

# Agenda

## Kaiapoi-Tuahiwī Community Board

Monday 21 October 2024

4pm

Kaikanui Room  
Ruatanīwha Kaiapoi Civic Centre  
176 Williams Street, Kaiapoi

**Members:**

Jackie Watson (Chairperson)

Sandra Stewart (Deputy Chairperson)

Neville Atkinson

Tim Bartle

Al Blackie

Tracey Blair

Russell Keetley

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**AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 21 OCTOBER 2024 AT 4PM.**

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

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	<b><u>BUSINESS</u></b>	<i>PAGES</i>
<b>1</b>	<b><u>APOLOGIES</u></b>	
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<b>3</b>	<b><u>CONFIRMATION OF MINUTES</u></b>	
3.1	<b><u>Minutes of the Kaiapoi-Tuahwi Community Board – 16 September 2024</u></b>	
	<i>RECOMMENDATION</i>	<i>10 – 19</i>
	<b>THAT</b> the Kaiapoi-Tuahwi Community Board:	
	(a) <b>Confirms</b> the circulated Minutes of the Kaiapoi-Tuahwi Community Board meeting, held 16 September 2024, as a true and accurate record.	
3.2	<b><u>Matters Arising (From Minutes)</u></b>	
3.3	<b><u>Notes of the Kaiapoi-Tuahwi Community Board Workshop – 16 September 2024</u></b>	
	<i>RECOMMENDATION</i>	<i>20 – 22</i>
	<b>THAT</b> the Kaiapoi-Tuahwi Community Board:	
	(a) <b>Receives</b> the circulated Notes of the Kaiapoi-Tuahwi Community Board Workshop, held 16 September 2024, as a true and accurate record.	
<b>4</b>	<b><u>DEPUTATIONS AND PRESENTATIONS</u></b>	
4.1	<b><u>Alwin G Heritage Trust – Neville Atkinson</u></b>	
	N Atkinson will be in attendance to provide an update on the Scow.	
4.2	<b><u>Environment Canterbury Courtenay Floodgate Structure – Fred Brooks</u></b>	
	F Brooks from Environment Canterbury will be in attendance to discuss the Courtenay Floodgate structure.	
4.3	<b><u>Community Garden – Kath Adams</u></b>	
	K Adams will be in attendance to update members on the activities of the Community Garden.	

## 5 ADJOURNED BUSINESS

Nil.

## 6 REPORTS

### 6.1 Saline Incursions in the Kaiapoi and Ruataniwha Cam Rivers – Sophie Allen (Water Environment Advisor)

*RECOMMENDATION*

23 – 32

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

- (a) **Receives** Report No. 240918159973.

*AND*

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

**THAT** the Council:

- (b) **Receives** Report No. 240918159973.
- (c) **Notes** that the cause of the Kaiapoi and Ruataniwha Cam Rivers ecological dieback observed in 2024 is primarily due to increased salinity, with potentially also some effect from frosts.
- (d) **Requests** for modelling to be led by Environment Canterbury to establish the key drivers of saline incursions in the Kaiapoi and Ruataniwha Cam Rivers, which incorporates tides, river flows and salinity data.
- (e) **Requests** that Environment Canterbury determine and employ methods to monitor water quality and aquatic ecology trends of the tidal section of the Kaiapoi River.
- (f) **Circulates** this report to the Waimakariri Water Zone Committee, at a WDC-Ngāi Tūāhuriri Rūnanga meeting, and to the Ohoka Rural Drainage Advisory Group.

### 6.2 Request Approval of the Clarkville School Road Safety Improvements Scheme Design – Peter Daly (Road Safety Coordinator/Journey Planner) and Joanne McBride (Roading and Transport Manager)

*RECOMMENDATION*

33 – 41

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

- (a) **Receives** Report No. 240912156030.

*AND*

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

**THAT** the Utilities and Roading Committee:

- (b) **Approves** the scheme design (Trim No. 240415058499).
- (c) **Approves** the relocation of the existing school bus stop to make space for the proposed P2 Kiss'n'Go facility outside the Clarkville School gate, which will create space for parents to pick up and drop off children.

- (d) **Approves** the installation of traffic islands to provide a safe crossing point for children at pick up and drop off times.
- (e) **Approves** the installation of 25 metres of No Stopping on the Eastern side of Heywards Road leading to the entry to the Community Hall carpark.
- (f) **Notes** that there are currently two bus stops outside the school, however this will be reduced to one with agreement from the school. There are also four angle carparks to be removed. However these will be replaced with six Kiss'n'Go carparks, resulting in a net increase in carparking.
- (g) **Notes** that the marking within the Clarkville Community Hall carpark is the responsibility of the Clarkville Hall Committee.
- (h) **Notes** that all works proposed have been discussed with and agreed to by the Clarkville Community Hall Committee and the Clarkville School Principal.
- (i) **Notes** that these works are estimated to cost \$40,000 and are to be funded from the Minor Safety Improvements Programme - School Safety Improvements (PJ 102429.000.5133), which is an unsubsidised budget.
- (j) **Notes** that an education campaign for drivers using the proposed scheme will be run through the school community to encourage compliance with the traffic flows proposed.

AND

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

**THAT** the District Planning and Regulation Committee:

- (k) **Approves** the implementation of a P2 Kiss'n'Go parking area outside the school gate from 8.30 am to 9.00 am and 2.55 pm to 3.15 pm, Monday to Friday, on School Days.

### 6.3 **Consultation of the Norman Kirk Park Play Space and Currie Park Play Space Concept Plans – Tori Stableford (Landscape Architect)**

RECOMMENDATION

42 – 63

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

- (a) **Receives** Report No. TRIM 241002169723.
- (b) **Approves** public consultation of the Norman Kirk Park Play Space Concept Plan (TRIM 241002169730).
- (c) **Approves** public consultation of the Currie Park Play Space Concept Plan (TRIM 241003170602).
- (d) **Approves** public consultation of an events area shown on the Norman Kirk Location Plan. (TRIM 241002169726).
- (e) **Approves** the location for a future Learn to Ride, bike facility at Norman Kirk Park. Shown in the Norman Kirk Layout Plan. (TRIM 241002169726).
- (f) **Notes** that the location of a future Learn to Ride, bike park would not be included in the Norman Kirk Layout Plan for consultation.
- (g) **Notes** that \$300,000 is allocated to this project in Councils Long Term Plan, to be spent during the 2024 / 25 financial year. The allocation

includes \$191,816 from the Play Safety/Surface Equipment Renewals budget and \$108,184 from the non-specified reserve enhancements budget.

6.4 **Applications to the Kaiapoi-Tuahiwi Community Board's 2024/25 Discretionary Grant Fund – Kay Rabe (Governance Advisor)**

*RECOMMENDATION* 64 – 100

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

- (a) **Receives** report No. 240909152910.
- (b) **Approves** a grant of \$..... to the Kaiapoi Community Garden for floor covering for the Garden's building.

**OR**

- (c) **Declines** the application from the Kaiapoi Community Garden.
- (d) **Approves** a grant of \$..... to the Pines Kairaki Beaches Association towards hosting a community Christmas event.

**OR**

- (e) **Declines** the application from the Pines Kairaki Beaches Association.

6.5 **Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – Kay Rabe (Governance Advisor)**

*RECOMMENDATION* 101 – 160

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

- (a) **Receives** Report No. 240827144222.
- (b) **Notes** that the \$7,522 allocated to the Board for the 2023/24 financial year and was fully distributed for events and projects within the community.
- (c) **Circulates** a copy of this report to all other Community Boards for information.

6.6 **2025 Kaiapoi-Tuahiwi Community Board's Meeting Schedule – Kay Rabe (Governance Advisor)**

*RECOMMENDATION* 161 – 164

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

- (a) **Receives** report No. 240906152353.
- (b) **Resolves** to hold Community Board meetings generally on the third Monday of the month at the Kāikanui Room, Ruataniwha Kaiapoi Civic Centre, commencing at 4pm, on the following dates:
  - 17 February 2025
  - 17 March 2025
  - 14 April 2025
  - 19 May 2025

- 16 June 2025
- 21 July 2025
- 18 August 2025
- 15 September 2025

## 7 CORRESPONDENCE

### 7.1 Long Term Plan Response Letter

Trim: 240216022707.

### 7.2 Pile of Dirt at 46 Main North Road – Chris Brown (General Manager Community and Recreation)

Trim: 241001168929.

*RECOMMENDATION*

165 – 168

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

- (a) **Receives** the correspondence.

## 8 CHAIRPERSON'S REPORT

### 8.1 Chairperson's Report for September 2024

The Chairperson will provide a verbal update.

*RECOMMENDATION*

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

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

## 9 MATTERS REFERRED FOR INFORMATION

### 9.1 Oxford-Ohoka Community Board Meeting Minutes 4 September 2024.

### 9.2 Woodend-Sefton Community Board Meeting Minutes 9 September 2024.

### 9.3 Rangiora-Ashley Community Board Meeting Minutes 11 September 2024.

### 9.4 Submission on the Draft Setting of Speed Limits Rule 2024 – Report to Council Meeting 3 September 2024 – Circulates to all Boards.

### 9.5 Submission on Making it Easier to Build Granny Flats – Report to Council Meeting 3 September 2024 – Circulates to all Boards.

### 9.6 Subdivision Contribution Programme for 2024/25 and Approval of Ellis Road Seal Extension – Report to Council Meeting 3 September 2024 – Circulates to all Boards.

### 9.7 Environment Canterbury Representation Review – Report to Council Meeting 3 September 2024 – Circulates to all Boards.

### 9.8 Review of the Briefing and Workshop Policy – Report to Council Meeting 3 September 2024 – Circulates to all Boards.

### 9.9 Health, Safety and Wellbeing Report August 2024 – Report to Council Meeting 3 September 2024 – Circulates to all Boards.

- 9.10 **Annual Report on Dog Control 2023/24 – Report to District Planning and Regulation Committee 17 September 2024 – Circulates to all Boards.**
- 9.11 **Annual Report to the Alcohol Regulatory and Licensing Authority 2023/24 – Report to District Planning and Regulation Committee 17 September 2024 – Circulates to all Boards.**
- 9.12 **Libraries Update to 5 September 2024 – Report to Community and Recreation Committee 17 September 2024 – Circulates to all Boards.**
- 9.13 **Aquatics September 2024 Report – Report to Community and Recreation Committee 17 September 2024 – Circulates to all Boards.**

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.13.

**Note:**

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

**10 MEMBERS' INFORMATION EXCHANGE**

169 – 170

- 10.1 **Brent Cairns**
- 10.2 **Philip Redmond**

**11 CONSULTATION PROJECTS**

- 11.1 **Road Reserve Management**  
<https://letstalk.waimakariri.govt.nz/road-reserve-management>
- 11.2 **Solutions to Waste**  
<https://letstalk.waimakariri.govt.nz/waste-matters>
- 11.3 **Welcoming Communities**  
<https://letstalk.waimakariri.govt.nz/welcoming-communities>

**12 BOARD FUNDING UPDATE**

- 12.1 **Board Discretionary Grant**  
Balance as at 30 September 2024: \$5,483.
- 12.2 **General Landscaping Budget**  
Balance as at 30 September 2024: \$45,650.

**13 MEDIA ITEMS**

**14 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or



section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

1. That the public is excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
14.1	Williams Street Bridge Balustrade Replacement Project Status and Approvals	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) (s 7(2)(a, g and i)).

## 15 QUESTIONS UNDER STANDING ORDERS

## 16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

### NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 18 November 2024 at 4pm.

#### Workshop

- *Animal Control Bylaw – Nadeesha Thenuwara (Policy Analys) and Billy Chalton (Environmental Services Manager) – 15 Minutes*
- *Kaiapoi Town Centre Parking Management Plan Project – Heike Downie (Strategy and Centres Team Leader), Don Young (Senior Engineering Advisor) and Shane Binder (Senior Transportation Engineer) – 30 Minutes*
- *Members Forum*

**MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 16 SEPTEMBER 2024, AT 4PM.**

**PRESENT**

J Watson (Chairperson), S Stewart (Deputy Chairperson), T Bartle, T Blair and R Keetley.

**IN ATTENDANCE**

B Cairns and P Redmond (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), K Straw (Civil Projects Team Leader), D Roxborough (Implementation Project Manager – District Regeneration), S Srinivasan (Graduate Engineer), R Deo (Environmental Health Officer), B Charlton (Environmental Services Manager), S Docherty (Policy and Corporate Planning Team Leader), N Thenuwara (Policy Analyst) and A Connor (Governance Support Officer).

