital works renovation, utilizing a combination of operational maintenance and limited capital works budgets.
- 7.3. Operational improvements would include; a comprehensive deep clean, full interior and exterior paint, general maintenance and replacement of fixtures and fittings, and refurbishment of doors. As there is currently no accessibility signage, this would need capital investment, however this is minor and would bring the toilets into alignment with policy.

Proposed Renovation Projects for the Waikuku Beach Toilets	
Operational Investment Projects	Estimate
Exterior Painting	\$3,500
Interior Painting	\$2,000
Refurbishment of doors and other minor repairs.	\$6,000
Total	\$11,500
Capital Investment Projects	
New accessible signage	\$500
Total	\$500

Table 3: Suggested Operational & Capital Improvements

7.3.1. The following table provides a summary of the funding and costs associated with the recommended renovation projects listed above:

Budget Summary of Proposed Project Costs 2026/27		
Budget Name	Public Convenience Maintenance Budget	Parks & Reserves Signage
PJ/GL Number	4450.2507.00	5104.101097
Total Budget	\$56,920	\$24,340
Spend to Date	\$1,300	\$380
Recommended Tender/Quote/Expenditure	\$11,500	\$500
Other projected Commitments	TBC	TBC
Remaining Budget	\$44,120	\$23,460
Further Budget Sought	N/A	N/A
Rating Implication	N/A	N/A

Table 4: Budget summary of proposed Project costs

7.4. A number of other projects have also been considered in the report above, however, as these are capital improvements and don't have current budget, additional funding would need to be completed. The Board could consider further allocation of funding from the WSCB General Landscaping budget or make a bid to the 2027-37 LTP for budget.

Potential Future Renovation Projects Requiring Additional Funding			
Capital Investment Projects	Estimate	Potential Funding Source	Code
Install durable splashback behind shower to prevent further paint degradation	\$2,000	General Landscaping Budget or LTP Submission	5103.101054.542
Install changing benches and hooks	\$2,000		
Relocation of cycle stands	\$2,000		
Alternative Exterior Cladding - Vinyl	\$15,000	LTP Submission	N/A
Alternative Exterior Cladding - Timber Cladding	\$25,000		
Total	\$21,000 or \$31,000*		
* Dependant on if vinyl or timber cladding was chosen			

Table 5: Potential Future Renovation Projects

7.5. Should the Board choose to utilise their General Landscaping Budget for these projects, as this is existing budget, there would be no additional rating impact. This would be considered by the Board through a separate process where all General Landscaping projects are identified and considered against one another for budget allocation. The Board have a new budget of \$15,120 to spend this year – none of which is currently allocated so there is sufficient budget available for all projects apart from the alternative additional cladding options. Otherwise, these could form part of a submission to the upcoming LTP.

7.6. Should the Board wish to bring the toilets into visual alignment with the aesthetics of other new toilets in the district, they could seek additional funding through the LTP for options such as timber cladding or a vinyl wrap.

- 7.7. Whole of life costs for this work, including relevant ongoing operational expenditure are expected to remain broadly similar following refurbishment.

Community Resilience and Sustainability

- 7.8. The recommendations in this report do have sustainability and/or climate change impacts.
- 7.9. Sustainability is about more than protecting our resources, it encompasses everything from energy and material use to ensuring that our people can live healthy and fruitful lives. Improvements to the Waikuku Beach toilets respond to issues observed, feedback, and discussions with the wider community. The proximity of toilet facilities to the beach is highly valued by users, providing convenient access and enhancing the overall visitor experience.

However, the coastal environment exposes these assets to salt-laden air, wind, sand, and moisture, which can accelerate corrosion, material degradation, and wear. As a result, facilities in these locations typically require more durable and corrosion-resistant materials, leading to higher capital costs as well as increased ongoing maintenance, repair, and renewal expenditure over their lifecycle.

Risk Management

- 7.10. There are risks arising from the adoption/implementation of the recommendations in this report.
- 7.11. When the Waikuku Beach Facilities Master Plan was approved in September 2025, it noted that the toilet renewal could proceed once funding became available, with the Board have since been working with Staff to gather the required information to support a potential request for budget to be brought forward from 2051 into the upcoming LTP. The recommendations of this report do not support bringing the renewal forward or changing the LOS, which presents a risk of unmet community expectations due to the continued lack of additional toilets and changing facilities.
- 7.12. If the Board choose not to follow the recommendations of this report and to instead proceed with requesting additional budget through the long term plan for the toilet renewal, the current works to renovate the toilets would either be put on hold until the LTP is ratified and therefore not meet the expected level of service or, be done now, with the knowledge that the toilets could then be replaced in a short timeframe afterwards. Both of these options could have a negative impact on public perception.
- 7.13. The Board also requested that the toilet and car park renewals align should funding become available; however, considering the recommendation not to bring the toilet renewal forward, alignment is no longer feasible. In any case, the use of different contractors would make alignment impractical regardless of timing.
- 7.14. Should the Board approve the recommendations in this report, staff can immediately commence engagement with contractors to deliver the works and consider the off-season timing to be appropriate and suitable.

Health and Safety

- 7.15. There are health and safety risks arising from the adoption/implementation of the recommendations in this report.
- 7.16. The toilets will need to be temporarily closed while deep cleaning and maintenance works, as recommended in this report, are undertaken. Portable toilets will be provided during this period if necessary. Staff propose that all works be carried out during the off-season to minimise disruption to beach users.
- 7.17. All works will require contractors to be Site Wise approved and to comply with any required traffic management plans.

8. CONTEXT

Consistency with Policy

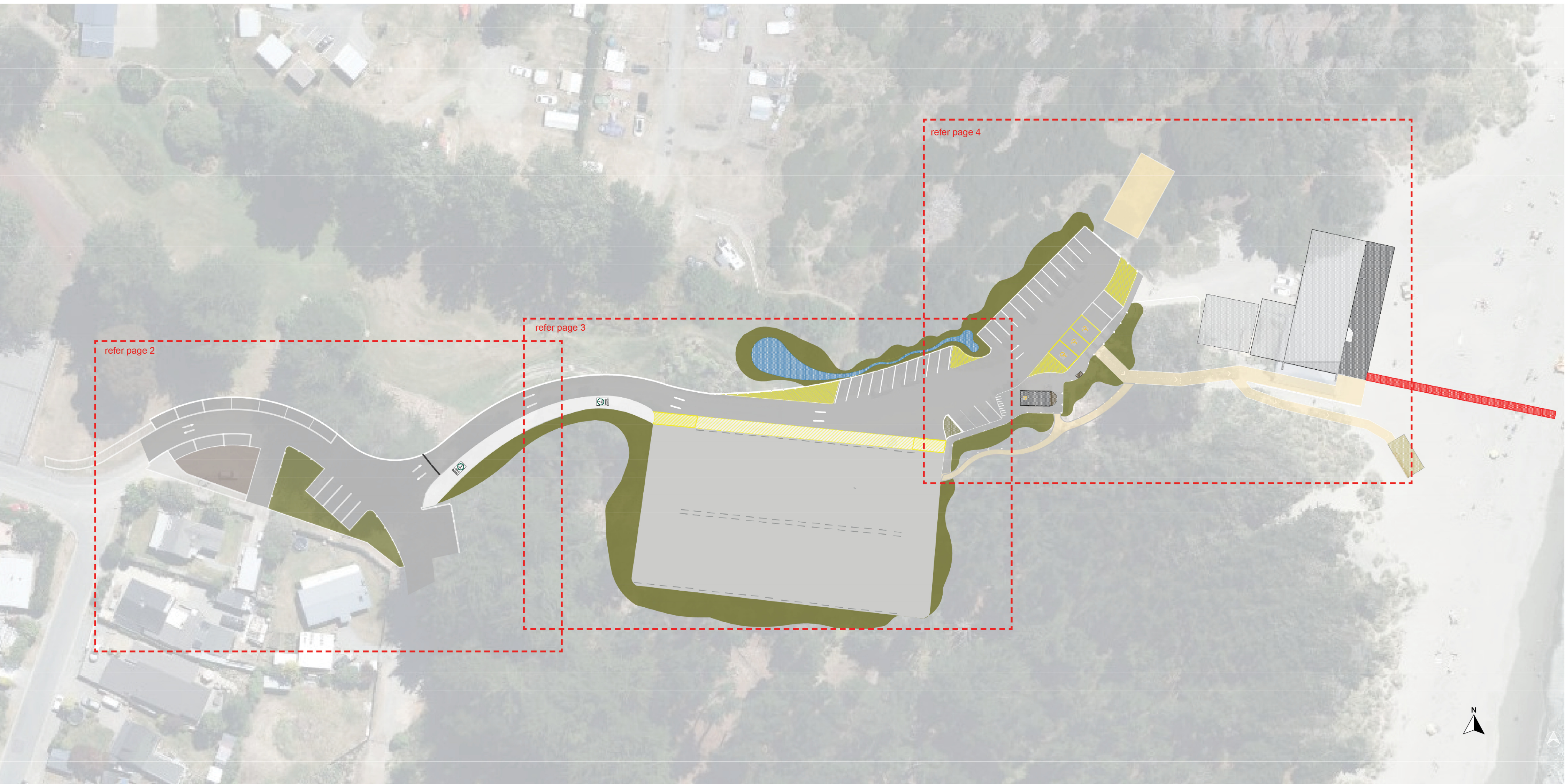
- 8.1. This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

Authorising Legislation

- 8.2. Reserves Act 1977
Local Government Act 2002

Authorising Delegations

- 8.3. The WSCB have the delegation to approve the recommendations in this report.



Waikuku Beach Toilet facilities

Workshop



Woodend - Sefton Community Board

TRIM # 251110212981

The Intention:

Determine if the board would like to proceed with the Option for the Waikuku Beach toilet renewal as approved at the Spetember Board meeting

or

....consider an alternative ?

The Option:

Approve the Beach Front car park renewal & native planting, & Council to bring the Waikuku Beach Toilet renewal forward through the Annual Plan process allocating additional budget of \$400,000 (of new funding)

The Risk:

Council may not approve new budget for the Toilet renewal which means it will remain in its current program planned for 2052 and the Board wanted the car park and toilets to be implemented at the same time.



To recap.....



To recap.....



The preference



Estimated cost \$400,000
(based on the recent Ashley Toilet Renewal)

OR Exterior Retrofit....doors, cladding, lighting, roof, bollards ,outdoor shower ...



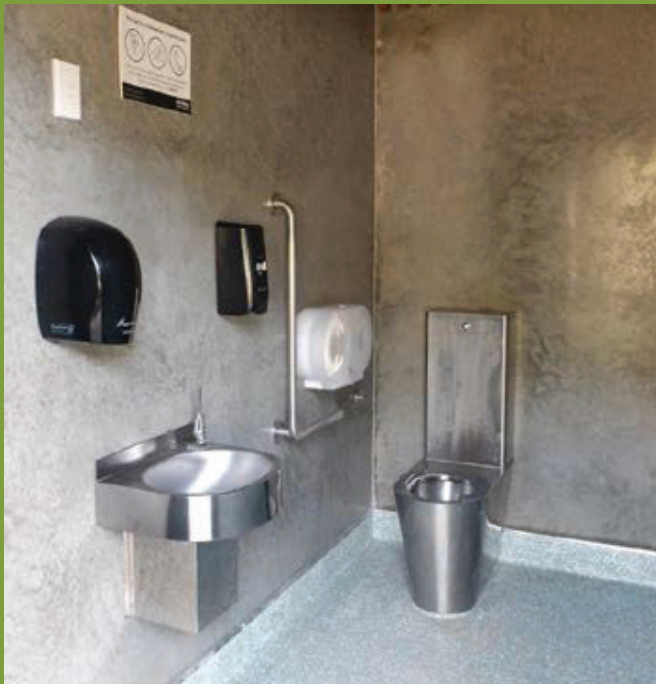
Estimated cost \$80,000 +

OR Paint....Murals by local artists...



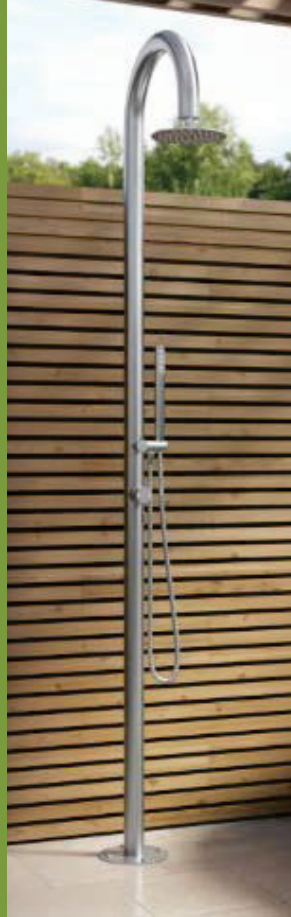
Estimated cost \$5,000 +

and... interior tidy/paint&/or retrofit....



Estimated cost \$50,000 +

Outdoor shower....



Estimated cost \$5,000 +

..... addition of changing screens?



Estimated cost \$20,000 - \$25,000

The Waimakariri District Council's vision for public toilets is:

‘to provide residents and visitors to the district with convenient access to a well maintained, fit for purpose, safe and attractive public toilet network’



Levels of Service Toilet Strategy

How would the Board like to proceed?