There was one member of the public present.

**1 APOLOGIES**

Moved: J Watson

Seconded: T Bartle

**THAT** an apology for absence be received and sustained from N Atkinson and A Blackie.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 19 August 2024**

Moved: J Watson

Seconded: R Keetley

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

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held on 19 August 2024, as a true and accurate record.

**CARRIED**

**3.2 Matters Arising (From Minutes)**

T Bartle asked if there had been any further progress on the Paris for the Weekend Café lease. C Brown informed the Board that staff were still working to resolve issues with the lessee.

**4 DEPUTATIONS AND PRESENTATIONS**

**4.1 Environment Canterbury Courtenay Floodgate Structure – Fred Brooks**

F Brooks was not in attendance.

#### 4.2 **Youth Development and Opportunities Trust (YDOT) Funding – Annie Fechner**

A Fechner noted that YDOT had been invited to join the Kaiapoi Community Hub. They were very excited to offer training courses and a free gym to Kaiapoi youth. YDOT had planned a Fun Day to celebrate the opening of their new building; unfortunately, with the current building industry climate, they were yet to begin building. However, YDOT had decided to still host the Fun Day. The Fun Day would include events and activities for families with a focus on the youth and to promote YDOT, and what it had to offer Kaiapoi youth. An adventure race for fundraising would also be held at the same time. YDOT was being creative and trying to save costs where they could; however, receiving funding from the Board would assist in covering the costs associated with the event.

J Watson questioned what the building would consist of and if they had sufficient funding to cover the build. A Fechner noted the building would be warehouse style with workshops for welding, automotive, building and an area for hospitality. The next objective was to achieve funding.

T Bartle queried what the current funds in their account were set aside for. A Fechner replied the current funds were for the Trust's new building in Rangiora.

S Stewart asked how many young people attended YDOT per year. A Fechner informed the Board they kept numbers low so as to cater to needs of the youth. There were six people per course and each course ran for one semester. The Trust were hoping to duplicate its numbers with the Kaiapoi site. They also had 15-20 people in the gym each night. They would be open to expanding the courses if there was a need.

Following a question from B Cairns, A Fechner confirmed the adventure race would be entirely off-road and would use local tracks and trials.

P Redmond asked how far through the process for the Kaiapoi building the Trust was. A Fechner commented they were in the final stages of consent approvals and needed to source funding. C Brown noted one issue with Geotech had arisen during the consent process due to confusion with wording in the report from the company that completed the Geotechnical surveys. Council's Planning Team had confirmed what the wording in the report meant and requested clarification on if the engineer could show they had considered the advice given in the report.

## 5 **ADJOURNED BUSINESS**

Nil.

## 6 **REPORTS**

### 6.1 **License to Occupy, Alwin G Heritage Trust – G MacLeod (Greenspace Manager) and C Brown (General Manager Community and Recreation)**

C Brown noted the scow had been located along the river for a year on a temporary arrangement until further community consultation was completed. One response from the consultation identified car parking as an issue however staff did not believe there would be any issue in the next five years as the boat trailer parking funding had been pushed out. The largest risk was if the boat was not water ready after five years. The Trust Deed had specific objectives that had to be met which separated them from someone else also requesting to store a boat along the river. There was a condition in the licence to occupy that the Trust must report to the Board annually on progress. Staff had noted Ngai Tūāhuriri may have interest once boat was ready to be put in the water.

S Stewart questioned if the Trust would be speaking to the Board in the coming months about progress made as they had been on the site for one year. C Brown noted that this was not a requirement in the temporary lease however he believed the Trust would be happy to update the Board.

T Bartle asked if the report had to be considered now or if it could be delayed by a month and if that would have any effect on the timeline. C Brown stated it was the Board's prerogative to delay any decision however the Trust currently had funds available to continue with work on the scow and needed to wait for the lease to be approved before commencing.

C Brown further informed the Board a bond had been considered however it would mean that a large amount of their current funds would be used which would delay any progress on restoring the boat.

Moved: T Bartle

Seconded: S Stewart

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

- (a) **Receives** Report No. 240903148824.
- (b) **Approves** a license to occupy being negotiated with the Kaipuke Kaiapoi Heritage Trust on Corcoran Reserve in accordance with the following conditions and location plan:
  - The license to occupy is for a period of no longer than a five year term. A renewal at this time would need to be sought with a new license to occupy from the Kaiapoi Tuahiwi Community Board.
  - That the Kaipuke Kaiapoi Heritage Trust approaches Council in year four of its license to outline either a remediation plan for the land or to apply for a new license to occupy.
  - That the Kaipuke Kaiapoi Heritage Trust will be required to update the Kaiapoi Tuahiwi Community Board annually, including fundraising, updates on its objectives, the restoration to the scow and any other works associated with the Trust.
  - Storage enclosure - two temporary containers and temporary roof structure over the scow can be installed however the restoration must be visible to the public.
  - The Kaipuke Kaiapoi Heritage Trust shall be responsible for ensuring that noise generated shall fall within the noise limits provided for in the Waimakariri District Plan.
  - The Kaipuke Kaiapoi Heritage Trust will ensure that the land is presented in a clean, tidy and respectable state at all times with any materials or hoardings stored in a safe manner.
  - The Kaipuke Kaiapoi Heritage Trust are not permitted to use poisons, baits or traps on the land.
  - The area remains fenced at all times with clear signage to the public.
  - Ensure that the use of the land does not impede others' use and enjoyment of the wider area.
  - Require the licensee to maintain adequate insurance coverage for the duration of the project, including liability and property damage insurance.
  - Include provisions for maintaining health and safety standards on the site, such as compliance with local regulations and the use of personal protective equipment.
  - Health and safety plan to be provided to the Council and signed off prior to restoration taking place.
  - Ensure that the restoration work complies with environmental protection laws and regulations and include measures to prevent pollution or damage to the surrounding area.

- Any damage incurred to the reserve in any way associated with the temporary storage of the scow is the responsibility of the Kaipuke Kaiapoi Heritage Trust and will be rectified at the Trust's expense.
- Notes that the license to occupy shall have standard terms and conditions in line with Council license to occupy documents, including termination clauses.



Revision: 05  
 Drawn: 04/05/24  
 Note: Check and confirm all dimensions on site

## Proposed Location for Alwyn G Trust

- Approves** the Manager of Community and Recreation to negotiate the final license to occupy with the Kaipuke Kaiapoi Heritage Trust based on the above conditions.
- Notes** that the Kaipuke Kaiapoi Heritage Trust is actively seeking fundraising opportunities to undertake the works to get the scow back into the water. This being no cost to Council.
- Notes** that all costs associated with improvements onsite are the responsibility of the Kaipuke Kaiapoi Heritage Trust.
- Notes** that the License to Occupy is provided at no cost to the Kaipuke Kaiapoi Heritage Trust as a peppercorn rental. This being consistent with how Council provides License to Occupy documents to not for profit groups.
- Notes** Council is not responsible for ensuring any assets or any damage caused to or by the Scow whilst it is located on Corcoran reserve.
- Notes** that the Board request staff to arrange an annual update from the Kaipuke Kaiapoi Heritage Trust on the works list to the Scow and how they are tracking.
- Notes** that the Board request staff to arrange for the Kaipuke Kaiapoi Heritage Trust to keep Te Ngāi Tūāhuriri hapū informed of when the scow is ready to go back into the water.

- (j) **Requests** the Alwin G Heritage Trust update the Board on any progress made and provide a timeline of the work to be completed.

**CARRIED**

6.2 **Applications to the Kaiapoi-Tuahiwi Community Board's 2023/24 Discretionary Grant Fund – K Rabe (Governance Advisor)**

C Brown presented the report. It was noted both grants did not comply with the funds criteria however any decision was at the Board's discretion.

P Redmond questioned why the North Canterbury Inclusive Sports Festival had applied for more funding from the Kaiapoi-Tuahiwi and Rangiora-Ashley Community Boards. C Brown believed it was due to the two Boards having the most funds available.

Moved: J Watson

Seconded: T Bartle

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

- (a) **Receives** report No. 240823142257.
- (b) **Approves** a grant of \$500 to North Canterbury Inclusive Sports Festival to host the Inclusive Sports Festival at the MainPower Stadium.

**CARRIED**

T Bartle stated it would be nice to allocate the requested amount however the Board needed to be conscious of applications that would be received during the rest of the financial year.

B Cairns noted Enterprise North Canterbury had provided YDOT with \$2,000 for promotions.

Moved: R Keetley

Seconded: S Stewart

- (a) **Approves** a grant of \$517 to the Youth Development and Opportunities Trust (YDOT) towards fencing for the Kaiapoi Funday and Adventure race.

**CARRIED**

R Keetley stated YDOT had applied for two aspects of its event in one application and he was more comfortable funding part of the application to ensure the Board had sufficient funds to last the rest of the financial year.

S Stewart agreed with R Keetley that it was a worthy project that deserved funds however the requested \$918 was more than the fund criteria stipulated and providing a lesser amount was appropriate.

**7 CORRESPONDENCE**

7.1 **Memo regarding Kaiapoi-Tuahiwi Community Boards General Landscaping Budget**

J Watson suggested the Charles Street roundabout or the area along Main North Road opposite Hellers were both viable projects.

S Stewart also noted the plantings along Smith Street at the overbridge also required beautifying. C Brown stated that portion of the road was owned by NZTA and the Board would not be able to do any work without their permission.

It was requested that a workshop be held at the Boards next meeting for members to further share any ideas.

Moved: J Watson

Seconded: T Bartle

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

- (a) **Receives** the correspondence (TRIM: 240911154846).

**CARRIED**

## **8 CHAIRPERSON'S REPORT**

### **8.1 Chairperson's Report for August 2024**

- Met with Jed Pearce and Helen Leslie regarding a heritage sign outside Paris for the Weekend. One side would give the history of the railway station building and other side would have information regarding the Waimakariri Yacht Club.
- Met with C Brown and S Stewart to discuss the community reaction to the letter in the news regarding the state of the Kaiapoi River. Environment Canterbury needed to take the lead on providing correct information to the public.
- Attended afternoon tea at The Stirling and informed them of the sculpture that would be installed in Silverstream reserve.
- Attended Creative Communities funding meeting. \$24,785 was distributed to 13 projects.
- Invitation to all Board members to attend the Springston Trophy as a thank you for providing funding for the event.

Moved: J Watson

Seconded: R Keetley

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

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

**CARRIED**

## **9 MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 7 August 2024.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 12 August 2024.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 14 August 2024.
- 9.4 Kaiapoi Car and Boat Trailer Parking and Charles Street Caravan Dump Station Budget Reassignment – Report to Council Meeting 6 August 2024 – Circulates to the Kaiapoi-Tuahwi Community Board.
- 9.5 Health, Safety and Wellbeing Report July 2024 – Report to Council Meeting 6 August 2024 – Circulates to all Boards.
- 9.6 Proposed Roding Capital Works Programme for 2024/25 and Indicative Three-Year Programme – Report to Utilities and Roding Committee 20 August 2024 – Circulates to all Boards.
- 9.7 Avian Botulism Management 2023-24 – Report to Utilities and Roding Committee 20 August 2024 – Circulates to all Boards.

Moved: J Watson

Seconded: T Bartle

**THAT** the Kaiapoi-Tuahwi Community Board

- (a) **Receives** the information in Items.9.1 to 9.7.

CARRIED

**10 MEMBERS' INFORMATION EXCHANGE****R Keetley**

- Attended Landmarks Committee monthly meeting. Discussed listed historic buildings compared to notable buildings. They were planned to widen scope of what was considered notable and were going to look at old areas of townships within the District to see what else could be included. They had planned to install plaques on the notable buildings to provide recognition of their importance. The plaques would have limited information but would have a QR code available to scan for further information.
- Attended the Kaiapoi District Historical Society monthly meeting regarding the Kaiapoi Museum. They would be upgrading their computer system and storage and revising the current constitution. St Bartholomew's Cemetery had completed their work caused by the earthquakes however they did not have detailed records of where the headstones should be placed. They would need to do radar detection to confirm the location of the graves.

**S Stewart**

- Kaiapoi Promotions Association Christmas Parade would now go into Walker Street and then back into the rugby grounds. They had already sold several tickets for the evening concert.
- Attended the Ashley Rakahuri River Care Group Annual General Meeting. The Chair was re-elected. They did not see themselves as making large amounts of progress despite having hundreds of trap lines. They were investigating applying to funders for a full-time position to have someone on the ground trapping for three years.
- Was a judge for the Waimakariri Biodiversity Awards.
- Requested further information on the illegal pile at Mt Clements.
- Attended Waimakariri Water Zone meeting.
- Greypower were still waiting for the Rangiora Health Hub.
- Attended conservation planting day.
- Sefton Saltwater Creek Catchment Group Annual General Meeting and trapping workshop would be held on 17 September 2024.

**B Cairns**

- Attended a workshop on Welcoming Communities as part of the migrants meeting. The workshop covered ensuring everyone felt included and had a sense of belonging, which was vital for building a strong resilient community. Council wanted to hear people's views through its survey. Staff had received government funding to implement the programme which was being rolled out over three years.
- Had tried to change the google maps name for Stalker Park to Owen Stalker Park however was yet to be successful.
- Attended the Citizens Advice Bureau Annual General Meeting. Their hours had been extended Monday to Friday from 9am to 4.30pm.
- Attended Peter Langford, professional forager, book talk at Rangiora Library.
- Attended Norman Kirks 50<sup>th</sup> year death memorial. Speakers talked about his contribution to the local community and the nation. He built his home in Carew Street using bricks he had made himself.
- Had a visit from Grace a USA University Graduate that was funded by a section of IBM where she had to travel the world for a minimum of one year to visit food forests.
- Following Aidan Johnstons visit to the Woodend-Sefton Community Board and his request for a food forest on Allin Drive Reserve – he had communicated to staff that around 20-30 trees had been donated. Food Secure North Canterbury had agreed to assist with any plantings and be a holder for any funding applications regarding purchasing any plants/trees to supplement any donations.
- Attended Silverstream and Pegasus emergency hub get togethers. Silverstream was well attended. Pegasus had less numbers however they were holding another open day in October 2024.



- Food Secure North Canterbury were holding their next workshop “Food security at a time of disruption” on 24 October 2024.
- Had donated to Community Wellbeing Kaiapoi a range of vegetables growing in pots and buckets (lettuce, tomato, potato, strawberries etc) which would be given to people collecting food parcels. The idea was to have people grow their own food whether they lived in their own home or rented. The concept – give a man a fish feed him or a day, teach him how to fish and feed him for a lifetime.
- Attended Kaiapoi Museum monthly meeting – discussed the landmarks committee and mapping of St Bartholomew’s Cemetery.
- North Canterbury Neighbourhood Support monthly meeting. Getsready was being updated, this was the database software. It would be easier to manage and would automate many of the processes that were currently labour intensive. They were applying for funding to pay staff in tough times. Due to changes within the police, Police head office promised it would allocate a police liaison.
- A recent trailer theft in Sovereign Palms utilised the community funded cameras to establish the time and identity of those involved. Whereas recent vehicle theft in Allison Crescent used a police helicopter to track the culprits.
- The Kaiapoi Food Forest held a Birch/Walnut tree tapping workshop. They also celebrated their seventh birthday with a kumara grafting workshop and fruit tree grafting workshop both of which were well attended.
- The Hope Trust was providing ladle Wednesdays in Woodend.
- Down by the Rivers next event would be held at the Eyreton Hall mixing art and music.
- Was the emcee for the Kane Shield swimming event. First time being held without All Together Kaiapoi and was very successful.
- Attended Te Reo Māori events happening in the libraries.
- Maps and art display was currently in the Kaiapoi Library.
- Two new beauty businesses were opening in Kaiapoi.

#### **P Redmond**

- District Licensing Committee Hearing for Managers certificate.
- Waimakariri Health Advisory Group – Health Hub update. Independent Chair vacancy and Terms of Reference gaps. There was a new dental surgery in Ravenswood.
- Kaiapoi Promotions Association Annual General Meeting – John Rule was the new Chair. Christmas parade was discussed.
- LGNZ Zoom regarding security concerns.
- Kaiapoi Library author book launch on insects from a cultural perspective.
- Roding Portfolio Update.
- NZTA Briefing. Discussed progress with the Woodend Bypass, there would be no cycleway adjacent included in the project.
- Mandeville Resurgence Channel bus trip. Visit to drainage upgrade areas. Two stages were proposed.
- Lighting and Decorations Working Party met to discuss 2024 Christmas decorations from operational budget.
- North Canterbury Sport and Recreation Trust – Oxford gym extensions. Plans and budgets progressing. All gyms were performing well with membership increasing. Prama room was to be repurposed.
- Royal Commonwealth Society 2024 New Year recipients’ presentations. Each recipient spoke and it was very inspiring.
- Road Safety Working Group – co-ordinators report highlighted crash facts. 2023/24 had two fatal crashes, three killed 25 serious injury crashes. Alcohol was the top factor and speed was the lowest. Drink driving 1:110 fails, higher than national average. NLTP funding decision was still being awaited.
- Parking in Rangiora drop-in session had good attendance. Issues raised included the seven-day enforcement survey, P120/60 and a lack of safe parking for retail staff.
- Social Club Quiz at the Rangiora RSA. The Governance Team won. His team led at halfway but faded. Gary Saunders was the quiz master.
- Chief Executive Review. Was Chaired by Stuart Mitchell.

- Whiterock Public Meeting at Loburn. 240 people attended.
- Hope Community Trust official opening in Woodend. Were located at 348 Rangiora-Woodend Road.
- Attended Contractors Briefing.
- Attended Norman Kirks Remembrance in Kaiapoi. Was fifty years since his death. He was Prime Minister from 1972 to 1974 and was the Mayor of Kaiapoi Borough Council.

#### **T Blair**

- Attended the Darnley Club Annual General Meeting.

#### **T Bartle**

- Pegasus Bay Bylaw Hearing Panel met to accept the final draft recommendations for the Bylaw which would now go to Council for adoption.
- Attended North Canterbury Neighbourhood Support meeting.
- Local Government New Zealand (LGNZ) Conference. Reports from other Community Board Members stated they did not have positive experiences. He questioned if Council would be reconsidering their membership to LGNZ.

P Redmond stated Council had paid the current years membership fee. He was not aware of any current proposals to reconsider the Council's membership however it would be reconsidered during the Annual Plan process.

## **11 CONSULTATION PROJECTS**

### **11.1 Gladstone Dog Park**

<https://letstalk.waimakariri.govt.nz/gladstone-dog-park>

Consultation closes Friday 20 September 2024.

### **11.2 Road Sealing – Riverside Road and Inglis Road**

<https://letstalk.waimakariri.govt.nz/road-sealing-riverside-road-inglis-road>

Consultation closes Tuesday 1 October 2024.

### **11.3 Road Reserve Management**

<https://letstalk.waimakariri.govt.nz/road-reserve-management>

### **11.4 Parking Management Plan – Shopper/Visitor Survey**

<https://letstalk.waimakariri.govt.nz/parking-management-plan-shopper-visitor-survey>

### **11.5 Solutions to Waste**

<https://letstalk.waimakariri.govt.nz/waste-matters>

### **11.6 Welcoming Communities**

<https://letstalk.waimakariri.govt.nz/welcoming-communities>

## **12 BOARD FUNDING UPDATE**

### **12.1 Board Discretionary Grant**

Balance as at 30 August 2024: \$6,500.

### **12.2 General Landscaping Budget**

Balance as at 30 August 2024: \$45,650.

## **13 MEDIA ITEMS**

14 **QUESTIONS UNDER STANDING ORDERS**

15 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 21 October 2024 at 4pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 4.55PM

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Workshop (4.55-5.35pm)**

- *Carboat Parking – Duncan Roxborough (Implementation Project Manager – District Regeneration) – 15 Minutes*
- *Charles Street Dump Station - Duncan Roxborough (Implementation Project Manager – District Regeneration) – 15 Minutes*
- *Members Forum*
  - *Huria Reserve Disabled Access Lake Edge Deck – Chris Brown (General Manager Community and Recreation) – 10 Minutes*

**Briefing (5.35-5.57pm)**

- *Review of Alcohol Control Bylaw – Trousselot Park – Billy Charlton (Environmental Services Manager) and Nadeesha Thenuwara (Policy Analyst) – 15 Minutes*

**NOTES OF A WORKSHOP OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, ON MONDAY 16 SEPTEMBER 2024 AT 4.55PM.**

**PRESENT**

J Watson (Chairperson), S Stewart (Deputy Chairperson), T Bartle, T Blair and R Keetley.

**IN ATTENDANCE**

B Cairns and P Redmond (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), K Straw (Civil Projects Team Leader), D Roxborough (Implementation Project Manager – District Regeneration), S Srinivasan (Graduate Engineer), R Deo (Environmental Health Officer), B Charlton (Environmental Services Manager), S Docherty (Policy and Corporate Planning Team Leader), N Thenuwara (Policy Analyst) and A Connor (Governance Support Officer).

There were no members of the public present.

**APOLOGIES**

Moved: J Watson

Seconded: T Bartle

**THAT** an apology for absence be received and sustained from N Atkinson and A Blackie.

**CARRIED**

1. **CAR BOARD TRAILER PARKING AND CHARLES STREET DUMP STATION** – Duncan Roxborough (Implementation Project Manager – District Regeneration), K Straw (Civil Projects Team Leader) and S Srinivasan (Graduate Engineer) Trim: 240909153123.

Key points:

- Council requested staff to look at further locations for a dump station in Kaiapoi.
- Possibility for partial funding from NZMCA.
- Charles Street dump station was heavily used, and usage was increasing with no standby capacity. The pump chamber was designed to have a second pump however was not currently installed. The pump was replaced less than one year ago as it was cheaper to replace than repair.
- There was a second dump station at McKeown's on Smith Street.
- NZMCA did look at installing their own dump however ultimately did not. If they did it would be for NZMCA members only.
- Objectives included providing a safe and hygienic location for Caravans, Motorhomes and boat owners to discharge blackwater and greywater waste tanks, provide a potable water supply, encourage users into the Kaiapoi Town Centre, minimise impact on adjacent neighbours/stakeholders and it must be accessible to the public.
- The existing location was within a recreation reserve on the banks on the Kaiapoi River. It was within walking distance to users based at the motorhome park on Jones Street and users based on the river, brought out of town visitors into the Kaiapoi Town Centre, had all the required consents and all required existing services.
- Drivers for considering alternative locations included the land on the riverbank being better utilised and being adjacent to future boat trailer parking.
- Possible alternative locations:
  - Eastern Charles Street:
    - No available wastewater service available.
    - No water service available.
    - Connections to sewer rising mains and they would not be permitted.
    - No services available at any location on Charles Street east of the existing site.
  - Feldwick Drive:
    - Any site within Feldwick Drive would need to be located within Gray Crescent Reserve to avoid neighbouring properties.
    - Adjacent to existing pump station provided access to both water and wastewater services.

- Potential conflicts with large vehicles and young children accessing the sports fields on the southern side of Feldwick Drive.
  - Kaiapoi Community Hub:
    - Community Hub Master Plan approval and consultation did not include provision for a dump station.
    - Site could accommodate needed space
    - Both water and wastewater services were available.
    - Site could avoid all previously approved assets within the space.
  - Rich Street/Hilton Street:
    - Both water and wastewater services were available.
    - Would be situated opposite residential housing.
    - Directed large motorhomes and caravans towards a primary school.
    - Good connectivity to the Kaiapoi Town Centre.
    - Land use may not align with future MUBA activities.
  - Smith Street.
    - This site had no wastewater service available.
    - Staff had discussed connection to sewer rising mains and they would not be permitted.
    - Located within ECan owned parcel of land.
    - Located 120m from an existing motorhome dump station.
  - Doubledays Road.
    - Location considered due to proximity to existing campground.
    - Riverlands did have its own existing dump station.
    - No WDC owned water or wastewater services available.
    - Poor connectivity to Kaiapoi Town Centre.
  - Kaiapoi Lakes.
    - Water and wastewater services available.
    - Located adjacent to a popular recreational reserve.
    - In close proximity to culturally significant land and Urupa.
    - Poor connectivity to Kaiapoi Town Centre.
    - Was near Pineacres Holiday Park.
- Multi-criteria analysis showed upgrading the existing site would be the best option.