Thank you

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-09-06 / 260710165341**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD**DATE OF MEETING:** 10 August 2026**AUTHOR(S):** Thea Kunkel, Governance Team Leader**SUBJECT:** Applications to the Woodend-Sefton 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 three applications for funding received from:

Name of Organisation	Purpose	Amount requested (excluding GST)	Does the application comply with the Discretionary Grant Fund Criteria
Big Brothers Big Sisters of North Canterbury	Towards the production of a 15-second cinema advertisement	\$375	This application does not comply with the Criteria: Only 13% of attendees will be from the Woodend-Sefton area.
Waimakariri Riding Club	Towards an arena groomer	\$700	This application does not comply with the Criteria: Only 15% of attendees will be from the Woodend-Sefton area.
Woodend Spring Flower Show Committee	Towards publishing a booklet, hall hire and purchasing consumables	\$750	This application complies with the Criteria
Total		\$1,825	

1.2 The current balance of the Woodend-Sefton Community Board's 2026/27 Discretionary Grant Fund is \$12,724.

1.3 Big Brothers Big Sisters of North Canterbury has applied to all the Community Boards, and the Waimakariri Riding Club has also applied to the Oxford-Ohoka and Rangiora-Ashley Community Boards.

Attachments:

- An application from the Big Brothers Big Sisters of North Canterbury (Trim 260702154673).
- An application from the Waimakariri Riding Club (Trim 260706161372).
- An application from the Woodend Spring Flower Show Committee (Trim 260717174207).
- A spreadsheet showing the Discretionary Grant Grants for the previous two years.
- Board Discretionary Grant Funding Criteria for the 2026/27 financial year (Trim: 210603089821).

2. **RECOMMENDATION**

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 260710165341.
- (b) **Approves** a grant of \$.....to Big Brothers Big Sisters of North Canterbury towards the production of a 15-second cinema advertisement.
OR
- (c) **Declines** the application from Big Brothers Big Sisters of North Canterbury.
- (d) **Approves** a grant of \$.....to the Waimakariri Riding Club towards an arena groomer and associated equipment for dressage events.
OR
- (e) **Declines** the application from the Waimakariri Riding Club.
- (f) **Approves** a grant of \$.....to the Woodend Spring Flower Show Committee towards publishing a booklet and purchasing consumables.
OR
- (g) **Declines** the application from the Woodend Spring Flower Show Committee.

3. **BACKGROUND**

- 3.1 The ***Big Brothers Big Sisters of North Canterbury*** is seeking funding towards the production of a 15-second cinema advertisement. This application does not meet the following Board Discretionary Grant Funding Criteria:
 - (a) The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.
- 3.2 The ***Waimakariri Riding Club*** is seeking funding towards an arena groomer and associated equipment for dressage events. This application does not meet the following Board Discretionary Grant Funding Criteria:
 - (a) The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.
- 3.3 The ***Woodend Spring Flower Show Committee*** is seeking funding towards publishing a booklet, hall hire and purchasing consumables.
- 3.4 The current balance of the Woodend-Sefton Community Board's 2026/27 Discretionary Grant Fund is \$12,724.

4. **KEY ISSUES**

Big Brothers Big Sisters North Canterbury (BBBS)

4.1 Information provided by BBBS:

- 4.1.1 Big Brothers Big Sisters was founded in New York in 1904, recognising the positive influence that supportive adult role models can have on the lives of vulnerable young people. In New Zealand, the first Big Brothers Big Sisters programme was established in Dannevirke, where the first mentoring match was made in November 1996. The North Canterbury programme was subsequently established in 2006, extending the organisation's evidence-based mentoring model to children and young people throughout the local community and providing them with access to positive, long-term mentoring relationships.

- 4.1.2 Volunteer mentors are the cornerstone of the BBBS programme. Each new mentor enables another local young person to be matched with a safe, positive, and consistent adult role model, fostering a supportive relationship that can have a lasting and meaningful impact on their wellbeing, confidence, resilience, and personal development. The benefits of mentoring extend beyond the individual young person as families gain reassurance from knowing that an additional trusted adult is actively supporting their child. Through its outcomes, the programme contributes not only to the wellbeing and potential of participating young people but also to stronger families, more connected schools, and a healthier, more resilient community.
- 4.1.3 To address its growing demand for volunteer mentors, Big Brothers Big Sisters (BBBS) is seeking funding to support the production of a 15-second cinema advertisement aimed at recruiting volunteer mentors from across the Waimakariri District. The advertisement will feature real BBBS mentoring matches participating in everyday activities throughout North Canterbury, showcasing the positive and transformative impact that mentoring relationships can have on the lives of young people.
- 4.1.4 In addition to screening at the Rangiora Town Hall Cinema for a period of 12 months, a social media version of the advertisement will be developed to further enhance the campaign's reach and visibility. This multi-channel approach will increase community awareness of the BBBS mentoring programme and encourage more local residents to become volunteer mentors, helping to meet the growing demand for mentoring support within the district.
- 4.1.5 Approximately 13% of BBBS mentors and mentees reside within the Woodend–Sefton area, 36% within the Rangiora–Ashley Ward, 35% within the Kaiapoi–Tuahiwi area and 13% within the Oxford–Ohoka Ward. While the immediate impact of mentoring is experienced by the young person matched with a mentor, the benefits of these relationships often extend well beyond the individual child, positively influencing their family, peers, and wider social networks. Through increased awareness and recruitment of volunteer mentors, it is anticipated that the proposed project will benefit between 500 and 900 people across the district.
- 4.1.6 BBBS has requested \$375 in funding towards the production of the advertisements. By supporting this funding request, the Board will contribute to the continued success and sustainability of the BBBS youth mentoring programme, helping to ensure that tamariki throughout the Waimakariri District have access to the guidance, encouragement, and positive role models they need to reach their full potential.
- 4.1.7 BBBS North Canterbury falls under the umbrella of Big Brothers Big Sisters of New Zealand; however, it is a stand-alone charitable Trust affiliated with the National branch and is accountable to the national and wider New Zealand community of branches.
- 4.2 Council Evaluation:
- 4.2.1 The application meets the Board's Discretionary Grant Criteria, as a non-profit organisation submitted it, and the requested funding of \$375 is in line with the specified \$750 limit per application.
- 4.2.2 However, the Board's Discretionary Grant Application Criteria state that grant funding should be directed towards projects that are primarily located within, or provide a direct benefit to, residents of the Board area. While it is estimated that approximately 13% of the beneficiaries of the proposed project will reside within the Woodend-Sefton area, the project is designed to promote and deliver the BBBS programme across the wider Waimakariri District. Accordingly, by supporting this funding request, the Board would contribute to the ongoing success and sustainability of the BBBS youth mentoring programme throughout the Waimakariri District.

- 4.2.3 It is estimated that the production of the advertisement will cost approximately \$2,500. At the time of assessment, BBBS had secured support from The Keith Laugesen Charitable Trust, which has agreed to fund the cinema screening component of the 12-month campaign at a cost of \$6,500. The project will proceed regardless of the outcome of this application. However, if the requested funding is not secured, BBBS will be required to meet the production costs from its existing resources. This would place additional pressure on the organisation's limited operational budget and may reduce the funding available for other youth mentoring activities.
- 4.2.4 As the cost of the advert is greater than \$375, BBBS have also applied to the Rangiora-Ashley (\$1,000), the Oxford-Ohoka (\$375) and the Kaiapoi-Tuahiwi (\$750) Community Boards in the hope they may support this project with the remaining balance.
- 4.2.5 The BBBS has received the following funding from the Community Boards in the last five years, and all Accountability Forms were received:

Date	Project	Community Board	Amount
August 2023	Towards an office printer	RACB	\$1,000
April 2025	Towards an office computer	RACB	\$1,000
April 2025	Towards an office computer	KTCB	\$500
Total			\$2,500

- 4.2.6 The Council also allocated the BBBS an operational grant of \$5,860 in the 2026/27 Annual Plan.

Waimakariri Riding Club (WRC)

4.3 Information provided by the WRC:

- 4.3.1 The WRC is a group of like-minded horse owners who share a common commitment to supporting the ongoing development of riding skills within the equestrian community. The organisation was established in response to a recognised need for rider coaching and education, particularly for mature riders who are often returning to horse ownership after an extended period away from the sport.
- 4.3.2 The WRC strongly believes that quality coaching and education are fundamental to fostering safe, positive, and rewarding riding experiences, while also building rider confidence and capability. The club is committed to promoting continual improvement in riding standards across the equestrian community. To achieve this, the WRC seeks to engage qualified coaches from a range of disciplines and provide a safe, inclusive, and enjoyable environment that supports learning, skill development, and community participation.
- 4.3.3 The WRC is scheduled to host a series of eight high-quality dressage events between August 2026 and March 2027. Dressage is the systematic training of the horse to develop strength, rhythm, balance, symmetry, and connection between horse and rider. The WRC has requested \$700 in funding towards the purchase of an arena groomer and associated equipment to support the delivery of these events at the Rangiora A&P Showgrounds. The equipment will be used to maintain a consistent, high-quality arena surface, helping to ensure safe riding conditions for both horses and riders. By improving the quality of the competition surface, the equipment will enhance the overall standard of the events, supporting the delivery of high-quality dressage competitions for riders at all levels.

4.3.4 It is anticipated that the proposed series of events will provide significant development opportunities for riders of all abilities, from grassroots participants through to elite competitors. The events will offer a structured pathway for riders to enhance their skills, gain valuable competition experience, and progress within the sport. The series is also expected to increase riders' opportunities to achieve qualification requirements for South Island and national-level competitions. In addition, the events will encourage wider participation in equestrian sport, foster the development of riding excellence, and strengthen the local equestrian community by providing accessible, high-quality competition opportunities in a safe and supportive environment.

4.3.5 It is anticipated that the series of events will benefit approximately 130 WRC members and attract an average of 50 participants per event from across the Waimakariri District and surrounding regions. Across the eight-event series, total attendance is estimated at approximately 1,400 participant visits. An estimated 15% of participants will reside within the Woodend-Sefton area, 30% within the Rangiora–Ashley Ward, and 15% respectively within the Oxford–Ohoka Ward and Kaiapoi–Tuahiwi area. The remaining participants are expected to travel from other areas within Canterbury and beyond, demonstrating the events' regional appeal and their contribution to local sporting and recreational opportunities.

4.4 Council Evaluation:

4.4.1 The application meets the Board's Discretionary Grant Criteria, as a non-profit organisation submitted it, and the requested funding of \$700 is in line with the specified \$750 limit per application.

4.4.2 However, the Board's Discretionary Grant Application Criteria state that grant funding should be primarily directed towards projects that are located within, or provide a direct benefit to, residents of the Board area. While it is estimated that only approximately 15% of event participants will reside within the Woodend-Sefton area, consideration should also be given to the broader economic benefits generated by the proposed series of events. The eight dressage events are expected to attract approximately 1,400 competitors, supporters, and volunteers to the Waimakariri District. As such, the events will generate economic activity through visitor expenditure. Given these district-wide benefits, it is appropriate for the Board to consider the wider value of the project for the Waimakariri community.

4.4.3 It is estimated that the total cost of hosting the series of eight dressage events will be approximately \$10,305. At the time of assessment, the WRC had raised approximately \$5,000 through fundraising activities, including raffles, a barbecue, fence judging, and sponsorship secured at events during 2025. An application to Enterprise Waimakariri for \$3,500 towards the project was unsuccessful. The WRC has advised that the project will proceed regardless of the outcome of this funding application. However, should the requested grant not be approved, the organisation would be required to meet the shortfall from its existing funds, which have already been allocated to other operational and programme-related expenses.

4.4.4 As the cost of hosting the events is greater than \$700, the WRC has also applied to the Rangiora-Ashley (\$1,000) and Oxford-Ohoka (\$700) Community Boards in the hope they may support this project with the remaining balance.

Woodend Spring Flower Show Committee (the Committee)

4.5 Information provided by the Committee:

4.5.1 The Woodend Spring Flower Show was established in 1932 by a group of local farmers' wives who sought to showcase their flowers, produce, and horticultural skills. Despite the challenges of the Great Depression and World War II, the show has continued uninterrupted, maintaining its long-standing tradition of celebrating the beauty of spring flowers and the horticultural heritage of North Canterbury. In 2015, the event was further enhanced through a partnership with the National Daffodil Society, bringing its annual daffodil show to Woodend.

4.5.2 The show is held annually and provides an opportunity for community members to participate in a range of competitive categories, including flowers, vegetables, handicrafts, and baking. The event is organised and delivered by a committee of volunteers from the Woodend Garden Club and the Pegasus/Woodend Lions Club. In addition to providing opportunities for participants to showcase their skills and talents, the show promotes social connection and community engagement. The event also attracts visitors from outside the Waimakariri District, contributing to the promotion of the district and supporting local economic activity.

4.5.3 People from across the Waimakariri District are expected to attend the show, with approximately 80% of attendees coming from the Woodend–Sefton area, 10% from the Rangiora–Ashley Ward, and 5% each from the Kaiapoi–Tuahiwi area and the Oxford–Ohoka Ward. The event also attracts visitors from outside the Waimakariri District, contributing to the promotion of the district and supporting local economic activity.