#### Questions/Issues:

- *Could the existing site provide dual access?*  
Yes, however detailed design had not been completed.
- *What would be the largest aspect of the cost?*  
Large amount of the cost was moving the inlet structure away from the roadway to create two lanes. The budget was conservative and was not expected to be exhausted. It also did not include any extra funding from NZMCA.
- *Existing location was the most effective, preferred dual access rather than tandem.*
- *Supported remaining at the existing site. Look at consideration for future use with boat trailer parking also.*

## **2. MEMBERS FORUM**

### **Huria Reserve Disabled Access Lake Edge Deck – C Brown (General Manager Community and Recreation)**

#### Key points:

- The Huria Reserve land was leased to Te Kohaka o Tuhaitara Trust and as part of the lease a working group was established. The working group was implementing concept plan. They had proposed a disabled access lake edge deck however part of the deck would be located on land controlled by the Board. They were seeking the Boards feedback on the deck.
- The Trust had concerns regarding antisocial behaviour occurring.
- It would cost around \$30,000 to install from a budget the Trust managed.

Key points:

- *Was there already a deck at this lake as part of the Aqualand?*  
There was a floating pontoon however it was not accessible.
- *Where did idea come from?*  
From the Huria Reserve Working Group.
- *How would the project be funded?*  
By the Huria Reserve budget held by Te Kohaka o Tuhaitara Trust.
- *Was there any science around the deck being wanted by disabled users?*  
They had not done any research.
- *Access platforms in Pegasus and Waikuku were very well used.*
- *Once it was installed who would be responsible for the asset?*  
All assets built in Huria Reserve were owned by Council and therefore were Council's responsibility.
- *Were there any long-term cost projections?*  
Generally, there was not large costs associated with the maintenance of these types of assets, depreciation costs would be higher than maintenance.
- *Was a nice to have and not a main priority.*

THERE BEING NO FURTHER BUSINESS THE WORKSHOP CONCLUDED AT 5.35PM.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION**

**FILE NO and TRIM NO:** DRA-07 / 240918159973

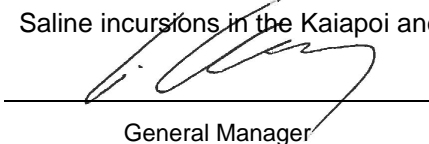
**REPORT TO:** KAIAPOI – TUAHIWI COMMUNITY BOARD


**DATE OF MEETING:** 21 October 2024

**AUTHOR(S):** Sophie Allen – Water Environment Advisor

**SUBJECT:** Saline incursions in the Kaiapoi and Ruataniwha Cam Rivers

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. This report examines community observations this year (2024) regarding changes in the Kaiapoi and Ruataniwha Cam Rivers, including emergent and submerged macrophyte (weedbed) dieback and freshwater mussel (kākāhi) deaths.
- 1.2. This report raises possible options for management by Waimakariri District Council (WDC) and areas for WDC to work with Environment Canterbury to understand better and consider management options.
- 1.3. Increasing saline incursions during 2024, potentially combined with frost effects, rather than herbicide usage, is the likely cause of the ecological dieback in the Kaiapoi and lower part of the Ruataniwha Cam River. Low flows in the Waimakariri River are believed to increase the frequency of saline incursions into the Kaiapoi and Ruataniwha Cam Rivers.
- 1.4. The Kaiapoi Ruataniwha Cam Rivers area could be part of a Climate Adaptation Plan under the WDC Climate Resilience Programme. Additional ecological monitoring and modelling of these river systems is recommended for further understanding of the drivers of saline incursions. No replanting of intertidal plants that have experienced dieback in 2024 is proposed until there has been an assessment of future species suitability for saline, and confirmation of any regrowth of the existing plants in the summer growth period.
- 1.5. WDC could consider whether to request Environment Canterbury to gather further understanding of Waimakariri River flows including any impact of the minimum flow set in the Waimakariri River Regional Plan.
- 1.6. This report does not consider coastal erosion caused by coastal inundation by storms, saltwater intrusion and raised groundwater levels in the Kaiapoi area due to climate change and sea level rise. This work is part of the WDC Climate Resilience Programme.

**2. RECOMMENDATION**

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

- (a) **Receives** Report No. 240918159973.

*AND*

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

**THAT** the Council:

- (a) **Receives** Report No. 240918159973.
- (b) **Notes** that the cause of the Kaiapoi and Ruataniwha Cam Rivers ecological dieback observed in 2024 is primarily due to increased salinity, with potentially also some effect from frosts.
- (c) **Requests** for modelling to be led by Environment Canterbury to establish the key drivers of saline incursions in the Kaiapoi and Ruataniwha Cam Rivers, which incorporates tides, river flows and salinity data.
- (d) **Requests** that Environment Canterbury determine and employ methods to monitor water quality and aquatic ecology trends of the tidal section of the Kaiapoi River.
- (e) **Circulates** this report to the Waimakariri Water Zone Committee, at a WDC-Ngāi Tūāhuriri Rūnanga meeting, and to the Ohoka Rural Drainage Advisory Group.

### 3. **BACKGROUND**

- 3.1. Community observations from the winter of 2024 regarding changes in the Kaiapoi and Ruataniwha Cam Rivers, include emergent and submerged macrophyte (weedbed) dieback and kākāhi (freshwater mussel) deaths in the Ruataniwha Cam River around the Revells Road bridge. From communications with Council members, and discussion on social media and in a local newspaper it has been highlighted there is high community concern. A public meeting was called at the Kaiapoi Library on 17 September 2024 that voiced a proposal to form a catchment group to look after local waterways, with a belief that herbicide could be the cause of the dieback.
- 3.2. Soft-stem bulrush (*Schoenoplectus tabernaemontani*) beds in the Kaiapoi River have died back (Figure 1). Some stems are still green at the base, indicating there is still a possibility of recovery. This species was planted by the Council as part of the Kaiapoi River Rehabilitation Working Party work programme, to compensate for instream habitat loss following effects from the Canterbury earthquakes.



**Figure 1: Soft-stem bulrush (*Schoenoplectus tabernaemontani*) beds showing dieback in the Kaiapoi River as of September 2024**



- 3.3. Following the Canterbury earthquake sequence in 2010-11, community members brought similar observations of a changing lower Kaiapoi River, such as the disappearance of weed beds, algal blooms, riverbank degradation, surface scums, and dying willows, to the attention of the Waimakariri District Council and Environment Canterbury. There were also unconfirmed reports of kākahi (freshwater mussel) mass death event(s) in the mouth of the Ruataniwha Cam River.
- 3.4. A report into the cause of these observations post-earthquakes by Adrian Meredith at Environment Canterbury, entitled 'Assessment of the state of a tidal waterway – the Lower Kaiapoi River' (March 2018), concluded that observed changes were most likely due to increasing episodes of saline water intrusion flowing into the lower Kaiapoi River. The saline intrusions were thought to be a result of bed level changes following the 2010-11 Canterbury earthquakes. This report and its implications were discussed in a WDC report to the Utilities and Roading Committee on 16 April 2019 (TRIM 190115003326).
- 3.5. Due to a lack of salinity and bathymetry information for the lower Kaiapoi River prior to the 2010-11 Canterbury earthquake sequence, it is difficult to attribute to what degree the increasing saline water intrusion periods might have been caused by changes in bed levels.
- 3.6. Saline intrusion episodes in the lower Kaiapoi River are hypothesised by Meredith (2018) to result from low flows in the Waimakariri River, generally in summer and autumn, allowing saltwater to penetrate further up the mouth of both rivers, with river flow and salinity data supporting this hypothesis. Cumulative inflow from the Kaiapoi River and its tributaries was noted by Meredith (2018) to exert little influence on the occurrence of saline intrusions.
- 3.7. Summer 2023 – winter 2024 experienced lower than average rainfall. On 21 March 2024, a “moderate adverse event” was declared in Canterbury, as El Niño conditions and a warming climate took effect. Conditions continued to be very dry into the winter of 2024, with Environment Canterbury monitoring showing record low water levels across the region. There were also relatively a high number of frost nights in 2024 compared to average, including an unseasonably cold -6.3°C recorded at Christchurch Airport in May 2024.
- 3.8. In general, impacts of saline incursions are wide-ranging and predicted to include the following;
  - 3.8.1. less flushing and build-up of contaminants (eutrophication),
  - 3.8.2. scums and odour issues,
  - 3.8.3. scour and decreased bank stability, because the crumb structure of soil affected by saltwater,
  - 3.8.4. biota dieback or mobility such as inanga spawning habitats moving upstream,
  - 3.8.5. saltwater intrusion into groundwater, tidal groundwater with potential effects on infrastructure, and
  - 3.8.6. and loss of a freshwater port useful for naturally removing biofouling from boats.
- 3.9. Saline incursions are not thought by WDC staff to impact the Kaiapoi Wastewater Treatment Plant wetlands functioning or near-river water takes, as local water takes are for monitoring only, not abstraction.

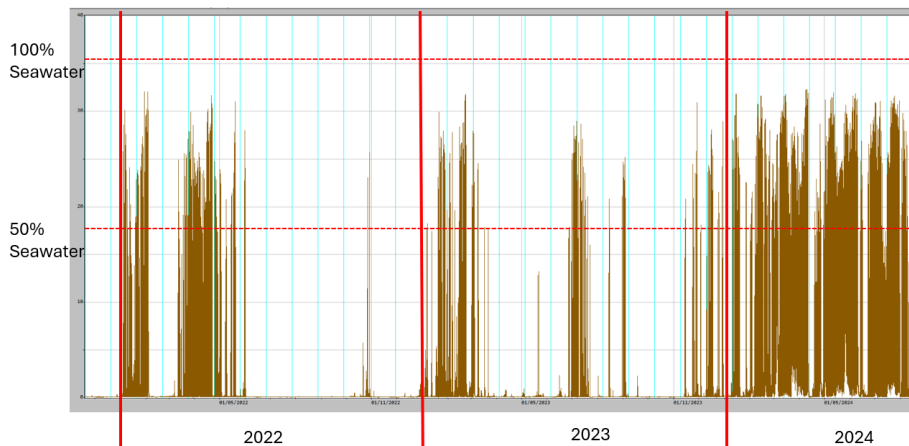
#### 4. ISSUES AND OPTIONS

##### ***Causes of the 2024 dieback***

There have been alternate hypotheses presented for the observed 2024 ecological dieback in the Kaiapoi and Ruataniwha Cam Rivers. Environment Canterbury has presented salinity data that supports a high frequency of saline episodes as a key driver for dieback. Heavy frosts, when combined with expose mudflats at low tide, have also been raised as an additional potential contributor to dieback of submerged weedbeds. Various community members have raised that herbicide application instream of the Ruataniwha Cam River could have caused the dieback.