4.5.4 The Committee operates under the umbrella of Woodend Garden Club.

4.6 Council Evaluation:

4.6.1 The application meets the Board's Discretionary Grant criteria, as it has been submitted by a non-profit organisation and the funding requested (\$750) is within the maximum amount available under the scheme. Furthermore, the majority of attendees at the Woodend Spring Flower Show are expected to be residents of the Woodend–Sefton area, indicating that the event will deliver a clear benefit to the local community.

4.6.2 However, the Committee has advised that a portion of the requested funding would be used to cover venue hire costs. As the show is traditionally held at the Woodend Community Centre, which is a Council-owned facility, it would not be an appropriate use of Board Discretionary Grant funding, allocated by the Council to the Board, to subsidise the hire of a Council-owned venue. Accordingly, it is suggested that the Board consider approving the application subject to a condition that the funding not be used for hall hire.

4.6.3 It is estimated that the total cost of hosting the Woodend Spring Flower Show will be approximately \$5,000. At the time of assessment, the Committee had secured financial support from PAWs Vet Woodend, which will sponsor the children's colouring competition. The Committee has also obtained advertising revenue from local businesses through advertisements placed in the competition booklet. In addition, the event will generate income through a \$5 admission fee; \$5 tickets will also be sold to a Devonshire tea, as well as fees collected from stallholders participating in the event. The Committee has advised that the show will proceed regardless of the outcome of this funding application. However, should the requested grant not be approved, the Committee would be required to meet the shortfall from its existing funds, which have already been allocated to other expenses.

4.5.5 The Committee has received the following funding in the last five years, and all Accountability Forms were received:

Date	Project	Amount
July 2024	Towards hall hire and insurance costs	\$750
August 2025	Printing, hall hire, engraving of trophies, insurance and prize money	\$750
Total		\$1,500

4.5.6 It should be noted that this is the third year the Committee has applied for funding for the Woodend Spring Flower Show, and the Board may wish to consider whether the associated costs could be regarded as ongoing or recurring operating expenditure for the Committee. Given the iconic nature of the show, the Board may also wish to recommend that the Committee apply to the Council for funding through the Annual Plan or Long-Term Plan processes in future years.

5. **OPTIONS**

- 5.1 The Board may approve or decline grants as per the grant guidelines.
- 5.2 The Management Team has reviewed this report.

6. **STRATEGIC ALIGNMENT AND COMMUNITY VIEWS**

6.1 **Mana Whenua**

The subject matter and/or recommendations contained in this report are unlikely to be of interest to mana whenua.

6.2 **Groups, Organisations and the Wider Community**

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

6.3 **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 and sporting initiatives encourages social interaction, reduces isolation, and improves physical activity, which in turn enhances mental and physical wellbeing.

6.4 **Community Outcomes and Strategic Priorities**

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. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

7.1 **Financial Implications**

7.1.1 There are financial implications for the decisions sought by this report.

7.1.2 The Council's 2026-27 Annual Plan includes a budget provision of \$7,200 for the Woodend-Sefton Community Board to approve grants to community groups for the 2026/27 financial year (July 2026 to June 2027). There was a carry forward of \$5,996 from the 2025/26 financial year, resulting in a total of \$13,196 available for the 2026/27 financial year.

7.1.3 Currently, the Board's 2026/27 Discretionary Grant Fund total is \$12,724. If all the applications are approved, the Board's Discretionary Grant Fund will have \$10,899 for allocation for the balance of the 2026/27 financial year.

7.2 **Community Resilience and Sustainability**

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

7.3 **Risk Management**

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

7.4 **Health and Safety**

All health and safety-related issues will be the responsibility of the organisations and groups that have applied for funding.

8. **CONTEXT**

8.1 **Consistency with Policy**

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

8.2 Authorising Legislation

Not applicable.

8.3 Authorising Delegations

Community Boards have delegated authority to approve Discretionary Grant Funding.

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 2025/2026

Name of group: Big Brothers Big Sisters of North Canterbury

Address: PO Box 780, Rangiora 7440

Contact person within organisation: [REDACTED]

Position within organisation: Development Coordinator

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)*

Funding will be used towards the production of a 15-second cinema advertisement by local creative Brendan Holt to recruit volunteer mentors from across the Waimakariri District. Like many volunteer organisations, our greatest challenge is recruiting enough volunteers to meet growing community demand. Every new mentor allows another local young person to be matched with a safe, consistent adult role model. The advertisement will feature real Big Brothers Big Sisters matches enjoying everyday moments around North Canterbury, showcasing the simple yet powerful impact of mentoring. Alongside the cinema advertisement - which will be showcased in Rangiora Town Hall Cinema for one year - a social media version will also be produced, extending the campaign's reach across the district.

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

Overall cost of project/event: \$2,500+GST

Amount requested: \$375

How many people will directly benefit from this project? 500-900

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 13% Rangiora-Ashley 36% Woodend-Sefton 13% Kaiapoi-Tuahiwi 35%

Other (please specify): Hurunui 3%

What are the direct benefit(s) to the participants? 58

The project will encourage more local adults to become volunteer mentors, creating new opportunities for tamariki aged 6-11 to be matched with a trusted, consistent role model. Through just one hour together each week, children build confidence, resilience and a greater sense of belonging through shared activities and experiences. Volunteers gain purpose, community connection and the opportunity to make a lasting difference in a young person's life.

What is the benefit(s) to your organisation?

Volunteer mentors are the foundation of our programme. This campaign will provide an additional channel to recruit volunteers and raise awareness of youth mentoring throughout the Waimakariri District, enabling us to establish more mentoring matches across North Canterbury.

What are the benefits, economic or otherwise, to the Woodend-Sefton community or wider district?

The benefits of mentoring often reaches 6-10 people in a child's immediate circle. Families gain reassurance knowing another trusted adult is supporting their child, while schools regularly report improvements in classroom engagement, willingness to learn and relationships with others, strengthening the wellbeing of our wider community.

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

If yes, name of parent group: Big Brothers Big Sisters of New Zealand

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

We are a stand-alone charitable trust, affiliated to the National branch of Big Brothers Big Sisters and accountable to both the National and wider New Zealand community of branches.

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.

The Keith Laugeson Charitable Trust has generously agreed to fund the cinema screening component of the 12 month campaign (\$6,500). Big Brothers Big Sisters is seeking support from the four Waimakariri Community Boards towards production costs for the advertisement itself.

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.

As the cost of the advert is greater than \$375, we will also apply to the Rangiora-Ashley (\$1,000), Kaiapoi-Tuahiwi (\$750) and Oxford-Ohoka (\$375) Community Boards in the hope they may support this project with the remaining balance.

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

If yes, please supply details:

In March 2025 we applied to Kaiapoi-Tuahiwi for \$750 towards a new office computer. \$500 was gratefully received in May 2025. We also applied to Rangiora-Ashley for \$1,000 in March 2025 for the same purpose. \$1,000 was gratefully received in May 2025.

If this application is declined, will this event/project still occur? ⁵⁹ ☒ Yes ☐ No

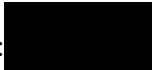
If No, what are the consequences to the community/organisation?

Yes, however, the project would likely be delayed until funding could be secured, as we do not have the internal resources or expertise required to produce a professional-quality cinema advertisement capable of maximising volunteer recruitment.

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: 30/06/2026



30 June 2026

Dear Woodend-Sefton Board Members,

Thank you for considering Big Brothers Big Sisters North Canterbury's application for funding towards the production of a **volunteer recruitment cinema advertisement** to be screened at the Rangiora Town Hall Cinema for 12-months.

Since 2006, our organisation has matched tamariki aged 6-11 with carefully screened and professionally supported volunteer mentors who spend just one hour together each week. These long-term mentoring relationships help vulnerable tamariki build confidence, resilience and a greater sense of belonging, while strengthening whānau, kura and our wider community.

In the past 12 months, almost 90 children have been supported through our mentoring programme, including a growing number of **matches living within the Woodend-Sefton ward**, alongside many of our volunteers and partner schools. Like many community organisations, we are finding volunteer recruitment increasingly challenging as people balance greater work, family and financial pressures. This campaign will help us reach new audiences, raise awareness of youth mentoring and inspire more local people to become mentors. We are therefore seeking support from each of the Waimakariri Community Boards as this project will benefit communities across the district.

We are committed to supporting local businesses and our preferred creative is Rangiora-based videographer **Brendan Holt of Display Photo & Video**, whose quotation is attached. Brendan has generously structured the project to maximise value while producing a professional-quality advertisement featuring real mentoring matches from across North Canterbury.

We are incredibly grateful that the Keith Laugeson Charitable Trust has committed funding towards the cinema screening costs. Support from the Community Boards will enable us to produce the advertisement, creating a valuable recruitment resource that can also be adapted for social media and used well beyond its initial cinema run.

Thank you for your consideration and for the continued support you provide community organisations working to strengthen the wellbeing and connectedness of our district.



Development Coordinator

Big Brothers Big Sisters of North Canterbury | Tuakana Teina

2025 PROGRAMME EVALUATION



Big Brothers Big Sisters
of North Canterbury
Tuakana Teina

The Search Institute has developed a framework that outlines how developmental relationships can enhance youth outcomes. Our annual Programme Outcome Evaluation (POE), based on **Lerner's 5 C's of Positive Youth Development**, helps assess the immediate impacts of mentoring on young people by gathering **feedback from caregivers, whānau and mentors**. The statistics below, drawn from the 2025 POE data, clearly demonstrate the areas in which young people are currently benefiting. By focusing on the key elements of developmental relationships - EXPRESSING CARE, CHALLENGING GROWTH, PROVIDING SUPPORT, SHARING POWER, and EXPANDING POSSIBILITIES - we see strong evidence of positive improvements, providing a solid foundation for future outcomes.

Improvements in...

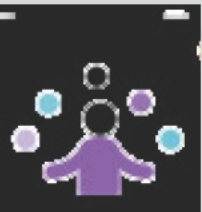


CONFIDENCE

- 84% are more able to express their feelings
- 82% have higher self-confidence
- 81% are more confident to make a good decision
- 62% have developed a hobby or interest

Self Confidence

82%



COMPETENCE

- 78% have improved academic performance
- 69% are positively participating more actively in classes
- 64% have a better attitude towards school and learning
- 64% are showing improved classroom behaviour

School Performance

78%



CARING

- 69% are more trusting of adults
- 64% relate better with their peers
- 57% have better relationships with other adults
- 46% have improved relationships with caregivers & whānau

Shows Trust

69%



"Kay will be my best friend for the rest of my life."



"I have learned so much from Steve. He's been such a great big brother to me, he's a really big part in my life and I love being with him."



"I don't game as much anymore. I go outside with my big brother and we go for bike rides."



"Charlotte is so easy to talk to and is really kind."



"We get to hang out a lot and do fun stuff. Everyone should have a mentor, if I didn't have one, I wouldn't have a best friend."



"My favourite thing that we do together is Exploding Kittens! But not really exploding kittens, just playing the game Exploding Kittens."



Quotes from those who know us best!

FROM OUR TAMARIKI & RANGATAHI



"She is now just like one of the family and behaves like our home is her home."



"I see my role as being there for her when she needs me, to offer her a counterbalance to her chaotic home life, and to accept and love her unconditionally."



"A highlight for me is being able to share my skills and knowledge with a young person, and having fun doing things I haven't done for a long while, like fishing."



"You don't have to organise fun-filled, expensive dates - the best dates are when we just hang out."



"Despite the negative experiences endured, he has shown resilience. He has trusted me as someone he can rely on and it is very rewarding to see him have the opportunity to grow."



"The support and training from Big Brothers Big Sisters has been essential to me, and prepared me well for the mentorship role."



Quotes from those who know us best!

FROM OUR MENTORS





"Thank you for always showing up, accepting, being patient, and being such an important person to our daughter – and our family."



"We are so grateful for this support, it really helped our girl settle into Kaiapoi and build connections."



"Giving kids something to look forward to, someone completely independent to confide in and regularly bond with is such an amazing concept."



"She is always so happy when she comes home from her mentoring time and is excited to tell me all about it."



"He is doing things he wouldn't get to do normally at home, but they're things that will be good for him to know as he grows up. He's learning things his Dad would have taught him."



"My son has always yearned for a healthy male role model and his mentor may not see the impact he has made, but I see the major shifts in him since joining the programme - it has been the most beautiful gift."



Quotes from those who know us best!

FROM OUR CAREGIVERS & WHĀNAU



Big Brothers Big Sisters - Cinema Ad Quote

1 message

Display Photo & Video <brendan@display.net.nz>

25 June 2026 at 13:19

To:

Cc:

Hi Jo,

Thanks again for the opportunity to help with this project.

As discussed, Big Brothers Big Sisters are looking to create a short cinema advertisement to help encourage more people to become volunteer mentors in North Canterbury.

Below is a simple breakdown of the goal, scope of work, deliverables and quoted budget for the project as discussed.

Goal

Create a 15 second cinema advertisement that encourages more people to become mentors with Big Brothers Big Sisters.

Scope of Work

The project includes the planning, filming and editing of one 15-second cinema advertisement for Big Brothers Big Sisters.

The video will be shaped around a simple script and visual direction, using real mentor and young person matches in natural settings around North Canterbury.