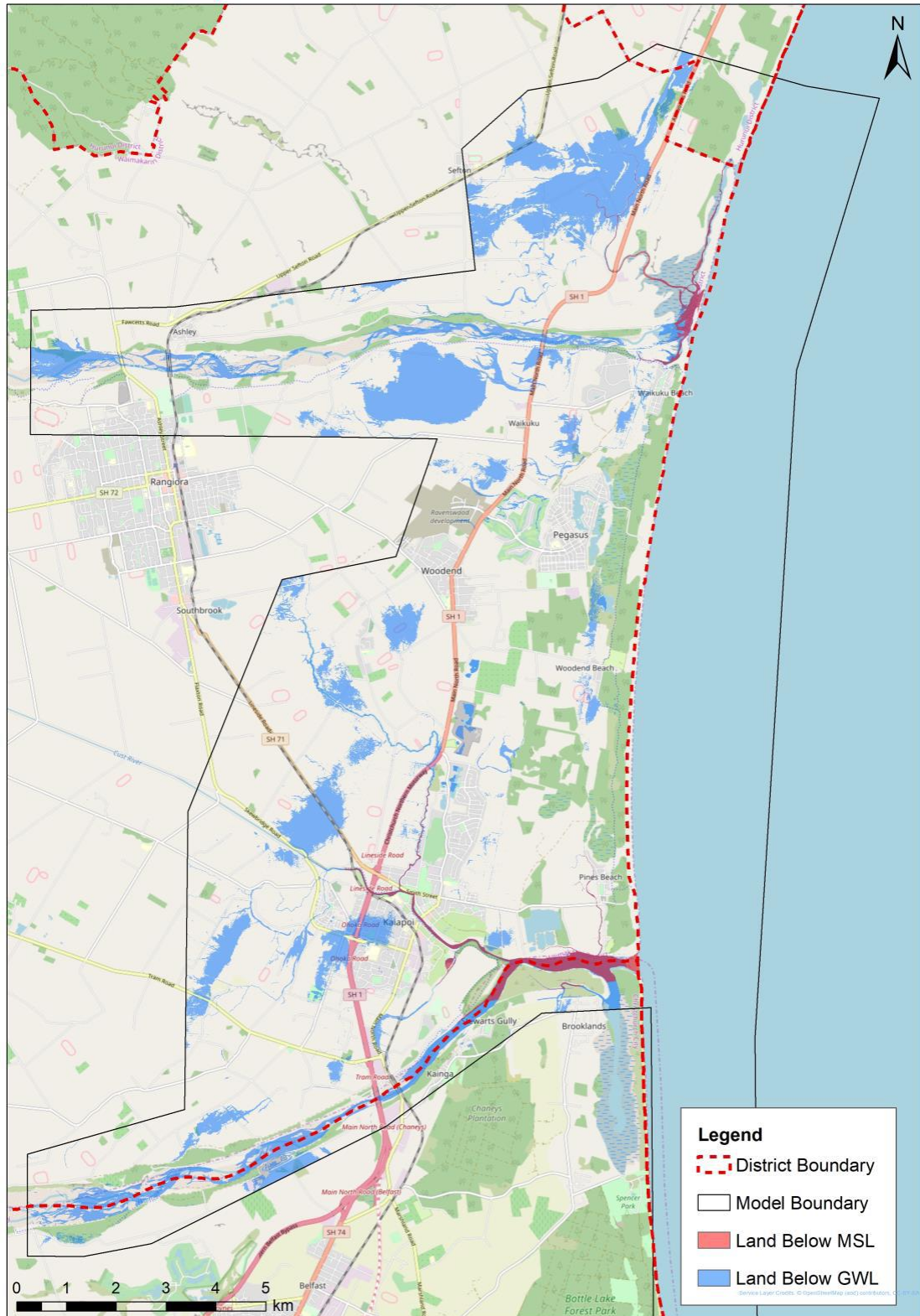
##### ***Salinity***

- 4.1. In 2024 there were much longer periods with saline incursions of all the years since Environment Canterbury commenced monitoring in 2016 in the Kaiapoi River at the Mandeville Bridge. These saline incursions affected not just the summer, as has been observed in previous years, but also the autumn and winter (Figure 2), essentially transitioning the Kaiapoi River and lower parts of the Ruataniwha Cam River into an estuarine environment for much of 2024. Climate conditions (i.e. the El Niño conditions and a warming climate) were likely drivers of the increased saline incursions.



**Figure 2: Salinity monitoring at the Mandeville footbridge, Kaiapoi River (source: Environment Canterbury, Adrian Meredith)**

- 4.2. Modelling by Jacobs Ltd published in 2020, on behalf of the Council, has indicated that the bed of the Ruataniwha Cam River along lower Camside Road, and Kaiapoi River up to upstream of the railway line is currently below Mean Sea Level (see Figure 3). However the ability for saltwater to pass upstream during tidal cycles in these waterways is generally prevented by freshwater river flows, particularly from the Waimakariri River.

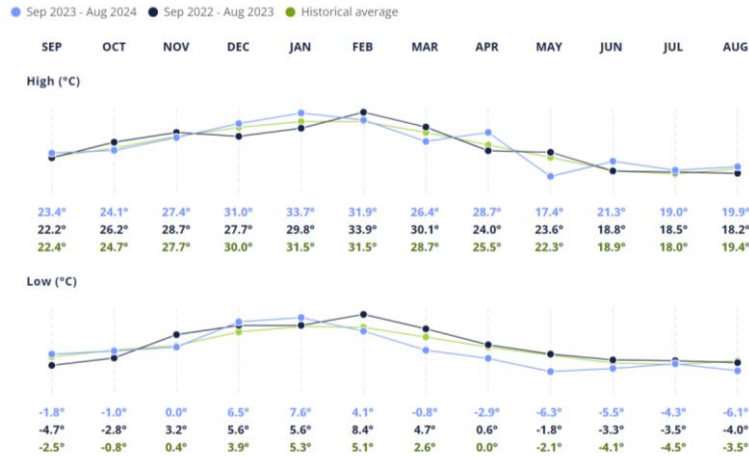


**Figure 3** Areas of land below mean sea level (MSL), areas of land below the median groundwater level (GWL) and overlapping areas where initial ponding is specified (0m sea level rise). Source: Jacobs Ltd report, 12 March 2020 TRIM 200312034365.

**Frosts**

- 4.3. This year has experienced low temperatures below average (Figure 4) and seen a high number of frost nights to-date; 50 nights measured at Christchurch Airport. May 2024 was a particularly frosty month, with 15 frost nights (Christchurch Airport data). A particular frost

in May was unseasonably cold at -6.3°C. When frosts coincide with low tides, plants such as aquatic macrophytes are exposed to colder temperature on frosty mud flats. An example of how frost is known to cause dieback is that this is a control method by hydropower generators to deliberately draw down water in dams to expose weedbeds during frosts. Although not the key driver of the observed dieback, it is possible that frosty mud flats, particularly in the Kaiapoi River could have also contributed to the dieback of the weedbeds (submerged macrophytes).



**Figure 4: Temperature data for September 2023-August 2024 compared to previous years. (Source: Metservice)**

**Herbicide usage**

- 4.4. Community members have raised that herbicide application instream of the Ruataniwha Cam River could have caused the dieback, with a river engineer from Environment Canterbury allegedly stating to a community member that herbicide had been applied in-stream in 2024. This was later clarified by Environment Canterbury to only relate to herbicide applied to the banks of the waterway, with no in-stream application.
- 4.5. Environment Canterbury has confirmed that after flooding in winter 2023, they removed several willow trees upstream and downstream of Bramleys Road Bridge on the Ruataniwha Cam River. Environment Canterbury sprayed the remaining stumps on the banks with an approved herbicide, to prevent regrowth.
- 4.6. The Environment Canterbury consent for herbicide use has recently been renewed. They strictly follow manufacturer’s recommendations, Environmental Protection Agency (EPA) rules, and consent conditions when using herbicides. This includes advising landowners, publishing public notices, and restricting access when spraying occurs. Herbicides that have been used recently along the Ruataniwha Cam River banks are glyphosate and triclopyr.
- 4.7. WDC Drainage staff have also confirmed that there has been no instream herbicide usage in the Ruataniwha Cam River in the section managed by WDC, above Bramleys Road Bridge.
- 4.8. There is no evidence to suggest that an unknown third party may have applied herbicide directly instream, however a resource consent from Environment Canterbury would have been required to carry out such an application legally.

### ***Modelling and monitoring***

- 4.9. A model that links river flow for the Waimakariri River and tributaries, tides and salinity data from the Kaiapoi River at Mandeville Bridge could give strength to the hypothesis that low river flows in the Waimakariri River are a key driver of saline incursions in the Kaiapoi and Ruataniwha Cam Rivers, and what effect tidal range has on these incursions.
- 4.10. WDC staff are in discussion with Environment Canterbury about a proposal to commission this modelling work. WDC staff recommend that Environment Canterbury commission and support this modelling work with provision of river flows and salinity data. WDC could provide partial funding assistance for this work of \$10,000 from existing Zone Implementation Programme Addendum (ZIPA) budget.
- 4.11. WDC staff recommend Council to request that Environment Canterbury continue salinity monitoring, to further information on the extent of saline intrusions. This investigation should also investigate, to consider the relative effects of abstraction from the Waimakariri River and predict the effect of sea level rise on increasing saline intrusions in the lower Kaiapoi River due to climate change.
- 4.12. WDC is recommended by 3 Waters staff to request for Environment Canterbury to monitor of the extent of submerged weedbeds and kākāhi (freshwater mussels) in the Kaiapoi and Ruataniwha Cam Rivers over time.
- 4.13. It is recommended for WDC staff to monitor whether there is recovery of the emergent soft-stem bulrush *Schoenoplectus tabernaemontani* and *Typha australis* (Raupō) beds in the Kaiapoi River. These beds were planted by WDC, under the Kaiapoi River Rehabilitation Working Party work programme and were spreading successfully until the spring of 2024. This monitoring would inform whether replanting of these species should be considered, whether salt-tolerant (i.e. saltmarsh) species should be encourage due to salinity constraints, or whether there is likely to be a natural recovery with replanting not required.

### ***Community Engagement and Governance***

- 4.14. WDC staff propose to engage with agencies such as Fish and Game, community groups such as fishermen associations and the nascent 'Save our Rivers' community group, and the wider community with an interest in this issue. An Environment Canterbury councillor has raised the idea of the re-establishment of the Kaiapoi River Rehabilitation Working Party to work collaboratively with the local community and other management agencies to discuss the 2024 dieback issues. The need for a specific governance group could be considered if an inter-agency work programme was created that required oversight.
- 4.15. The Kaiapoi Ruataniwha Cam Rivers area could be part of a Climate Adaptation Plan under the WDC Climate Resilience Programme. This work is scheduled to take place from 2026 onwards. A plan would allow for community involvement and discussion of appropriate responses to climate change impacts, which are projected to increase saline incursions due to sea level rise and decreased summer flows in the Waimakariri River. The Kaiapoi Ruataniwha Cam Rivers area is also well-suited for implementation of blue-green infrastructure concepts, which is an objective 1.2.2 in the recently-adopted Waimakariri Natural Environment Strategy.

### ***Waimakariri River flows***

- 4.16. The flow of the Waimakariri River which the Kaiapoi River empties into, is also thought to play a role in whether a saline intrusion occurs. As noted by Meredith (2018) 'more detailed monitoring and modelling of the river system is necessary to explain the complicated interactions of earthquake mediated bed level changes, river flow regimes, and tidal height

interactions.’ This would allow for better prediction and management of the saline episodes in the Waimakariri and Kaiapoi rivers. Meredith has noted a rule of thumb whereby saline incursions appear to occur in the Kaiapoi River at the Mandeville Bridge when Waimakariri River flows are <50 m<sup>3</sup>/s (cumecs).

- 4.17. The Waimakariri has been in low flow (<50 m<sup>3</sup>/s and often less than 30 m<sup>3</sup>/s) at State Highway 1 for almost all of the summer/autumn and winter 2024 with very few freshes and only four floods. Small freshes (i.e. 31 July and 10 August 2024) did not maintain the flow above 50 m<sup>3</sup>/s. The recent rainfall and snow generating the flood of 20 August 2024 was significant event to maintain and stabilise river flows well above the thresholds allowing desalination of the Kaiapoi River (50 m<sup>3</sup>/s). A further flood on 24 August 2024 of 600+ m<sup>3</sup>/s likely ended the long continuous salinity period. Salinity incursion periods can still re-establish, leading to ‘flip-flopping’ between freshwater and estuarine conditions.
- 4.18. Environment Canterbury sets the minimum flow levels for Canterbury’s rivers, balancing the needs of mana whenua, extraction (such as drinking water and irrigation), community values, and government policy. The current minimum water flow level for the Waimakariri River is 46 m<sup>3</sup>/s measured at Otarama, which is effectively equivalent to a minimum flow of 41 m<sup>3</sup>/s at the Old Highway Bridge site, due to 5 m<sup>3</sup>/s lost to groundwater over that distance. A further 5 m<sup>3</sup>/s is able to be extracted below this minimum flow for ‘AA permits’ giving a flow of 36 m<sup>3</sup>/s at the Old Highway Bridge before full restrictions on extraction. This level was set in the Waimakariri River Regional Plan, which came into effect in 2004.
- 4.19. Minimum flow levels for the Kaiapoi and Ruataniwha Cam Rivers are set in the Canterbury Land and Water Regional Plan. In 2017, the Waimakariri Water Zone Committee requested a review of these levels – the resulting changes were publicly notified in 2019 and Plan change 7 (PC7) came into effect in 2023.
- 4.20. Although, in theory, low minimum flows in the Waimakariri River could potentially contribute to increased salinity, with 2024 as a very dry year, that have often been full restrictions with no take for large periods (i.e. people were not irrigating), so water takes cannot be considered due to be a contributing factor to saline incursions this year.
- 4.21. The Waimakariri River Regional Plan is expected to be next reviewed in 2028 by Environment Canterbury. WDC staff recommend that Environment Canterbury carries out investigations and research into what impact, if any, minimum flows may have in the salinity in the Kaiapoi River. Any findings from this research should be considered in the review of this plan, and to set a minimum flow which includes consideration of saline incursion effects in Kaiapoi and more extreme weather events including drought conditions as our climate changes.

#### **Implications for Community Wellbeing**

- 4.22. There are implications on community wellbeing of Kaiapoi residents and river users for the issues that are the subject matter of this report.
- 4.23. The Management Team has reviewed this report and support the recommendations.

### **5. COMMUNITY VIEWS**

#### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. This report is proposed to be circulated to at a WDC-Ngāi Tūāhuriri Rūnanga meeting.

#### **5.2. Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

Local waterway users, such as fishers, independently contacted the Council in winter 2024 regarding observations of declining species in the Kaiapoi and Ruataniwha Cam Rivers.

A community meeting was held on 17 September 2024 regarding the recent changes in the Kaiapoi and Ruataniwha Cam Rivers. A nascent group called 'Save our Rivers' has been established from this public meeting from community volunteers with the aim of improving the health of local waterways.

### 5.3. **Wider Community**

The wider Kaiapoi community is likely to be affected by, or to have an interest in the subject matter of this report. Kaiapoi is viewed by locals, and marketed by WDC, as a 'historic river town'. This is due to the town's connection with the lower Kaiapoi River, and the historically bustling freshwater port area. It is recommended that WDC works with the community and other agencies to communicate that this 'historic river town' area is in flux, with challenges however some opportunities to support the transition to an estuarine environment.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report. The Climate Adaptation Plan proposed by this report is included in existing budget for the WDC Climate Resilience Programme.

A budget of \$10K from the existing pool for the Canterbury Water Management Strategy Zone Implementation Programme Addendum (ZIPA) is proposed to support Environment Canterbury with the development of a model to combine river flow, tides and salinity data already. This budget is already included in the Annual Plan/Long Term Plan.

### 6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts about how to adapt to climate change. Although the current state of the rivers is primarily considered by this report, climate change will further affect river flows and sea level, with effects on the Kaiapoi and Ruataniwha Cam Rivers, infrastructure and community into the future. Therefore this area is potentially identified for a Climate Adaptation Plan, developed in conjunction with the community under the WDC Climate Resilience Programme.

### 6.3 **Risk Management**

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

### 6.3 **Health and Safety**

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

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

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

### 7.2. **Authorising Legislation**

#### 7.2.1. Resource Management Act (1991)

Section 6(h); management of significant risks from natural hazards must be recognised and provided for.

Section 7(i); decisions must have regard to the effects of climate change.

### 7.3. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report, particularly environmental outcomes:

- 7.3.1. People are supported to participate in improving the health and sustainability of our environment.
- 7.3.2. Land use is sustainable; biodiversity is protected and restored.
- 7.3.3. Our communities are able to access and enjoy natural areas and public spaces.

### 7.4. **Authorising Delegations**

- 7.4.1. This report is for information only.



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** RDG-28 / 240912156030

**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD

**DATE OF MEETING:** 21 October 2024

**AUTHOR(S):** Peter Daly – Road Safety Coordinator/Journey Planner  
Joanne McBride – Roading and Transportation Manager

**SUBJECT:** Request Approval of the Clarkville School Road Safety Improvements Scheme Design

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

  
General Manager

  
Chief Executive

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**1. SUMMARY**

- 1.1. This report is to seek Community Board approval for changes to road marking and installation of traffic islands in the roadway on Heywards Road, outside the Clarkville School.
- 1.2. Concerns have been raised by the school community and the Clarkville Community Hall Committee regarding the safety of the current arrangement at school pick up and drop off times.
- 1.3. There is a \$40,000 budget within the 2024/25 Minor Improvement Budget in the area of School Safety Improvements (PJ 102429.000.5133) to carry out works to improve safety outside the school for children being dropped off and picked up on Heywards Road.
- 1.4. The proposal includes:
  - 1.4.1. Installation of traffic islands on Heywards Road to facilitate a safer crossing point.
  - 1.4.2. Installation of a P2 Kiss'n'Go parking facility on the roadway adjacent to the school frontage.
  - 1.5.3 Relocating the existing bus stop to a point further East on Heywards Road to provide clear space for the P2 Kiss'n'Go facility.
  - 1.5.5 Removing 4 existing angled car parking spaces to make space for the relocated bus stop.
  - 1.5.4 Introducing a "Left In Left Out" traffic flow during school pick up and drop off times for users of the Clarkville Hall carpark, and the school frontage P2 Kiss'n'Go facility
  - 1.5.6 Providing Clarkville Hall with a plan for the marking of their carpark to work with the on-road provision of this plan (this aspect is to be delivered by the Clarkville Community Hall Committee).

Attachments:

- i. Proposed Scheme Design for Heywards Rd outside Clarkville School (Trim no. 240415058499)
- ii. Photographs of Heywards Road Pick Up Drop Off Traffic (Trim No. 240919161164)

**2. RECOMMENDATION**

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

- (a) **Receives** Report No. 240912156030.

*AND*

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

**THAT** the Utilities and Roading Committee:

- (b) **Approves** the scheme design (Trim No. 240415058499).
- (c) **Approves** the relocation of the existing school bus stop to make space for the proposed P2 Kiss'n'Go facility outside the Clarkville School gate, which will create space for parents to pick up and drop off children.
- (d) **Approves** the installation of traffic islands to provide a safe crossing point for children at pick up and drop off times.
- (e) **Approves** the installation of 25 metres of No Stopping on the Eastern side of Heywards Road leading to the entry to the Community Hall carpark.
- (f) **Notes** that there are currently two bus stops outside the school, however this will be reduced to one with agreement from the school. There are also four angle carparks to be removed. However these will be replaced with six Kiss'n'Go carparks, resulting in a net increase in carparking.
- (g) **Notes** that the marking within the Clarkville Community Hall carpark is the responsibility of the Clarkville Hall Committee.
- (h) **Notes** that all works proposed have been discussed with and agreed to by the Clarkville Community Hall Committee and the Clarkville School Principal.
- (i) **Notes** that these works are estimated to cost \$40,000 and are to be funded from the Minor Safety Improvements Programme - School Safety Improvements (PJ 102429.000.5133), which is an unsubsidised budget.
- (j) **Notes** that an education campaign for drivers using the proposed scheme will be run through the school community to encourage compliance with the traffic flows proposed.

*AND*

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

**THAT** the District Planning and Regulation Committee:

- (k) **Approves** the implementation of a P2 Kiss'n'Go parking area outside the school gate from 8.30 am to 9.00 am and 2.55 pm to 3.15 pm, Monday to Friday, on School Days.

### **3. BACKGROUND**

- 3.1. The safety of children accessing Clarkville School during school pick up and drop off times has been an area of concern raised by the Community, due to the road space outside the school being used in an unstructured and undisciplined manner. Photographs of this use are at Attachment 2.
- 3.2. The Clarkville Community Hall carpark is being used as an informal pick up and drop off zone. This is on the opposite side of Heywards Road, resulting in the children being dropped off in the carpark area having to cross the road to get to the school gate.
- 3.3. Additionally, within the Clarkville Community Hall carpark, traffic flows are unstructured. Currently traffic can enter or exit through either entrance, resulting in movements which block sight lines of children crossing the road.
- 3.4. The school is based in a rural setting, surrounded by roads with higher speed limits. This discourages active transport modes (walking or cycling) for the children to get to and from school. Private cars and the school bus service are the primary means of travel to and from the school.
- 3.5. The current speed limit on Heywards Road is 70km/h and as such it is not possible to establish a Kea Crossing school patrol outside the school, due to the speed.
- 3.6. Parents parked on the school side of Heywards Road are often reversing out of the angle parking onto the roadway to depart, posing further risk to children.
- 3.7. The Community Hall Committee has expressed serious concern to Council about the safety of the school community using their carpark as a pick-up and drop-off area. However, if the Committee closed off their carpark to prevent this use, that would cause further congestion and risk on the roadway, as parents would be having to use the roadway instead.
- 3.8. The Clarkville School has commenced a fundraising programme to collect funds to develop an off-road pick up and drop off area. This project is likely to take several years to fund.
- 3.9. The Community Hall Committee has committed to remedial works to repair their carpark. They are waiting for a decision from Council as to this project before continuing with that work. On approval, the Committee has undertaken to carry out that repair and resurfacing works, including the carpark marking plan as developed by Council, which would work in with the on-road marking.

### **4. ISSUES AND OPTIONS**

- 4.1. The speed limit on Heywards Road outside the school is currently 70 km/h. Future developments on the Setting of Speed Limits Rule suggest that the speed limit outside the school during pick up and drop off time may be able to be reduced. This may allow the establishment of a School Patrol Kea Crossing outside the school in the future. The traffic islands proposed in this report are designed to be adapted for use as the borders of any future Kea Crossing implementation.
- 4.2. One of the primary risk factors for children in the road area outside the school is vehicles turning right out from either side of the road, across the centreline of the roadway. This blocks the view of other drivers of the presence of children on the roadway. In the absence of a controlled pedestrian crossing point, this represents a significant risk to any child crossing the road.
- 4.3. Kiss'nGo is a common parking facility outside urban schools around the country, though is less common in rural areas. Clarkville School has limited road space for vehicles to stop, and parents who park and then leave their car unattended for several minutes as they walk their child into the school prevent that space being used by other parents/caregivers.

The school has agreed to have a teacher supervise and manage the unloading of children from cars in the proposed Kiss'n'Go zone, to ensure those children get into the school grounds safely.

A frequent turnover of car parking as prompted by the Kiss'n'Go facility will allow greater use of the space by a larger number of parents/caregivers.

Signage for the facility will appear similar to the example in Figure 1.

Figure 1 – Example only of sign



N.B. A supplementary will be added to advise the time of operation of this restriction.

4.4. Staff have considered the following Options:

4.4.1. Option One: Decline the request for approval of the Scheme Design.

This option would see the request for approval of the scheme design and the status quo being maintained. The risk associated with this option is the continuing risk to children crossing the road, as well as motorists using the area. This risk is ongoing, and is significant, causing concern to the school and the hall community. As such this is not the recommended option.

4.4.2. Option Two: Approve the proposed Scheme Design

This option would see the scheme design as proposed being approved and safety measures being implemented.

The implementation of this plan will provide structure around how the space is used, providing safer journeys morning and afternoon of every school day. As such **this is the recommended option.**

**Implications for Community Wellbeing**

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

The safety of children in the vicinity of schools is important for the whole community. For a short period each morning and afternoon, vehicle and pedestrian traffic is concentrated around the school gate as children are dropped off and picked up from schools. Measures to mitigate the associated risk at these times are essential.

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

## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

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

### 5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

The subject of providing a safer crossing point for children crossing Heywards Road was first raised with Council 2 years ago. In the interim, significant work has gone into considering options with the School Principal and the Community Hall Committee to find a solution that meets the needs of all parties.

This proposed scheme design before the Community Board has been discussed with the school principal and the Hall Committee. Their input has led to some minor amendments and both parties have indicated they are happy with this proposed scheme design.

### 5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

The right turn out of the Hall carpark onto Haywards Road is not unsafe outside of school pick up and drop off times. For this reason, the No Right Turn prohibition in this proposal will be lifted outside of the relevant times. Users of the Hall carpark will be able to turn right out onto Haywards Road.

A supplementary will be added to the No Right Turn sign indicating that it is in force only between the hours of 8.30 to 9.15 a.m., and from 2.45 to 3.15 p.m.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report.

This budget is included in the Annual Plan/Long Term Plan.

The works are to be funded from the Minor Safety Improvements Programme, which is an unsubsidised budget. There is \$40,000 allocated to be able to complete the proposed works.

### 6.2. **Sustainability and Climate Change Impacts**

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

### 6.3 **Risk Management**

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

### 6.4 **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report.

The purpose of this work is to enhance safety of all road users using the road space between the school and the Community Hall at school pick up and drop off times.

The physical works will be undertaken through the Road Maintenance Contract. All contractors are required to be SiteWise accredited (or equivalent) with a minimum score.

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

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

### 7.2. **Authorising Legislation**

Local Government Act 2002

### 7.3. **Consistency with Community Outcomes**

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

The relevant community outcomes are:

#### Social:

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

- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

#### Environmental:

*...that values and restores our environment...*

- Our district is resilient and able to quickly respond to and recover from natural disasters and the effects of climate change.
- Our district transitions towards a reduced carbon and waste district.
- The natural and built environment in which people live is clean, healthy and safe.

#### Economic:

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

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

Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

### 7.4. **Authorising Delegations**

The Community Boards are responsible for considering any matters of interest or concern within their ward area and making a recommendation to Council or delegated Committee.

The Utilities and Roading Committee have the Delegations to accept this report and approve the design and installation of the bus stop and the No Stopping.

The District Planning and Regulation have the Delegation to approve the time restriction parking zones associated with the Kiss n Go parking within the road reserve.