The scope includes:

- Creative planning and production coordination
- Script support and message development
- Filming with up to five mentor/young person matches
- A mix of simple local activities and locations
- Voiceover recording using a suitable person provided by Big Brothers Big Sisters
- Music selection
- Video editing
- Colour grading
- Graphic animation
- Audio finishing
- Exporting the final video to suit supplied cinema specifications
- One round of minor revisions
- A social media reel version adapted from the cinema ad footage

Creative Direction

The video will focus on simple, everyday moments between mentors and young people, such as walking, talking, playing a game, shooting a basketball, visiting a park, sharing an ice cream, or spending time together in a familiar local setting.

The activity itself is not the main story. The focus is on connection, trust, consistency, and the positive impact of having one more supportive adult in a young person's life.

Deliverables

The final deliverables will include:

- 1x 15-second cinema advertisement
- 1x social media reel version
- Final export prepared to suit the supplied cinema ad specifications
- One revision round for minor changes to timing, text, branding or final messaging

Quoted Budget

15-second cinema ad production, including planning, filming, editing, voiceover, cinema delivery and social media reel version:

\$2,500 + GST

This quote can be used for funding applications, partner approvals or project budgeting.

If the scope needs to be adjusted to better suit the funding process, I'm happy to discuss and reshape the project where needed.

Thanks again, and I'd love to help bring this project to life.

Cheers,

Brendan



BRENDAN HOLT

P: 027 324 5243

E: brendan@display.net.nz

www.display.net.nz



Profit and Loss

Big Brothers Big Sisters of North Canterbury Trust Board For the year ended 30 June 2026

2026

Trading Income

Aotearoa Gaming Trust	25,000.00
Christchurch Casino Charitable Trust	1,000.00
COGS	5,000.00
Donations Received	27,079.30
Fundraising Events Inc - All	32,750.93
Fundraising General	388.35
Kiwi Gaming Foundation	7,000.00
Lotteries Community	60,000.00
Mainpower	2,500.00
Match Sponsorship	2,000.00
Mauger Charitable Foundation	20,000.00
Other Revenue	30,276.00
Rātā Foundation	30,000.00
Waimakariri District Council	6,430.00
Total Trading Income	249,424.58

Gross Profit **249,424.58**

Other Income

Interest Income	2,788.71
Total Other Income	2,788.71

Operating Expenses

ACC Expenses	1,428.98
Accounting & Auditing	934.78
Advertising	3,112.52
Bank Fees	139.05
Board Expenses	1,723.95
Computer Maintenance	563.48
Conference Expenses	76.42
Depreciation	585.15
Disposal of Asset	33.66
Fundraising Events Exp - All	8,436.43
Fundraising General Expenses	156.65
General Expenses	884.19
Insurance	3,320.32
KiwiSaver Employer Contributions	5,605.01
Match Events	4,032.17
Match Expenses	2,499.20
Office Expenses	517.06
Post Box	486.96
Printing & Stationery	827.19

2026

Salaries	176,807.26
School Based Cupboard Resource	653.62
Staff Clothing	167.26
Staff Development & Expenses	738.58
Subscriptions	2,471.59
Supervision - External	810.00
Telephone & Internet	2,156.22
Travel - Reimbursement	7,047.29
Volunteer Expenses	3,189.13
Volunteer Training Expenses	948.25
Total Operating Expenses	230,352.37
Net Profit	21,860.92



Non Profit Org A/C

ACCOUNT NAME
BIG BROTHERS BIG SISTERS OF NO
RTH CANTERBURY TRUST

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 142
FOR THE PERIOD
11 MAY 2026 TO 11 JUNE 2026

OPENING BALANCE								73,235.76
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
13 May	AINGER TOMLIN LIMITE	DC					6,500.00	79,735.76
14 May	MS P A HIRD	DC					150.00	79,885.76
14 May	HOMEGROWN GROCERS LI	DC					250.00	
14 May	DEPOSIT	AT					415.00	
14 May	DEPOSIT	AT					913.20	81,463.96
15 May	COWEN S G	BP					350.00	81,813.96
15 May	EUSTANCE OLIVIA	IB				1,000.00		
15 May	THANKYOU PAYROLL	BP				7,249.00		73,564.96
16 May	20260516 1 .AFI	DC				5,728.34		67,836.62
18 May	HUMANITIX	DC					8,640.00	76,476.62
19 May	eftposhire.co.n	DC					5,904.00	82,380.62
20 May	NORTH CANTERBUR	BP					450.00	82,830.62
22 May	NORWEST NETWORKERS L	AP					60.00	82,890.62
24 May	RAEWYN BISHOP	BP					100.00	82,990.62
26 May	DEPOSIT	AT					50.00	83,040.62
26 May	Slemint Enterpr	DC					450.00	
26 May	BNZBUSINESCD	DD				277.27		
26 May	BNZBUSINESCD	DD				556.16		82,657.19
28 May	PROPERTY BROKERS CAN	DC					350.00	83,007.19
28 May	Mainpower New Zealan	DC					2,500.00	
28 May	20260527.AFI	DC				2,176.90		
CARRIED FORWARD								83,330.29

BNZ
Rangiora Store
Telephone 0800 800 468
Facsimile 03 313 4273

THE TRUSTEES, BIG BROTHERS BIG SISTERS OF, NORTH CANTERBURY TRUST, PO BOX 780, RANGIORA, 7440



Non Profit Org A/C

ACCOUNT NAME
BIG BROTHERS BIG SISTERS OF NO
RTH CANTERBURY TRUST

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 142
FOR THE PERIOD
11 MAY 2026 TO 11 JUNE 2026

CARRIED FORWARD								83,330.29
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
28 May	THANKYOU PAYROLL	BP				7,249.00		
28 May	INLAND REVENUE	DC				7,570.17		68,511.12
29 May	MORRISS B H &	BP					200.00	68,711.12
29 May	MCALPINES	DC					2,000.00	70,711.12
02 Jun	Services Fee - See					0.80		70,710.32
04 Jun	RAEWYN BISHOP	BP					100.00	70,810.32
04 Jun	SPARK NZ TRADING	DD				207.79		70,602.53
08 Jun	20260608.AFI	DC				315.36		70,287.17
11 Jun	Rata Foundation	DC					30,000.00	100,287.17
CLOSING BALANCE								100,287.17

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.

What happens now?

70

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: Waimakariri Riding Club

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: Chairperson

Contact phone number: [REDACTED]

Email: waimakridingclub@gmail.com

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

Summary of Request

The Waimakariri Riding Club requests \$700 — approx. 32% of the total cost — towards an arena groomer and associated equipment for the Rangiora A&P grounds. This equipment will allow WRC to run a high-quality dressage series of 8 events between 16th August 2026 and March 2027, previously run by another organisation that could no longer continue. The series will benefit an estimated 130 club members and around 50 participants per event from across the Waimakariri District and beyond. In total 1400 participants

What is this application for?

What is the timeframe of the project/event date? August 2026 to March 2027 - 8 events over this period

Overall cost of project/event: 10,305

Amount requested: 700

How many people will directly benefit from this project? 1400

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 15% Rangiora-Ashley 30% Woodend-Sefton 15% Kaiapoi-Tuahiwi 15%

Other (please specify): Other beneficiaries come from outside the area

What are the direct benefit(s) to the participants? 71

We define dressage as the purposeful training and development of the horse for strength, rhythm, symmetry and connection — a foundation that supports trail riding, jumping, working equitation and other equestrian sports. Our series offers development opportunities for elite (ESNZ) riders and grassroots riders alike:

For ESNZ-registered riders: increased opportunities to qualify for South Island and national competitions.

What is the benefit(s) to your organisation?

Fundraising through WRC Dressage will allow further discounts and subsidies for coaching and events for the wider WRC community, letting us offer a richer range of coaching and training to more members.

Improved riding standards, a stronger sense of community, and a more even spread of volunteer work amongst club members and participants.

What are the benefits, economic or otherwise, to the Woodend-Sefton community or wider district?

This application delivers social, community, cultural and economic benefits to the Woodend-Sefton community.

Safety and quality of services: a good-quality dressage arena surface directly improves safety and service quality in the Waimakariri District, attracting participants to Rangiora from across the district and Canterbury.

Social riding and dressage in particular provides quality horse engagement and helps riders and horses build fitness.

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.

We applied to Enterprise Waimakariri for \$3,500 and were unsuccessful; we were then recommended this funding route. WRC raised approximately \$5,000 in 2025 through raffles, a BBQ, fence judging and sponsorship at our events, Quest, and Ribbon Days (to June 2025 — see accounts). This funding has already been allocated to subsidising coaching and other horse activities for our members, as we were not aware of this dressage fundraising opportunity until April 2026.

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.

Also applied to Oxford-Ohoka and Rangiora-Ashley boards

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

If yes, please supply details:

If this application is declined, will this event/project still occur? ⁷² ☒ Yes ☐ No

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

Yes. The series will proceed, but the equipment would need to be hired or the arena surface quality would be lower / fewer events could run at the required standard.

- 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: 6/07/2026

Waimakariri District Council — Community Grant Application – Oxford/Ohoka ward

Applicant: Waimakariri Riding Club (WRC) — Incorporated Society, est. August 2023

Summary of Request

The Waimakariri Riding Club requests \$700 — approx. 32% of the total cost — towards an arena groomer and associated equipment for the Rangiora A&P grounds. This equipment will allow WRC to run a high-quality dressage series of 8 events between 16th August 2026 and March 2027, previously run by another organisation that could no longer continue. The series will benefit an estimated 130 club members and around 50 participants per event from across the Waimakariri District and beyond. In total 1400 participants

What is this application for?

This application requests funding for an arena groomer and associated equipment to enable the Waimakariri Riding Club to run a high-quality dressage series — 8 events between 16th August and March 2027 — at Rangiora A&P grounds.

This series was previously run by another organisation, which was unable to continue due to retirement and new Equestrian Sport NZ (ESNZ) regulations. WRC complies with these regulations as an incorporated society. However, as a young organisation — incorporated only in August 2023 — we have not yet built the resources or capacity to purchase this equipment outright.

Dressage series are important to the Waimakariri District as they give both experienced and amateur riders a basis to compete and develop the knowledge, skills and capability needed across a wide range of riding activities.

The arena groomer will bring the surface up to the standard required for quality dressage competition, and will create a safer, more even surface for riders at all times. As the all-weather arenas are used year-round, the groomer will also benefit training for the pony club, Rangiora A&P participants, and coaches who use these surfaces regularly.

Our 130 members and the roughly 50 participants at each event are spread across the Waimakariri District and beyond, so we are applying to your board for 32% of the cost of the arena groomer and equipment (see attached invoice). We estimate approx. 1400 participants across the whole dressage series.

What are the direct benefits to participants?

We define dressage as the purposeful training and development of the horse for strength, rhythm, symmetry and connection — a foundation that supports trail riding, jumping, working equitation and other equestrian sports. Our series offers development opportunities for elite (ESNZ) riders and grassroots riders alike:

For ESNZ-registered riders: increased opportunities to qualify for South Island and national competitions.

For judges: this event series supports the ongoing upgrading and training that judges in Canterbury need, while giving them more high-quality events to officiate.

For unaffiliated and grassroots participants: improved arenas give riders greater access to the musical and freestyle aspects of dressage.

What are the benefits to your organisation?

Fundraising through WRC Dressage will allow further discounts and subsidies for coaching and events for the wider WRC community, letting us offer a richer range of coaching and training to more members.

Improved riding standards, a stronger sense of community, and a more even spread of volunteer work amongst club members and participants.

Improved riding and greater awareness of surface conditions improves safety across our riding community.

What other fundraising has your group undertaken towards this project?

We applied to Enterprise Waimakariri for \$3,500 and were unsuccessful; we were then recommended this funding route.

WRC raised approximately \$5,000 in 2025 through raffles, a BBQ, fence judging and sponsorship at our events, Quest, and Ribbon Days (to June 2025 — see accounts). This funding has already been allocated to subsidising coaching and other horse activities for our members, as we were not aware of this dressage fundraising opportunity until April 2026, after those financial decisions had been made. The WRC Dressage series represents a purposeful consolidation of our fundraising efforts, aimed at upskilling members as volunteers and participants in this foundation sport.

What are the benefits, economic or otherwise, to the Rangiora community or wider district?

This application delivers social, community, cultural and economic benefits to the Rangiora community.

Safety and quality of services: a good-quality dressage arena surface directly improves safety and service quality in the Waimakariri District, attracting participants to Rangiora from across the district and Canterbury.

Social: riding, and dressage in particular, provides quality horse engagement and helps riders and horses build fitness, strength and flexibility on an ongoing basis.

Community: WRC Dressage gives the wider WRC riding community a shared fundraising focus and greater clarity for members.

Economic: each event is likely to attract between 35 and 60 horse-and-rider combinations, bringing additional custom to a wider range of local services. A local series also means riders and horses can access quality events locally rather than travelling further afield.

Will the project still occur if this funding is not granted?

Yes. The series will proceed, but the equipment would need to be hired or the arena surface quality would be lower / fewer events could run at the required standard.