NOTES:  
 ENTRANCE AND EXIT TO THE HALL IS DESIGNED FOR MEDIUM RIGID TRUCKS, HOWEVER THESE VEHICLES ARE NOT EXPECTED TO BE ENTERING DURING PERIODS OF HIGH DEMAND

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	KM	SS	KS	15/04/2024

SURVEYED	---	15/01/2020	PROJECT No	PD000353
DRAWN	KM	15/01/2024	CON No	CON2020-
DRAWING CHKD	SS	10/04/2024	SCALE (A3)	1:300
DESIGNED	SS	10/04/2024	DATUM ORIGIN	
DESIGNED CHKD	KS	15/04/2024	HORIZONTAL	NZTM GD2000
APPROVED	---	15/04/2024	VERTICAL	NZVD 2016



PROJECT	Clarkville School - New Crossing Upgrade
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SHEET TITLE	Carparking 'Kiss & Go' Zone and Crossing
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<b>FOR APPROVAL</b> NOT FOR CONSTRUCTION	
DRAWING	4463
SHEET	REVISION
1	A

# Heywards Road PUDO Traffic







Pete Daly  
9 August 2023 2:53 pm



Pete Daly  
9 August 2023 2:54 pm



Pete Daly  
9 August 2023 2:50 pm



Pete Daly  
9 August 2023 2:54 pm

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-08-06 / TRIM 241002169723

**REPORT TO:** KAIAPOI – TUAHIWI COMMUNITY BOARD

**DATE OF MEETING:** 21<sup>st</sup> October 2024

**AUTHOR(S):** Tori Stableford, Landscape Architect

**SUBJECT:** Consultation of the Norman Kirk Park Play Space and Currie Park Play Space Concept Plans

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

  
\_\_\_\_\_  
General Manager

  
\_\_\_\_\_  
Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to present conceptual designs for The Norman Kirk Play Space and Currie Park Play Space, and to gain approval from the Board to engage with the community for comment.
- 1.2. The consultation material would include the Norman Kirk Play Space Concept Plan, the Curry Park Concept Plan, and a Location Plan showing an area designated for events at Norman Kirk Park.
- 1.3. This report also seeks the approval of an area at Norman Kirk Park for a future Learn to Ride, bike park. Staff are not seeking approval to consult on the Learn to Ride bike park as there is no current budget for the project, however, would like approval from the Board on the location that this facility could be placed in the future. The Learn to Ride, bike park location would not be included in the consultation material.
- 1.4. The eastern Kaiapoi community is serviced by two neighbourhood parks which include playgrounds: Currie Park and Grey Crescent Reserve. Norman Kirk Park, the Food Forest and wider Regeneration Area are also within proximity. The playground equipment at Currie Park is currently at a point of renewal and previous engagement with the community around this reserve indicated that the play space here is underutilised. Greenspace staff previously undertook an exercise with the Kaiapoi - Tuahiwi Community Board to identify potential locations for a play space in this area of Kaiapoi instead of replacing the play equipment in Currie Park. Consultation was carried out with residents regarding the development of a new play space at Norman Kirk Park instead of renewing the play space at Currie Park. Feedback from the surrounding community indicated that residents were mostly supportive of this.
- 1.5. The play space at Norman Kirk Park is intended to serve the surrounding neighbourhood and provide for family members of those using the sports fields. The Concept Plan includes a fort structure with slides and climbing elements, a 3 bay swing set, a carousel / spinner and a rocker. Design of the play space has been carried out with accessibility in mind, this can be seen in surfaces that are accessible, the inclusion of a nest swing and spinner / carousel that are inclusive items of play, and accessible furniture.

- 1.6. The Currie Park Concept Plan is based on providing a play space with natural and sensory play. The play space would offer opportunities for exploring and finding, with a bug trail, timber stepping posts, walking logs, rock boulders, varied plantings. The play space would utilise the bark mulch area that the existing playground equipment would be removed from which is still of good quality.

Attachments:

- i. Norman Kirk Park Play Space Concept Plan (TRIM 241002169730)
- ii. Norman Kirk Layout Plan (TRIM 241002169726)
- iii. Currie Park Play Space Concept Plan (TRIM 241003170602)
- iv. Eastern Kaiapoi Survey Responses Report (TRIM 241003170629)

## 2. RECOMMENDATION

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

- (a) **Receives** Report No. TRIM 241002169723.
- (b) **Approves** public consultation of the Norman Kirk Park Play Space Concept Plan (TRIM 241002169730).
- (c) **Approves** public consultation of the Currie Park Play Space Concept Plan (TRIM 241003170602).
- (d) **Approves** public consultation of an events area shown on the Norman Kirk Location Plan. (TRIM 241002169726).
- (e) **Approves** the location for a future Learn to Ride, bike facility at Norman Kirk Park. Shown in the Norman Kirk Layout Plan. (TRIM 241002169726).
- (f) **Notes** that the location of a future Learn to Ride, bike park would not be included in the Norman Kirk Layout Plan for consultation.
- (g) **Notes** that \$300,000 is allocated to this project in Councils Long Term Plan, to be spent during the 2024 / 25 financial year. The allocation includes \$191,816 from the Play Safety/Surface Equipment Renewals budget and \$108,184 from the non-specified reserve enhancements budget.

## 3. BACKGROUND

- 3.1. Following the 2010/11 earthquakes and subsequent red zoning of properties, the eastern Kaiapoi community is now serviced by two neighbourhood parks which include playgrounds (Currie Park and Grey Crescent Reserve) as well as the newly developed Norman Kirk Park, Food Forest and wider Regeneration Area all within walking distance.
- 3.2. The play space at Currie Park is currently at the point of renewal and previous engagement with the community around this reserve indicated that the play space here is underutilised and could be better located in a more strategic place. This identified a need to look at the wider context around Currie Park to identify what would best serve this community. Greenspace staff undertook an exercise with the Kaiapoi - Tuahiwi Community Board to identify potential locations for a play space in this area of Kaiapoi.

- 3.3. The proposal to relocate the play space would see the aging play space at Currie Park removed entirely. Instead of replacing this play space with a like for like playground in Currie Park, a new play space would be developed within Norman Kirk Park and a small play intervention made at Currie Park. A play space at Norman Kirk would be utilised by both the surrounding community and users of the sports fields. The proposed location for a play space at Norman Kirk is between the utilities building and the softball fields, accessible from the car park, toilets, sports fields and BMX track.
- 3.4. Earlier consultation has been carried out with the community surrounding Norman Kirk Park and Currie Park, to propose relocating the play space. The community were asked if they support the proposal to create a new play space at Norman Kirk Park. From the 19 participants that responded, 13 (68%) were supportive or mostly supportive of this proposal. Two participants were completely against the proposal and the remaining four participants were not supportive due to the play space taking up potential event space within Norman Kirk Park.
- 3.5. In response to the participants who had concerns around the loss of a possible event space within Norman Kirk Park, staff have considered other areas of Norman Kirk Park that might be better suited. The suggested alternative option is discussed further in the issues and options section of this report.
- 3.6. Residents were asked what interventions they would like to see at Currie Park if the play space was relocated to Norman Kirk. The feedback included 4 people who would like to see sports equipment such as rugby posts placed at Currie Park, 2 residents that would like to see BBQ's, more seating and plants, and 3 residents raised other ideas such as a new playground, a community garden, and commented that they are against the idea of rugby goal posts. Due to the proximity of a basketball court at Gray Crescent Reserve and rugby posts at Norman Kirk, staff do not think that additional sports equipment at Currie Park is required and or suitable for the size of the park.
- 3.7. Residents were also asked what play equipment they would like to see at Norman Kirk in a new play space. The ideas with two or more resident requests are as follows. 6 people wanted to see swings, 5 people wanted the play equipment to be inclusive/accessible, 5 people wanted water play, 3 people wanted modular/climbing equipment, 2 people wanted sensory play, and 2 people wanted spinning equipment (Carousel).
- 3.8. Taking this feedback into consideration, staff believed that there was conclusive feedback and reasoning to reallocate the renewal budget for Currie Park, to a create a new play space at Norman Kirk Park. Part of the reallocated budget would be used for a small play intervention at Currie Park where the existing playground would be removed from. Greenspace staff have developed Concept Plans for a play space at Norman Kirk Park and a small play intervention at Curry Park.
- 3.9. In August 2024, the Community and Recreation Committee and the Council approved the capital works program for the 2024-34 Long Term Plan. This program allocated budgets for the Currie Park/Norman Kirk play spaces, including \$191,816 for Play Safety/Surface Equipment Renewals and \$108,184 for non-specified reserve enhancements, bringing the total project budget to \$300,000.

#### 4. **ISSUES AND OPTIONS**

##### **Norman Kirk Park Layout Plan – Events area and Learn to Ride bike facility**

- 4.1. The Norman Kirk Layout Plan (TRIM 241002169726) shows the proposed location for the new play space, the proposed future location for a Learn to Ride, bike park, and the proposed location for an events area.
- 4.2. Following residents' concerns during consultation around the proposed play space being in an area used for events, Greenspace staff have considered other areas of Norman Kirk Park that would be suitable. The area West of the Norman Kirk utilities buildings is a suitable alternative (shown in the Norman Kirk Location Plan (TRIM 241002169726) with proximity to parking, availability of power to connect to, and being suitable in size. If a larger event required more space, the sport field adjacent could be used as a spill over area.
- 4.3. The proposed events area (Norman Kirk Location Plan (TRIM 241002169726) would be included in the consultation material for feedback before a report is brought to the Board for approval. There is a separate budget available for the installation of power connections in the approved area for the 2024/25 financial year.
- 4.4. A Learn to Ride bike facility is a popular recreational opportunity that currently isn't offered in the Waimakariri District. Norman Kirk Park is identified as a location that may be suitable for this purpose. Norman Kirk Park is a central location, it is close to other bike facilities such as a BMX track, it has a good path network, and there is a suitable amount of parking for those that may wish to drive young children there.
- 4.5. Greenspace staff suggest the location adjacent to the proposed play space (Norman Kirk Location Plan TRIM 241002169726) would be suitable for the Learn to Ride facility. The play space has been designed with the possibility of the Learn to Ride bike park being located next to it in mind and leaves enough space available. This report seeks approval of the potential location of the Learn to Ride bike park, however consultation would be carried out in the future if funding were allocated to the project. The Learn to Ride location information would be removed from the plan prior to consultation.

##### **Play Spaces**

- 4.6. Greenspace staff have developed Concept Plans for a Norman Kirk Play Space and Currie Park.
- 4.7. The proposed Norman Kirk Play Space Concept Plan has an estimated cost of \$193,234. A Concept Plan has also been developed for Currie Park and would use \$29,000 of the budget. \$35,000 from the budget has been allocated to Project Management to implement these two projects, and there is a 25% project contingency of \$40,546. The total costs to implement these two projects is \$298,280 which is within the allocated \$300,000 project budget.

##### **Norman Kirk Park Play Space Concept Plan**

- 4.8. The Norman Kirk Play Space Concept Plan is designed around a vertical fort structure being central to the play space, allowing views over the park and forming a landmark on an otherwise flat site. During consultation the most popular play items requested were swings, accessible/ inclusive items, water play, climbing equipment, sensory play, and spinning equipment. The fort structure has been included in the Concept Plan which would provide a slide, and the requested climbing element. A carousel/spinner is also included in the Concept Plan which is not only a popular form of play but is also accessible and inclusive. A 3 bay swings set is included for all ages and includes a nest swing which is also accessible.