5 July 2026

To Whom it May Concern

ESNZ Dressage is pleased support the Waimakariri Riding Club (Inc) grant application to purchase and arena groomer and other dressage equipment to enable them to deliver a higher standard of Equestrian competition in the North Canterbury region

The Riding Club purchases will improve the arena surfaces, making it safer for horses and riders and ensuring the surface is more resilient in adverse weather conditions

- **Horse Welfare** and the longevity of the horse as an athlete through improved biomechanical function and reduction of stress
- **Retention of Events & Series** for competitors
- **Education, Status Maintenance & Upgrading** of Judges, Stewards, & Technical Delegates
- **Possibility to attract more entries** – it is understood this venue does not currently attract potential numbers of entries owing to the current surface being too weather dependent and rider concern re horse welfare
- **Increased Participation of Women and Children in Equestrian Sports** – 95% of Dressage participation are included in this category from 8yrs to 80yrs

Dressage wishes this proactive group who successfully delivers a wide range of equestrian activity to the region, every success with this project

Yours sincerely
Wendy Hamerton

Dressage Sport Manager | RD 13 | Hawera | 4673 mob +64 (027) 240 2702

Waimakariri Riding Club Dressage Event Series

Annual Budget based on eight event series August 2026 - March 2027

Based on 70 entries (35 horses) per event

		Income	Expenditure	Profit/Loss
Class Fee	16	7840		
Ground Fee in per horse	7	1715		
Admin Fee per horse	15	3675		
Rosette Sponsorship		1500		
Sponsorship of prize money		1920		
Marketing Fee			1100	
Rosettes			1500	
Event coordination - Judges/Writers			2660	
Prize Money			1920	
DNZ per Graded entry	5		800	
Ground Fee paid to A&P	7		1715	
Test sheets			210	
Sundries/vouchers			400	
Total		16650	10305	6345

Based on 100 entries (50 horses) per event

		Income	Expenditure	Profit/Loss
Class Fee	16	11,200		
Ground Fee in per horse	7	2450		
Admin Fee in per horse	15	5250		
Rosette Sponsorship		1500		
Sponsorship of prize money		1920		
Marketing Fee			1100	
Rosettes			1500	
Event Coordination - Judges/Writers			2660	
Prize Money			1920	
DNZ per Graded entry	5		1155	
Ground Fee paid to A&P	7		2450	
Sundries/vouchers			400	
Test Sheets			350	
Total		22,320	11535	10,785

To run the series, the club has agreed to purchase half ownership in an Arena Groomer and letter at a total cost of \$2500. The committee are working hard to cover the cost of this with sponsorship for a grant from Waimakariri Events Funding pot for total of \$2,500.

Historical data below shows entry levels of previous Event series run by the North Canterbury Dressage Club. We believe we can drive entries back up to the 80-100 mark with some dedicated marketing and a

Month	Total entries (1/3 Graded, 2/3 Non-Graded)		
Sept 2025	70		

Nov 2025	70		
Dec 2025.	107		
Jan 2026	83		
Feb 2026	60		
Mar 2026	65		

North Canterbury Dressage
Rangiora

July 1, 2026

Waimakariri Riding Club (Inc)
Attn Andrea

Same as recipient

Thank you for your business!

Fax: [Fax]

Web: [Web address]

Profit and Loss

Waimakariri Riding Club Inc For the year ended 31 March 2026

	2026	2025
Trading Income		
Camp fees for attending	3,760.00	-
Dressage Quest Entry Fees	1,184.32	1,935.00
Fence Judging	925.00	-
Freestyle Entry Fee	834.20	-
Harris Pegasus Trophy Member Portion of Entry Fee	-	180.00
Jump Day Entry Fees	-	110.00
Membership Fee	6,075.00	2,565.00
Membership Non-Riding Fee	-	30.00
Membership-New Member Fee	-	720.00
Monthly Member Dinners	930.30	916.50
NZRC Membership	-	630.00
Raffles	1,325.00	562.00
Rally Fees	4,575.00	2,956.99
Sale of First Aid Kits	-	217.50
SITE Dinner 2025-Member Payments	120.00	-
SITE Member Portion of Entry Fee	50.00	-
Uniforms Purchased by Members	2,833.85	4,012.89
WRC Xmas Dinner	-	765.00
Xmas Ribbon Day - Entry Fees	3,720.00	3,444.00
Total Trading Income	26,332.67	19,044.88
Cost of Sales		
Arrowsmith Trek Costs	250.00	-
Castle Ridge Trek Costs	2,950.00	-
Coaching	6,390.00	5,244.00
Dressage Quest - Ribbons / Prizes	400.00	-
Dressage Quest Expenses	-	1,848.91
Freestyle - Ribbons / Prizes	506.00	-
Guest Speaker Dinners-COSTS	157.00	51.00
Hacknix-Costs	584.00	-
Harris Pegasus Trophy Entry Fee	400.00	350.00
Jump Day Expense	-	630.00
Purchase of First Aid Kit Content	-	272.10
Purchase of Uniforms	4,849.71	3,037.75
Purchases & Consumables	127.53	-
SITE Entry Fees	380.00	-
Trophy Engraving	89.20	245.60
Venue Hire	650.02	420.00
Xmas Dinner	-	810.00
Xmas Ribbon Day - Ribbons / Prizes	1,103.08	-

	2026	2025
Xmas Ribbon Day COSTS	630.31	2,006.21
Total Cost of Sales	19,466.85	14,915.57
Gross Profit	6,865.82	4,129.31
Other Income		
Castleridge Member Payments	2,850.00	-
Dressage Quest Sponsorship	500.00	1,394.35
Freestyle Sponsorship	661.05	320.85
Hacknix-Income	250.00	-
Interest Received	58.26	44.05
Jump Day Sponsorship	-	500.00
Quest BBQ Income	68.50	-
Raffle Prize Sponsorship	175.00	-
SITE BBQ Income	560.00	-
Xmas Ribbon Day - Sponsorship	1,100.00	900.00
Xmas Ribbon Day BBQ	163.05	-
Total Other Income	6,385.86	3,159.25
Operating Expenses		
AGM	480.00	-
Bank Charges	3.60	65.10
Camp catering	126.85	-
Camp coaching	1,600.00	-
Camp Entertainment	600.00	-
Camp venue hire	1,980.00	-
Club Uniforms-STOCK	624.45	-
Dressage Quest - Ground fee	282.25	-
Dressage Quest - Judges fees	155.96	-
Dressage Quest-Misc Costs	348.67	-
Freestyle - Ground fee	219.25	-
Freestyle - Judges Fees	120.00	-
Freestyle Cost	72.45	-
General Expenses	-	140.71
Gifts to staff/helpers etc	225.95	-
NZRC Annual Affiliation Fee	880.00	500.00
SITE BBQ Costs	225.25	-
Subscriptions	809.22	480.17
Xmas Ribbon Day -Judge Payments	600.00	-
Total Operating Expenses	9,353.90	1,185.98
Net Profit	3,897.78	6,102.58

 Cheque Account

ACCOUNT NAME
WAIMAKARIRI RIDING CLUB
INCORPORATED

ACCOUNT NUMBER
[REDACTED]

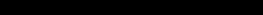
STATEMENT NO. 34
FOR THE PERIOD
29 MAY 2026 TO 30 JUNE 2026

						OPENING BALANCE		8,493.33	
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance	
30 May							20.00	8,513.33	
30 May							20.00		
30 May							104.10	8,637.43	
31 May							20.00	8,657.43	
31 May							90.00	8,747.43	
01 Jun							20.00	8,767.43	
01 Jun							50.00		
01 Jun							50.00	8,867.43	
02 Jun							50.00	8,917.43	
02 Jun							50.00		
02 Jun							50.00		
02 Jun							40.25		8,977.18
03 Jun								50.00	9,027.18
04 Jun								20.00	9,047.18
04 Jun								50.00	
04 Jun								60.00	9,157.18
05 Jun								50.00	9,207.18
05 Jun							78.00		9,129.18
08 Jun								20.00	9,149.18
08 Jun								50.00	9,199.18
09 Jun								20.00	9,219.18
						CARRIED FORWARD		9,219.18	

BNZ
Rangiora Store
Telephone 0800 800 468
Facsimile 03 313 4273

 Cheque Account

ACCOUNT NAME
WAIMAKARIRI RIDING CLUB
INCORPORATED

ACCOUNT NUMBER


STATEMENT NO. 34
FOR THE PERIOD
29 MAY 2026 TO 30 JUNE 2026

CARRIED FORWARD						9,219.18		
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
09 Jun							20.00	
09 Jun							20.00	
09 Jun							20.00	
09 Jun							50.00	
09 Jun							50.00	
09 Jun							50.00	
09 Jun						142.00		9,287.18
10 Jun							20.00	9,307.18
11 Jun							20.00	9,327.18
12 Jun							10.00	9,337.18
12 Jun							10.00	
12 Jun							20.00	
12 Jun							20.00	
12 Jun							50.00	
12 Jun							50.00	
12 Jun							50.00	
12 Jun							50.00	
12 Jun							50.00	
12 Jun							50.00	
12 Jun							50.00	
12 Jun							50.00	9,787.18
CARRIED FORWARD						9,787.18		

BNZ
Rangiora Store
Telephone 0800 800 468
Facsimile 03 313 4273

THE MEMBERS, WAIMAKARIRI RIDING CLUB INCORP, [REDACTED]

 Cheque Account

ACCOUNT NAME
WAIMAKARIRI RIDING CLUB
INCORPORATED

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 34
FOR THE PERIOD
29 MAY 2026 TO 30 JUNE 2026

CARRIED FORWARD						9,787.18		
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
13 Jun							20.00	9,807.18
13 Jun							50.00	
13 Jun							50.00	9,907.18
14 Jun							50.00	9,957.18
15 Jun							10.00	9,967.18
15 Jun							30.00	9,997.18
16 Jun							25.00	10,022.18
16 Jun							50.00	
16 Jun							50.00	10,122.18
17 Jun							30.00	10,152.18
17 Jun							50.00	
17 Jun							50.00	
17 Jun							50.00	
17 Jun							50.00	
17 Jun							90.00	
17 Jun							90.00	10,582.18
18 Jun							50.00	10,632.18
18 Jun							50.00	
18 Jun							90.00	10,772.18
19 Jun							10.00	10,782.18
CARRIED FORWARD						10,782.18		

BNZ
Rangiora Store
Telephone 0800 800 468
Facsimile 03 313 4273

THE MEMBERS, WAIMAKARIRI RIDING CLUB INCORP, [REDACTED]



ACCOUNT NAME
WAIMAKARIRI RIDING CLUB
INCORPORATED

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 34
FOR THE PERIOD
29 MAY 2026 TO 30 JUNE 2026

CARRIED FORWARD						10,782.18		
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
19 Jun							50.00	10,832.18
20 Jun							20.00	10,852.18
20 Jun							20.00	
20 Jun							30.00	
20 Jun							50.00	10,952.18
21 Jun							50.00	11,002.18
21 Jun							50.00	
21 Jun							50.00	
21 Jun							50.00	
21 Jun							50.00	11,202.18
22 Jun							50.00	11,252.18
22 Jun							90.00	
22 Jun							131.80	
22 Jun						675.00		10,798.98
23 Jun							50.00	10,848.98
23 Jun							50.00	
23 Jun							50.00	
23 Jun						105.00		10,843.98
24 Jun							58.00	10,901.98
25 Jun							20.00	10,921.98
26 Jun							50.00	10,971.98
CARRIED FORWARD						10,971.98		

BNZ
Rangiora Store
Telephone 0800 800 468
Facsimile 03 313 4273

THE MEMBERS, WAIMAKARIRI RIDING CLUB INCORP, [REDACTED]



ACCOUNT NAME
WAIMAKARIRI RIDING CLUB
INCORPORATED

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 34
FOR THE PERIOD
29 MAY 2026 TO 30 JUNE 2026

CARRIED FORWARD						10,971.98		
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
26 Jun						550.00		10,421.98
27 Jun							50.00	10,471.98
27 Jun							50.00	
27 Jun						80.00		10,441.98
28 Jun							20.00	10,461.98
28 Jun							50.00	
28 Jun							50.00	
28 Jun							90.00	10,651.98
29 Jun							22.00	10,673.98
29 Jun							50.00	
29 Jun						40.25		
29 Jun						300.00		10,383.73
30 Jun							20.00	10,403.73
30 Jun							20.00	
30 Jun							20.00	10,443.73
CLOSING BALANCE						10,443.73		

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.

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: Woodend Spring Flower Show Committee

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: treasurer

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)

the Woodend Spring Flower Show is now in it's 93rd year a very popular event and we would like funding towards the publishing of the booklet, hall hire, and purchase of consumables.

What is the timeframe of the project/event date? 3rd October 2026

Overall cost of project/event: \$5000

Amount requested: \$750

How many people will directly benefit from this project? 500+

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 5% Rangiora-Ashley 10% Woodend-Sefton 80% Kaiapoi-Tuahiwi 5%

Other (please specify): exhibitors are coming from Southland and Auckland plus others from nationwide



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

this is a community competition where there will be trophies for winners and monetary prizes for 1st, 2nd and third place contestants in 21 different categories

What is the benefit(s) to your organisation?

the enjoyment of hosting a show which is now in it's 93rd year plus it will raise funds for next years event.

What are the benefits, economic or otherwise, to the Woodend-Sefton community or wider district?

the pleasure of knowing this event is still ongoing with the opportunity to participate and compete, the participants come from all over the country so is a well thought of event.

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

If yes, name of parent group: Woodend Garden Club

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

the Flower show committee is made up primarily of members of the Woodend Garden Club, plus other volunteers who are not members

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.

Advertisements from local businesses that are published in the schedule, plus monetary donation from Paws vets who support the childrens colouring competition, adults pay a \$5.00 entry fee the children are admitted free. there are stalls who pay a fee plus devonshire teas are sold at \$5.00 each.

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 Woodend-Sefton Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? ☒ Yes ☐ No

If yes, please supply details:

We applied for last years event

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

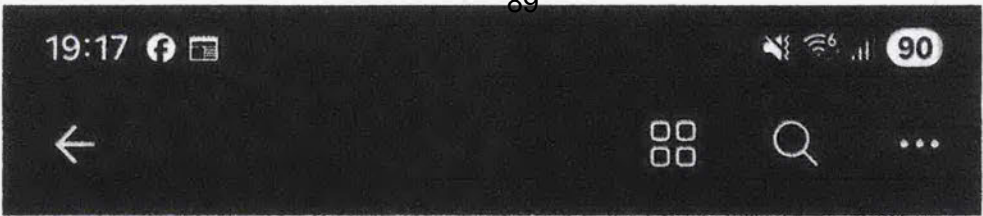
If No, what are the consequences to the community/organisation?

- 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: 17th July 2026



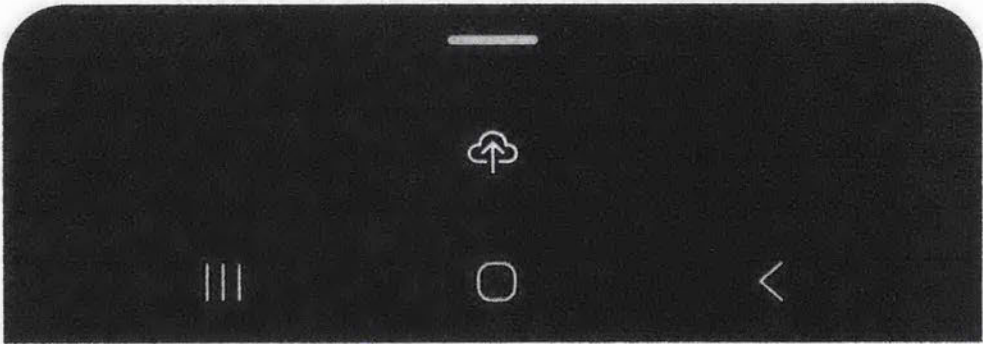
QUOTE

Woodend Spring Flower Show

Date
30 Apr 2026
Expiry
30 May 2026
Quote Number
QU-0542
Reference
Lyanne Wheeler
GST Number
100-588-587

Wilson Print Ltd
341c Flaxton Road
Southbrook
PO Box 348
RANGIORA 7440
P. 03 313 7208

Description	Quantity	Unit Price	Amount NZD
600 x A5 booklets 36pp Cover Kaskad Parakeet Green 80gsm Inners 80gsm Black text	1.00	759.00	759.00
Client to supply 1 print ready pdf			
Subtotal			759.00
TOTAL GST 15%			113.85
TOTAL NZD			872.85



WOODEND SPRING FLOWER SHOW**Statement of Financial Performance for the year ended 31 December 2025**

	2025	2024
	\$	\$
INCOME		
Advertising/sponsors	780.00	605.00
Donations	365.00	250.00
Raffle	1481.40	1206.50
Grants	1650.00	900.00
Interest	21.71 <i>401.62</i>	88.20
Stall Sites	55.00	160.00
Sales	65.00	0.00
Craft Day	90.00	83.00
Show Entry	1340.00	1347.00
Devonshire Teas	<u>360.00</u>	<u>523.00</u>
TOTAL INCOME:	<u>6118.11</u> <i>6208.11</i>	<u>5162.70</u>
EXPENSES		
Advertising/Printing	1603.49	1136.80
Insurance	520.38	345.00
Venue Hire	655.11	647.42
Prizes & Judges Gifts	1144.93	1210.00
Raffle	200.00	200.00
Craft Day	363.40	203.86
Devonshire Teas & Lunches	488.37	225.31
Engraving & Trophies	463.45	201.40
Stationery	268.50	391.60
Equipment	404.05	0.00
RWT	<u>9.76</u> <i>344.87</i>	<u>39.68</u>
TOTAL EXPENSES:	<u>6121.44</u>	<u>4601.07</u>
Surplus/(Deficit)	(3.33) <i>86.67 Credit.</i>	561.63

WOODEND SPRING FLOWER SHOW

Statement of Financial Position as at 31 December 2025

	2025	2024
	\$	\$
ASSETS		
Bank Account	4358.11	4361.44
MEMBER'S FUNDS:		
Opening Balance	4361.44	3799.81
Plus Surplus/ (Less Deficit)	(3.33)	561.63
Closing Balance	<u>4358.11</u>	<u>4361.44</u>



Statement of Accounts

Your accounts at a glance as at 30 June 2026

THE WOODEND SPRING FLOWER SHOW



0877

Account information

Account type	Business Premium Current Account	Account number	
Statement number	00032	Opening balance	4,011.93
Statement period	31 May 2026 - 30 Jun 2026	Closing balance	3,987.64

Business Premium Current Account

Account nameTHE WOODEND SPRING FLOWER SHOW

Account number[REDACTED]

Statement number00032

Statement period31 May 2026 - 30 Jun 2026

Date	Transaction type and details		Withdrawals	Deposits	Balance
31 May	Opening balance				4,011.93
03 Jun	BP			70.00	4,081.93
23 Jun	BP		5.50		4,076.43
23 Jun	BP		58.99		4,017.44
23 Jun	BP		30.00		3,987.44
30 Jun				0.36	3,987.80
30 Jun			0.16		3,987.64
Totals at end of page			\$94.65	\$70.36	\$3,987.64
Totals at end of period			\$94.65	\$70.36	\$3,987.64

Your available credit is \$3,987.64 as at the closing date of this statement.

AP Automatic Payment
AT Automatic Teller Machine

BP Bill Payment
CQ Cheque/Withdrawal

DC Direct Credit
DD Direct Debit

ED Electronic Dishonour
EP EFTPOS Transaction

FX Foreign Exchange
IA International Money Machine

IP International EFTPOS Transaction
VT Visa Transaction

IF International Payment

Payment dates displayed on bank statements are business day dates only (even if a payment was made or received on a non-business day prior). To find out the date a payment was made or received, you can check your transaction details online, or contact us.

Spreadsheet Showing Woodend-Sefton Community Board Discretionary Grant for the 2026/27 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Woodend-Sefton Community Board 10.138.100.2410		Carry Forward 2025/26 = \$5,996	206/27 = \$7,200				\$13,196
	13-Jul	The Hope Community Trust	Purchase of shelving		\$472	\$472	\$12,724
	13-Jul	Woodend Garden Club	Towards the cost of venue hiring for meetings	withdrawn	\$750		
	10-Aug	Big Brothers Big Sisters of North Canterbury	Towards the production of a 15-second cinema advertisement		\$375		
	10-Aug	Waimakariri Riding Club	Towards an arena groomer		\$700		
	10-Aug	Woodend Spring Flower Show Committee	towards publishing the booklet, hall hire and purchase of consumables		\$750		

Spreadsheet Showing Woodend-Sefton Community Board Discretionary Grant for the 2025/26 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Woodend-Sefton Community Board 10.138.100.2410		Carry Forward 2024/25 = 2875	(202526) \$6,980				\$9,855
	14-Jul	Woodend Netball Club	towards Prize Giving	To be returned to the budget	\$750	\$400	\$9,455
	11-Aug	Woodend Spring Flower Show Committee	Printing, hall hire, engraving of trophies, insurance and prize money	15-Dec-25	\$750	\$750	\$8,705
	8-Sept	Woodend Community Association	Community Christmas Party	26-Jan-26	\$750	\$750	\$7,955
	8-Nov	Noaia Charitable Trust	Community market for equipment and promotion		\$1,000	\$500	\$7,455
	10-Mar	Menzshed Pegasus Woodend Community Trust	towards a compressor	Withdrawn	\$489		\$7,455
	10-Mar	Rangiora Boxing Club	towards medical care	Declined	\$500	\$0	\$7,455
	13-Apr	Menzshed Pegasus Woodend Community Trust	Air Filtration Unit		\$599	\$599	\$6,856
	8-Jun	North Canterbury Federation of Womens Institute	towards the cost of hall hire, materials and advertising		\$500	\$310	\$6,546
	8-Jun	North Canterbury Scout Troop	towards a camp		\$1,000	\$250	\$6,296
	8-Jun	Pegasus Residents' Group Incorporated	Cost of hosting Matariki Morning Tea		\$500	\$300	\$5,996

Woodend-Sefton 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 can fund:	Examples (but not limited to) of what the Board cannot fund:
✓ New equipment/materials	✗ Wages
✓ Toys/educational aids	✗ Debt servicing
✓ Sporting equipment	✗ Payment for volunteers (including arrangements in kind e.g. petrol vouchers)
✓ Safety equipment	✗ Stock or capital market investment
✓ Costs associated with events	✗ Gambling or prize money
✓ Community training	✗ Funding of individuals (only non-profit organisations)
	✗ 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.
- Grant funding will not be allocated for events/projects that have already occurred, i.e. retrospectively.
- 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.
- 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.
- Grant funding would primarily be limited to projects located within the Board's geographical area or providing a clear benefit to residents of the area. In exceptional circumstances, the Board may consider applications for projects outside its geographical area and, in such cases, would provide detailed reasons for exceeding its standard scope.
- 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 set 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.
- 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.
- 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.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: GOV-26-10-06 / 260711165375

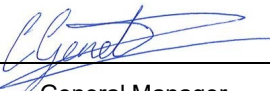
REPORT TO: WOODEND-SEFTON COMMUNITY BOARD

DATE OF MEETING: 10 August 2026

AUTHOR(S): Thea Kunkel, Governance Team Leader

SUBJECT: Summary of Discretionary Grant Accountability 1 July 2025 to 30 June 2026

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


 General Manager


 Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to update the Woodend-Sefton Community Board (the Board) on the Discretionary Grant applications granted during the 2025/26 financial year, including the Accountability Forms received to date.
- 1.2 The Board's Discretionary Grant Funding allocated by the Council for the 2025/26 financial year was \$6,980. In addition, \$2,875 of unallocated funding was carried forward from the 2024/25 financial year, increasing the total funding available for allocation in 2025/26 to \$9,855.
- 1.3 As at 30 June 2026, the Board had considered 10 applications, of which eight were approved, one declined and one withdrawn. However, one grant was not uplifted.

Attachments:

- i. All Accountability Forms for the 2025/26 financial year (Trim 260728214150).

2. RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 260711165375.
- (b) **Notes** that of the \$9,855 of the Board's 2025/26 Discretionary Grant Funding, \$3,459 was distributed for events and projects within the community.
- (c) **Notes** that the Council's 2026-27 Annual Plan includes a budget provision of \$7,200 for the Woodend-Sefton Community Board to approve grants to community groups for the 2026/27 financial year (July 2026 to June 2027). There was a carry forward of \$6,396 from the 2025/26 financial year, resulting in a total of \$13,596 available for the 2026/27 financial year.
- (d) **Circulates** a copy of this report to all other Community Boards for information.

3. BACKGROUND

- 3.1. The Council allocates the Board a set amount of funds to distribute, by application, to non-profit groups, registered charities and incorporated societies that have strong links to and benefit the communities of the Woodend-Sefton area.
- 3.2. Staff periodically advertise the Discretionary Grant through the Community Notice Board page in the Northern Outlook and in The Chatter. Application Forms are also available on the Council website, from Service Centres, or by contacting the Council.

4. **KEY ISSUES**

4.1. The applications were as follows:

Group	Project	Amount granted	Month funds granted	Comments
Woodend Netball Club	Towards hosting the Club's Prize Giving	Not uplifted	July 2025	Not uplifted
Woodend Spring Flower Show Committee	Towards printing, venue hire, engraving of trophies, insurance and prize money	\$750	August 2025	Invoice paid: 2 September 2026 Accountability Form received: 15 December 2025
Woodend Community Association	Towards hosting a Community Christmas Party	\$750	September 2025	Invoice paid: 9 December 2025 Accountability Form received: 26 January 2026
NOAIA Charitable Trust	Towards hosting a community market for equipment and promotion	\$500	November 2025	Invoice paid: 9 April 2026 Accountability Form: Not yet received
Menzshed Pegasus Woodend Community Trust	Towards the purchase a compressor	Withdrawn	March 2026	<i>Menzshed Pegasus Woodend was gifted a compressor; hence the application was withdrawn.</i>
Rangiora Boxing Club	Towards providing medical care at an event	Declined	March 2026	<i>Board believed that the application did not qualify for funding, as only 20% of the people expected to benefit were from the Woodend-Sefton area. In addition, the event would be hosted by the Rangiora Boxing Club in Kaiapoi.</i>
Menzshed Pegasus Woodend Community Trust	Towards the purchase of an Air Filtration Unit	\$599	April 2026	Invoice paid: 4 May 2026 Accountability Form: Not yet received
North Canterbury Federation of Women's Institute	Towards the cost of hall hire, materials and advertising for their Craft Day	\$310	June 2026	Invoice: 27 July 2026. Accountability Form: Not yet received
Pegasus Residents' Group Incorporated	Towards the cost of hosting Matariki Morning Tea	\$300	June 2026	Invoice: 29 June 2026 Accountability Form: Not yet received

Group	Project	Amount granted	Month funds granted	Comments
North Canterbury Scout Troop	Towards the cost of attending the pre-Jamboree Camp	\$250	June 2026	Invoice: 3 July 2026 Accountability Form: Not yet received

4.2. As at 25 July 2026, five Accountability Forms remained outstanding. Reminder letters were sent to the NOAIA Charitable Trust in May and July 2026. The remaining four applications were approved in May and June 2026, and recipients have 20 working days after the event, completion of the project, or when the funds were spent to outline how the funds were applied.

4.3. The Board granted the Woodend Netball Club funding to assist in hosting a prizegiving in September 2025 to acknowledge teams and individual players who have contributed to the game during the season. However, despite numerous requests, the Club did not submit an invoice to access the funding. As the Club did not provide the information to enable the grant to be paid within three months of being notified of the grant's approval, the funds were released for reallocation by the Board.

4.4. The Woodend Spring Flower Show is an annual community event that provides an opportunity for local residents to showcase their talents through competitions in a variety of categories, including flowers, vegetables, handicrafts, and baking. The show also features a daffodil display presented by the New Zealand Daffodil Society. The 2025 Woodend Spring Flower Show was held on 4 October 2025 and attracted approximately 1,000 entries across 164 categories. Despite adverse weather conditions, the event was well attended, drawing visitors from throughout the Waimakariri District. The Board granted funding to the Woodend Spring Flower Show Committee to assist with the costs of printing the event booklet, insurance, trophy engraving, and prizes.



4.5. The Board granted funding to the Woodend Community Association to support the delivery of a Christmas party for the Woodend Beach community. The event aimed to bring residents together, reduce social isolation, and foster a welcoming, family-friendly environment. The Christmas party was well attended and provided an opportunity for long-standing residents to connect with newcomers to the area, strengthening community relationships and social cohesion. Grant funding was used to purchase food and children's gifts and to hire a bouncy castle, contributing to the success and enjoyment of the event.

4.6. The Board awarded funding to the NOAIA Charitable Trust to assist with the hosting of its third Community Market in Tuahiwi in December 2025. A unique feature of the market was that no stall fees were charged, with space, resources, and support provided to enable people to participate freely. Students involved in the Trust's programmes operated stalls selling planter boxes, furniture, and crafts they had made, providing a practical opportunity to showcase the skills they have developed while generating income from their work.

4.7. Menzshed Pegasus Woodend Community Trust was established in November 2019, and the Shed provides an important community space where members can connect, socialise, and undertake projects that benefit the wider community. The Board granted funding to the Trust to purchase an AP 12 two-stage air filtration unit from Machinery House. Woodworking activities generate significant quantities of fine dust, making effective air-quality management essential to maintaining a safe, healthy, and productive workshop environment. The new filtration unit is primarily used in the wood-turning area, where high volumes of sawdust and airborne particulates are produced.



By reducing dust levels, the unit helps address ongoing health and safety risks, particularly for older members who may be more vulnerable to respiratory hazards. The Shed makes a valuable contribution to the local community through projects for schools and residents, a repair service for community members, and practical assistance for small tradespeople. Improving the workshop's air-quality management will support the Trust's ability to continue delivering these services safely and effectively while providing a healthier environment for its members.

- 4.8. The North Canterbury Federation of Women's Institute promotes friendship, lifelong learning, and active participation in community life. The Institute hosted its annual Craft Day on 21 July 2026 at the Woodend Methodist Church Hall, providing members from across North Canterbury with an opportunity to learn new skills and connect with one another in a supportive and social environment. Participants took part in a range of workshops, including waterfall card making, decorative tassel making, Tunisian crochet, and beeswax wrap making. The event was well attended and highly valued by members, who gained practical skills and knowledge that can be applied in the Women's Institute National Handcraft Competition and shared through local community activities and events. The Board provided funding towards publicity, craft materials, and venue hire, helping to ensure the event was accessible and successful.



- 4.9. The Board granted the Pegasus Residents' Group Incorporated funding for scones for a Matariki morning tea the group was set to host in partnership with Pegasus Bay School. Originally scheduled for 24 June 2026, the school postponed the event, and it will now take place five weeks later. The event is designed to celebrate Matariki while promoting understanding and appreciation of Māori history and culture within the Pegasus community. Hosted by students from Pegasus Bay School for older members of the community, the gathering will be held in the school hall and will feature student performances of songs and dances themed around Matariki. The occasion aims to bring together different generations, foster social connection and mutual understanding, and create opportunities for young people to contribute positively to the wellbeing of older residents.
- 4.10. Scouts New Zealand provides fun and challenging activities, unique experiences, everyday adventure, and service opportunities, enabling young people to build confidence and contribute positively to their communities. The North Canterbury Scout Troop was granted funding for scouts to attend a pre-Jamboree camp at Payton Lodge in Oxford from 24 to 25 October 2026. The camp will support participants to develop practical skills that are valuable both within scouting and in their wider communities. The programme will focus on teamwork, resilience, and leadership in an outdoor environment. The scouts will also learn to set up and manage patrol sites, organise daily routines, plan and cook meals, and rotate through leadership roles. The camp will strengthen the overall scout programme by building capability and confidence among both youth and volunteer leaders, enhancing problem-solving skills and preparing the troop for participation in the Jamboree.



5. **OPTIONS**

- 5.1 That the Board notes that of the \$9,855 of the Board's 2025/26 Discretionary Grant Funding, \$3,459 was distributed for events and projects within the community.
- 5.2 That the Board notes that it only received nine applications from non-profit, community-based organisations, registered charities, or incorporated societies during the 205/26 financial year. Board members are therefore encouraged to remain proactive in promoting funding availability through their ongoing engagement and networking with community groups.
- 5.3 The Management Team has reviewed this report and supports the recommendations.

6. **STRATEGIC ALIGNMENT AND COMMUNITY VIEWS**

6.1. **Mana Whenua**

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

6.2. **Groups, Organisations and the Wider Community**

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

6.3. **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 events and projects encourages social interaction, reduces isolation, and increases physical activity, which in turn enhances mental and physical wellbeing across communities.

6.4. **Community Outcomes and Strategic Priorities**

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

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

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

7. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

7.1. **Financial Implications**

7.1.1 The Council's 2025/26 Annual Plan included budgetary provision of \$6,980 for the Board to approve grants to community groups in the 2025/26 financial year. An unspent amount of \$2,875 was carried forward from the 2024/25 financial year; hence, the Discretionary Grant Fund for the 2025/26 financial year was \$9,855.

7.1.2 The Board allocated \$3,459 of its Discretionary Grant funding to community groups and organisations during the 2025/26 financial year; the remaining funding was carried forward to the 2026/27 financial year.

7.1.3 Groups must complete and return an Accountability Form to be eligible for future funding.

7.2. **Community Resilience and Sustainability**

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

7.3. **Risk Management**

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

7.4. **Health and Safety**

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

8. CONTEXT**8.1. Consistency with Policy**

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

8.2. Authorising Legislation

Not applicable.

8.3. Authorising Delegations

It is a delegation of the Board to distribute this fund as per clause 12 of the delegations to Community Boards, S-DM 1041.

GOVERNANCE

Woodend-Sefton Community Board

Accountability Form for 2025/2026

Discretionary Grant Recipients

For funding provided during the period July 2025 – June 2026

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: Woodend Spring Flower Show

Date: 4th October 2025 Amount allocated: \$ 750.00

Purpose for grant: support the running of the show

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

Public Liability Insurance	\$ <u>520.38</u>
Printing	\$ <u>769.99</u>
	\$ _____

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:

the funds were used to partly cover the costs as listed above although there were many expenses these two were by far the larger and I have included copies the the relevant receipts I have also included some photos however they do not include any of the show day because of privacy if they are to be used on social media.

the show was very well attended with almost 1000 entries in 164 categories any profits form the day will go forward to promote and develop next years show.

(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:

Date: 13th October 2025

First contact name: Julie Robinson

Signature: [Redacted]

Position: Treasurer Woodend Spring Flower Show Committee

Phone: [Redacted]

Email: [Redacted]

Address: [Redacted] Woodend

Date: 13th October 2025

Second contact: Pam Cleeve

Signature: [Redacted]

Position: President Woodend Spring Flower Show Committee

Phone: [Redacted]

Email: [Redacted]

Address: [Redacted] Rangiora

Return to:

Governance Team

Waimakariri District Council
Private Bag 1005
Rangiora 7440

OR

IM@wmk.govt.nz



Nicola Frayle
 Account Manager
 Marsh Limited
 Phone: +64 3 977 4310
 email: Nicola.Frayle@marsh.com

Tax Invoice

GST Number: 11-578-357

Woodend Spring Flower Show
 C/ - 21/31 Wiltshire Court
 Rangiora 7400

Client No.:	W0065		
Invoice Date:	15 July 2025	Company Premium:	452.50
Invoice Number:	I02416704		
Our Reference:	NZL-CHC-W0065-1224618-000		
Period of Insurance:	From: 14 July 2025		
	To: 30 June 2026		
Class of Business:	Community Groups	GST (if applicable):	67.88
Insurer:	IAG New Zealand Ltd.[Lumley is a business division of IAG New Zealand Ltd]		
Contact:	Nicola Frayle	TOTAL NOW DUE	NZD 520.38

Transaction Description

Short date Public Liability policy and Annual Statutory Liability policy providing cover for the Woodend Spring Flower Show at the Woodend Community Centre. Period 3 October 2025 to 4 October 2025 (dates inclusive).

Payment is due on receipt of invoice

Payment Options

Credit Card - Please [Click Here](#)

Direct Credit -



Remittance Options

Email - fiduciary.newzealand@marsh.com

Postal Address - Marsh Limited
 PO Box 2221
 Shortland Street
 Auckland 1140

Client: Woodend Spring Flower Show
Invoice Number: I02416704
Invoice Date: 15 July 2025
Our Reference: NZL-CHC-W0065-1224618-000

TOTAL DUE	NZD	520.38
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106
Pol 29/7/25

TURKEY BEACH PRODUCTIONS

188 WILLIAMS STREET
KAIAPOI, CHRISTCHURCH, 7630

Tax invoice

Invoice number
IV00006100

Issue date
24/07/2025

Due date
20/08/2025

Bill to

Glenis Everts
Woodend Spring Flower Show

Item ID	Description	UoM	Qty	Unit price (\$) excluding GST	GST	Amount (\$) excluding GST
105	Woodend Booklet A5 Booklet 36pg Stapled Folded Green Cover Sheet	Qty	500	1.34	S15	669.56
Subtotal (exc. GST)						\$669.56
GST						\$100.43
Total Amount (inc. GST)						\$769.99
Total paid						\$0.00
Balance due						\$769.99

View your invoice online

[Click here to view](#)

How to pay

Due date: 20/08/2025

View your invoice online

Scan the QR code or click the link above to view this invoice online.



Bank deposit via EFT

Bank ANZ

Name

AC#

Ref# IV00006100

Mail a cheque

Cheques payable to
TURKEY BEACH
PRODUCTIONS

Mail to



108



109



110



GOVERNANCE

Woodend-Sefton Community Board

Accountability Form for 2025/2026

Discretionary Grant Recipients

For funding provided during the period July 2025 – June 2026

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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: Woodend Community Association

Date: 22/1/2026

Amount allocated: \$ 750

Purpose for grant: Towards hosting a Community Christmas Party

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

Food - New World \$ 205.38

Bouncy Castle Hire \$ 433.68

The Warehouse - toys \$ 128.40

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:

Towards activities and food for the Community Christmas Party

(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^{1,2}

Date: 22/1/2026

Date: _____

First contact name: Andy Childs

Second contact: _____

Signature: _____

Signature: _____

Position: President

Position: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Address: _____

Address: _____

Return to:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440

OR

IM@wmk.govt.nz

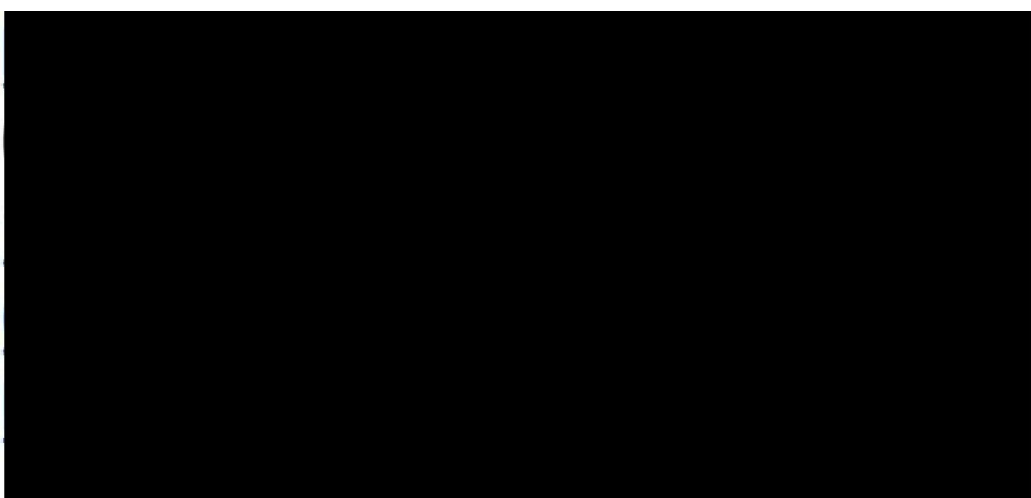
Booking Invoice

PAID



Inflatablez Ltd trading as Event Hire
[75 McAlpine Street](#)
[Wigram, 8042](#)
[Christchurch](#)
GST Number
110-237-243

Kendall



Booking ID:	BSQQ-161125
Created:	November 16, 2025
Booking Date:	December 6, 2025
Total (NZD):	NZ\$433.68

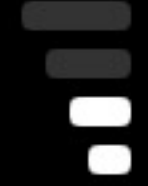
Item	Rate	Amount
Jungle Bouncy Castle Sat Dec 6, 2025	Qty: 1 Day @ NZ\$229.00	NZ\$229.00
Zone 4 Delivery & Collection Sat Dec 6, 2025	Per Hire: 1 @ NZ\$145.00	NZ\$145.00
Castle Setup and Packdown (deliveries only) Sat Dec 6, 2025	Per Hire: 1 @ NZ\$45.00	NZ\$45.00
Set Up Location: Exposed Grass Area (e.g Park, Paddock) Please note that castles are not suitable in high winds, on sloped surfaces, beaches, exposed areas or sandy locations. Please contact us for pricing for exposed concrete areas (e.g., outdoor courts) or for large castles set up indoors, as additional weights may be required (additional costs apply). Ground Type?: Soft Grass Generator Required?: No For Delivered Items - Select a Delivery Window: 9:30am-11am For Delivered Items- Preferred Pack Down Time.: 4:30pm-7:00pm Party Start Time: 11am Appropriate access available to the hire location?: Can reserve right up to grass and we will help lift over the little wire fence or use a troll Safe Operating Procedures Downloaded?: 1 Click here to download a copy of the castle SOP.		Sub-Total: NZ\$419.00 Booking Fee (3.5%): NZ\$14.68 Total: NZ\$433.68 Amount Paid: NZ\$433.68 GST (Included @ 15%) NZ\$54.65

← Reply

→ Forward



8:56



43

X IMG_9799.jpeg



the warehouse

The Warehouse
Rangiora, 11 High Street
Rangiora

Phone: (03)313-0414

thewarehouse.co.nz
Till: 1800

Tax Invoice GST # 41-482-354
DK: 13804 SP:Sienna 26-Nov-25 7:53pm

Play Studio Bubble Wand 122ml Assorted
9401097445681 12x \$0.70, 12x \$0.35 \$12.60

Hot Wheels Basic Car Single
27084120134 6x \$3.00 \$18.00

Play Studio Single Water Blaster Assorted
9401056865062 5x \$1.50 \$7.50

Active Intent Play Water Blaster 21cm
9401113522266 5x \$3.00 \$15.00

Scrunchems Fruity Neon Squish Bears 7cm Assorted
5038728151693 2x \$5.00 \$10.00

Wonderland Fun Festive Christmas Gift Wrap 70cm x 3m As
9401097447777 2x \$6.00 \$12.00

Wonderland Novelty Christmas Silicone Snap Sticks Assor
9401097450555 13x \$2.10 \$27.30

Disney: Zootopia #2 Colouring Adventures
9781761647376 3x \$3.00 \$9.00

Baby Doll 2-in-1 Bottle And Bib
9401113459609 2x \$3.50 \$7.00

Play-Doh Rainbow Starter Pack
653569996439 \$10.00

Total \$128.40
includes GST of \$16.75
EFTPOS VISA \$128.40
TWL Rangiora

X IMG_9801.jpeg

-----EFTPOS-----

TERMINAL 0005

26 Nov 25 19:53

VISA CONTACTLESS

AID A0000000031010

APP LABEL Visa DEBIT

CARD *****5294

PAN SEQ Number 00

RRN 533006220670

AUTHORISATION 594694

REFERENCE 081993

PURCHASE NZD128.40

TOTAL NZD128.40

APPROVED

CARDHOLDER DEVICE VERIFIED

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Total units sold: 63

CUSTOMER



NEW WORLD

New World Ravenswood

Phone: 03 930 8001
TAX INVOICE GST NO: 133-937-587

Rec# 0090410741 Date 5/12/2025 10:10:27
Operator Lane 9 Lane 9
New World Clubcard: 601435....4702

TIP TOP POPSCICLE MIXE	2 @	\$8.49 EA =	\$16.98
PAMS COCKTAIL SAUSAGE	1 @	\$9.99 EA =	\$9.99
WATTIES SAUCE TOMATO	1 @	\$7.49 EA =	\$7.49 C
DINNER SERVIETTES 20-	1 @	\$3.29 EA =	\$3.29
PAMS OIL SALAD & COOK	1 @	\$2.99 EA =	\$2.99
PAMS SATAY CHICKEN KE	3 @	\$6.49 EA =	\$19.47
PAMS HONEY SOY CHICKE	3 @	\$6.49 EA =	\$19.47
NATURES FRESH SANDWIC	2 @	\$3.99 EA =	\$7.98
VALUE BREAD WHITE SAN	1 @	\$1.99 EA =	\$1.99
PAMS VALUE TABLE SPRE	1 @	\$1.89 EA =	\$1.89
VALUE SOFT DRINK 350M	2 @	\$13.75 EA =	\$27.50

Total including GST \$119.04

378180 VISA \$119.04

NEW WORLD RAVENSWOOD
10 BOB ROBERTSON DRI
WOODEND

-----EFTPOS-----

TERMINAL 12364509
TIME 05Dec25 10:10
TRAN 378180 CREDIT
VISA
CARD5294
Visa DEBIT
RID: A000000003
PIX: 1010
ARQC D2002F1ECC90328C
TUR 0000000000
ATC 0022
TSI 0000
AUTH 439158
PURCHASE NZD119.04
TOTAL NZD119.04

ACCEPTED

CUSTOMER COPY

(C) Clubcard Savings -\$1.80



Coffee Club (+) Balance: 1/9

All prices include GST
Thank you for shopping with us

Our Shopping Hours are
7am to 9pm, 7 days



NEW WORLD

New World Ravenswood

Phone: 03 930 8001
TAX INVOICE GST NO: 133-937-587

Rec# 0100259448 Date 5/12/2025 10:24:34
Operator Lane 10 Lane 10
New World Clubcard: 601435....4702

CADBURY CARAMELLO SAN	2 @	\$4.99 EA =	\$9.98 C
PASCALL FRUIT BURST O	1 @	\$6.89 EA =	\$6.89
CADBURY DAIRY MILK SA	2 @	\$4.99 EA =	\$9.98 C
PAMS POTATO CHIPS SOU	2 @	\$1.99 EA =	\$3.98
PAMS POTATO CHIPS CHI	2 @	\$1.99 EA =	\$3.98
TARARUA DIP 250G CREA	2 @	\$4.79 EA =	\$9.58 C
INGHAM CHICKEN NUGGET	2 @	\$17.99 EA =	\$35.98
PAMS POTATO CHIPS REA	1 @	\$1.99 EA =	\$1.99
PAMS POTATO CHIPS GRE	1 @	\$1.99 EA =	\$1.99
PAMS POTATO CHIPS SAL	1 @	\$1.99 EA =	\$1.99

Total including GST \$86.34

245400 VISA \$86.34

NEW WORLD RAVENSWOOD
10 BOB ROBERTSON DRI
WOODEND

-----EFTPOS-----

TERMINAL 12364510
TIME 05Dec25 10:24
TRAN 245400 CREDIT
VISA
CARD5294
Visa DEBIT
RID: A000000003
PIX: 1010
ARQC AC2FC9918489AA67
TUR 0000000000
ATC 0023
TSI 0000
AUTH 473273
PURCHASE NZD86.34
TOTAL NZD86.34

ACCEPTED

CUSTOMER COPY

(C) Clubcard Savings -\$12.40



Coffee Club (+) Balance: 1/9

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WOODEND-SEFTON COMMUNITY BOARD

CHAIRPERSON'S REPORT FOR JUNE 2026

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>
Footpath Woodend / Pine Acres	Work has started on the footpath from Kaiapoi to the Pine Acres section	Request a report from the Council's Roding Team outlining how the footpath from Pine Acres to Woodend can be progressed independently of the Woodend Bypass project – Third request
Opening for John Harris Memorial Den in Woodend at 3 pm on Saturday, 15 August 2026. which is the anniversary of his passing.		Mayor Gordon will open it, and the community and family will be invited.
Woodpecker AGM	At 6 pm on 16 July 2026	Went well; good turnout from the community
Meeting with John Vanderburg, Dan and Chris Brown	Regarding Flying Fox Maungatere Reserve	Will come to the Board for a decision in September 2026
Had a call re update on Woodend Beach Projects	Believe this is overdue; should have been finished at the end of August 2026	I have emailed Thea for an update
Had a call regarding carparks in Main North Road and the state of the footpath	Car parks have been put in without permission	I believe the Council's Roding Team was following this up after the Board's June 2026 meeting; not sure of outcome
Meeting at Gladstone Park with Greenspace staff and User groups	Regarding a new well to be installed	No Opposition from any of the groups

* *The purpose of the Chairperson'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.*

WOODEND-SEFTON COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE FOR JULY 2026

Member's Name: Prudence Stone

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>
Woodend Community Association Meet monthly	Ongoing community projects (volunteer-led): Community Garden – near the school entry carpark Pātaka Kai / Food Pantry – WASP carpark Book Swap/help yourself – CountryHouse Greengrocer	All hands on deck, please mark your calendars – WCA are planning a Spring Clean Up day 19 September 2026. BYO rubbish bags...locations and times to be finalised. WCA is planning a Defibrillator training day in August for the Woodend Beach community
Woodend Lions Meet monthly	Successful Working bee at Gladstone Park Fruit Forest but work left unfinished despite substantial volunteer work across whole morning and lunch. A lovely way for Lions to learn about WCA activity and vice versa.	Lions are planning a follow up Fruit Forest working bee On 19 July 2026 WCA community garden now has a horticulturalist volunteer from the Lions keen to help regularly. 😊
Health Coalition Aotearoa	Launched HCA's four panels of Prevention Policy Briefs for disseminating amongst all parties and voters over the national election campaign period.	Will bring copies of the Brief for anyone interested.
Waimakariri Access Group	Collaborating on current public and private submissions	A subgroup has formed to work on developing more workplace and support training for North Canterbury's private sector.
Woodpecker Trust	Held their AGM with great turn out amongst its volunteers and Board. Both Mayor Gordon and local MP Matt Doocey gave presentations.	Our local free monthly continues to operate with strong readership and support from the community.
WDC Community Network Forum	Held 9 July 2026 at the Woodend Community Centre	Attended to learn and disseminate info on services there.

WOODEND-SEFTON COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE FOR JULY 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>
Canterbury Mayoral Forum meetings	Efforts are continuing to achieve a regional agreement on amalgamation. Ashburton District Council and the Christchurch City Council are the remaining councils yet to formally state their positions. Several meetings have been held with Christchurch City Council, Selwyn District Council, and Hurunui District Council. Kaikōura District Council is no longer participating in the discussions; however, the opportunity for future involvement remains open should it wish to re-engage.	Ongoing – Submission to the Government in early August 2026
Woodpecker Community and Volunteer evening and AGM	Mark Paterson was re-elected as Chairperson of the Woodpecker Trust Celebrated 40 years of the Woodpecker	
Corcoran Frensh Kaiapoi Art Expo	The 20th Kaiapoi Art Expo was an exhibition of art by Waimakariri artists held from 17 to 19 July 2026. With over 120 artists entered, a mixture of painting, drawing, sculpture, ceramics and more will be available for purchase at the opening and over the event.	Very well attended and successful event
Farewell for Colin Roxburgh	C Roxburgh dedicated 19 years of service to the Waimakariri District, progressing from a Graduate Engineer to Manager of the Project Development Unit. Throughout this period, he made a significant contribution to the planning, development, and delivery of key infrastructure projects across the district.	
Pegasus Residents Group Inc AGM	• Matt James re-elected as President • Brooke Azzopardi elected as Vice President • Debs Taylor-Hayhurst elected as Secretary • Kathy Gutberlet - Treasurer • Joel McLachlan and Peter Johnston retired from the Committee	

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>
Abbeyfield Waimakariri Inc AGM	• Busy year of fundraising for the group as at 31 March 2026 raised \$12,078.51, also double the previous balance. • Valda Reveley was re-elected as Chairperson • Richard Tolan was re-elected as Deputy Chairperson • Justine Sullivan was elected as the new Treasurer • Rosemarie Shaw was elected the Secretary • The Group has an agreement with the Council for the lease of a site in Kingsbury Avenue, Rangiora, to develop a house where 14 independent seniors can rent one of the purpose-built ensuite studio apartments in a supported family-life setting. The Group have five years to raise funding	Attended to learn and disseminate info on services there.
Fee-waiver Subcommittee	Focused on various applications Although all applications were evaluated on merit, most fee waivers were granted at 25%. The recommended discount amount was primarily based on the level of fee waiver the organisation had previously received, the organisation's ability to pay, and the likely impact of the hire costs on its activities and members.	
Gravel Haulage Reference Group	This was the second meeting of the Group investigating longer-term options for hauling gravel from the Waimakariri River.	Final report was expected in September 2026