- 4.9. The Concept Plan provides play options for younger children by including a rocker, a junior slide as part of the fort structure, and swing seats for all ages of development. The Currie Park Concept Plan includes natural and sensory play options which are also best suited to younger children and is within an 800m walking distance.
- 4.10. Due to prohibitive costs water play has not been included in the Concept Plan, and while sensory play is an element that could be included staff believe that this type of play is better suited to Currie Park which has a focus on play for younger children.
- 4.11. Norman Kirk Park is located within proximity to other recreation facilities suitable for youth aged children, this includes a BMX track adjacent to the Norman Kirk Park carpark, a basketball court at Gray Crescent Reserve and the adjacent rugby posts at Norman Kirk Park. Staff believe that the budget would be better spent providing play opportunities for a wider age range and therefore the Norman Kirk Play Space Concept Plan does not include additional items for youth.
- 4.12. The play space has been designed with a potential future Learn to Ride bike park adjacent to it in mind. The play space concept includes an asphalt footpath network that could easily connect to paths of a Learn to Ride in the future without looking out of place until it has been constructed. The play space concept plan leaves space for a future bike 'parking area' where users of the Learn to Ride Park could park their bikes and scooters while using the Play Space if racks were provided. This area remains as grass in the play space Concept Plan.
- 4.13. A picnic table is positioned central to the play space and alongside the potential site for the Learn to Ride bike park so that it could be used for both facilities in the future. The picnic table would be accessible for wheelchair users and positioned in an area where the entirety of the play space can be viewed. Two bench seats have also been positioned in the play space, one with arm rests and a back support to offer a range of seating options. Shade is provided to the seating areas through the positioning of large trees close by.
- 4.14. Most of the play space would have a soft fall bark surface, and wet pour rubber matting would be placed in specific areas for accessibility. These areas include the base of the slides so that elderly adults or those that use a wheelchair can help children, and beneath the nest swing and carousel/spinner which are inclusive pieces of play equipment.
- 4.15. Gardens have been placed around the play space for colour and interest and include rock boulders in a range of sizes that would be strategically placed as a second option for adults to sit on to watch their family play.

#### **Currie Park Play Space Concept Plan**

- 4.16. The Currie Park Concept Plan is based on removal of the existing playground equipment and a small play intervention made in its place (TRIM 241003170602).
- 4.17. To create a play space at Norman Kirk Park that meets Councils level of service required for a Neighbourhood Reserve, staff believe most of the total \$300,000 budget should be allocated to the Norman Kirk Park play space. As discussed earlier in this report, a cost estimate of the Norman Kirk Play Space Concept Plan indicates that around \$29,000 would remain in the budget to remove the equipment at Currie Park and create a small play intervention. A 25% project contingency across both play spaces is available above this cost.
- 4.18. As discussed in the background section of this report, during consultation the community were asked what they would like to see happen at Currie Park if a play space was created at Norman Kirk Park. The responses included BBQ's, more seating, planting, a new playground, a community garden and rugby posts. General feedback from residents also indicated that Currie Park is best suited to use of younger children.

- 4.19. Due to the proximity of Currie Park to the proposed Norman Kirk Park play space staff believe it would be unnecessary to have play equipment in both reserves. Councils Neighbourhood Reserve level of service does not include BBQ's and due to the size of Currie Park staff would not support this. As discussed earlier in this report Norman Kirk Park and Gray Crescent Reserve include a basketball court and rugby posts. Both reserves are within walking distance from Currie Park so additional sport equipment is not seen as necessary.
- 4.20. The ideas raised of more seating, a community garden, and additional planting may be suitable to the size and use of Curry Park. Sensory play is also an idea that residents asked for at Norman Kirk Park, however staff believe this would be better suited to Currie Park. Staff believe that combining sensory play opportunities with the ideas of additional planting, would provide a small natural play space suitable to the size and use of the Currie Park.
- 4.21. The proposed play space at Currie Park retains the existing bark mulch in the playground area that the play equipment would be removed from and uses this to form a base for a natural play space.
- 4.22. The existing play space at Currie Park does not include a formalised footpath for accessibility. To improve access a small section of concrete footpath is proposed from the Ellen Place to the bark soft fall area and to the exiting bench seat close by, including a pram crossing at the street edge.
- 4.23. At the Ellen Place entry point to the play space some bugs and insects would be painted on the footpath to indicate the start of a 'bug trail'. An information board would be placed on the new footpath identifying bugs and insect to look for around the space. Images of these bugs and insects would also be placed around the play space so that kids can look for them while exploring.
- 4.24. The trail starts with some planting and stepping posts, and logs to walk along. Space has been left beside the logs for an adult to walk alongside and help younger children navigate the journey.
- 4.25. The bark trail continues through a variety of native planting areas where children can look out for bug hotels, fairy houses, and the bug images hidden away. Rock boulders would be placed along one edge of the play space for children to climb and step along. The existing soft fall bark in place would provide safety if young children were to fall.
- 4.26. The central planting area has been set aside for wildflowers when in season and or plant species that attract insects and bugs. These may include flowers or plants with interesting texture or scent that children can pick and collect.
- 4.27. Included in the Concept Plan, within the wildflower area is a provisional 'maze'. The maze would be a circular concrete area with paint markings, forming a small maze with a bug or insect image at the centre. If the Concept Plan is supported and tendered, and final costs across the Norman Kirk Play Space and the Currie Park Play Space are above that available within the budget, the maze would be removed from the Concept Plan.
- 4.28. Likewise, an 'exploration table' has also been included in the Concept Plan as a provisional item. The exploration table would be a low timber table with holes for children to 'post' natural items, and areas where children can collect natural elements from the space. The exploration table is not seen a being essential to the design so would also be removed if final project costs do not allow it.
- 4.29. Two large trees have been added to the Concept Plan to provide shade for the Play Space and adding future climbing opportunities to the Play Space.
- 4.30. Some minor upgrades would be made to the existing street front garden to tidy this up and allow better views into the Play Space from the street. The entry point to the Play Space would also be relocated to where the new footpath has been positioned. To do so a break would be created in the existing post and wire fence.

- 4.31. If the board were to approve engagement with the community on the Concept Plans described above, consultation would be carried out over a three-week period. The Concept Plans would then be updated based on this feedback and brought back to the board for approval at the December meeting. If the Concept Plans were then approved the project would be put out to tender in February, and construction would start in April for completion by the end of the current financial year.

#### **Implications for Community Wellbeing**

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

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

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report. Staff intend to consult with Ngāi Tūāhuriri as part of this project and will bring any feedback and changes to the Concept Plan back to the board for approval.

### **5.2. Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

The sports clubs that use Norman Kirk Park will be consulted with to ensure there are no adverse effects on use of the sports fields by the proposed Play Space. Rugby Clubs, Rugby League Clubs and the Kaiapoi Softball Club will have an interest in the Concept Plan. During consultation in 2022 residents raised concerns that the Kaiapoi Softball Club informally use the area where the play space is proposed for junior training. Staff will discuss the possibility of using other areas of Norman Kirk Park with the Kaiapoi Softball Club.

Staff will also discuss the Norman Kirk Play Space Concept with local event groups and holders. As discussed in the report, during early consultation about creating a play space at Norman Kirk Park, some residents raised concern that the play space would be in an area that may be used for future events. Through this report staff are seeking approval of an area for events to the West of the Utilities building.

### **5.3. Wider Community**

The wider community is likely to have an interest in the subject matter of this report, there will be families with children or grandparents who look after children in the area, or those who want to use the space for other recreational purposes. It is expected that they will have an interest in how this space is developed for their needs.

No specific consultation has been undertaken with the wider community to date regarding the development of this plan and the recommendations would allow staff to understand their views and ideas on the current proposal through community consultation.



## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. This budget is included in the Annual Plan/Long Term Plan.

The capital works program for the 2024-34 Long Term Plan has an allocated budget of \$191,816 for Play Safety/Surface Equipment Renewals and \$108,184 for non-specified reserve enhancements, bringing the total project budget to \$300,000 the Currie Park/Norman Kirk play spaces. This budget must be spent within the 2024 / 25 financial year.

Staff estimate the costs to implement the proposed Norman Kirk Play Space Concept Plan to be \$193,234 of the \$300,000 total budget. There would be \$29,000 remaining in the budget for the Currie Park. Project Management fees have been included in the budget and are estimated at \$35,000 to implement these two projects. A 25% project contingency of \$40,546 for both projects is also included. The total costs to implement both the Norman Kirk and Currie Park play spaces would be within the allocated \$300,000 project budget.

Two items have been included in the Currie Park Concept Plan that are provisional and would be removed if the project budget does not allow for it.

### 6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report have minimal sustainability or climate change impacts. Staff would work with local (NZ) play equipment suppliers, the equipment currently proposed is predominately manufactured in New Zealand rather than imported from other countries. Some components may not be available locally and is imported as part of the manufacturing process. Celebrating natural play is a great way to encourage children to use the things around them for play rather than relying on formal/designed elements which need materials and energy to create.

### 6.3. **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report.

There is financial risk that the proposed Concept Plans are not implemented within budget. Staff have carried out a thorough cost estimate of the Concept Plans and included a 25% project contingency within the \$300,000 budget to minimise there being a cost overrun.

While the project is planned for completion before the end of financial year, there is risk that the project will be delayed, and the allocated budget would not be spent this year. Staff have considered some delay while planning the project timeline, however if this were to happen the budget would need to be carried forward to the 2025/26 financial year.

### 6.4. **Health and Safety**

There are health and safety risks arising from the implementation of the recommendations in this report. The implementation of the Concept Plans would require work to be undertaken within Council reserves (and/or Road Reserve) and in particular holes being dug and the use of tools and machinery. If approved, staff would require any contractors to be Sitewise approved and to submit an appropriate health and safety plan (Site specific Safety Plan - SSSP). This would need to be approved by the project manager prior to construction beginning on site.

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

This matter is a matter of significance in terms of the Council's Significance and Engagement Policy.

### 7.2. **Authorising Legislation**

- Building Act (in relation to regulations around the development of this site)
- New Zealand Standards 5828.2015: Playground equipment and surfacing

### 7.3. **Consistency with Community Outcomes**

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

- There is a wide variety of public places and spaces to meet people's needs.
- There are wide-ranging opportunities for people to enjoy the outdoors.
- The accessibility of community and recreation facilities meet the changing needs of our community.

### 7.4. **Authorising Delegations**







# Have your say

## TRIM 241003170629

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### **SURVEY RESPONSE REPORT**

21 February 2020 - 24 September 2023

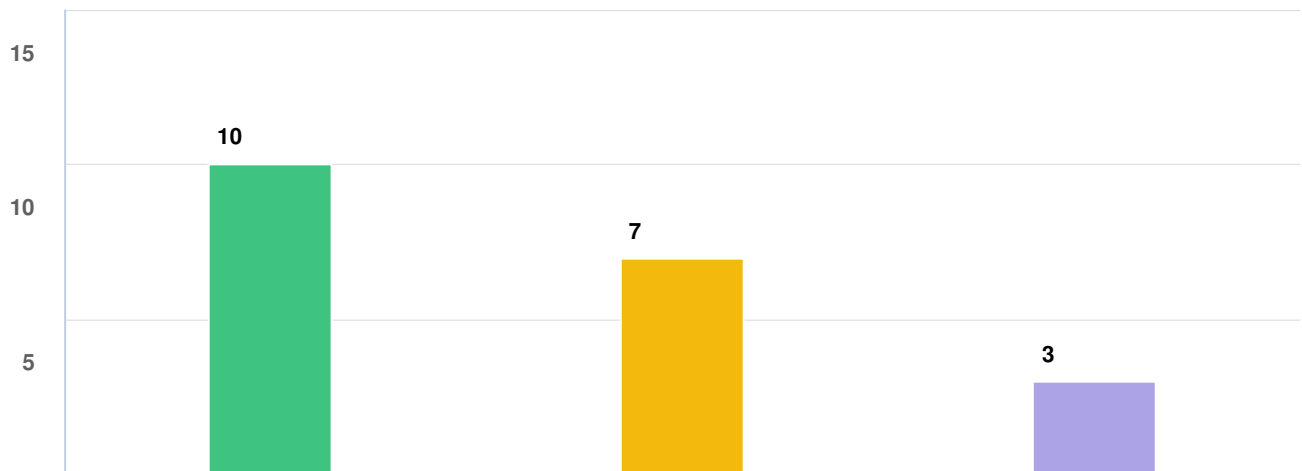
**PROJECT NAME:**

Playspaces in Kaiapoi East



SURVEY QUESTIONS

#### Q4 Do you support the proposal to reallocate the renewal budget for Currie Park to create a new playspace at Norman Kirk Park?



##### Question options

Yes
  No
  Mostly, but I have a few concerns

*Optional question (19 response(s), 0 skipped)*

*Question type: Checkbox Question*

#### Q5 Please explain

Old and tired, Grays crescent is also old and tired you could remove both.

The park could always stay at Currie park but with a new playground, otherwise adding soccer goals etc could be an option? It is a big Reserve with little to no activities on it. A huge YES to a new playground either way! Something all kids can enjoy for littler and bigger kids also why not add something for disabled kids? We need something in the waimakariri district that can involve the disabled it's sad to see no where caters to them here. A playground that isn't so small would be awesome as there are a few play areas in kaiapoi but mostly very small which is a waste in some ways. But would love to see something in Norman or Currie park either way! Please something to involve disabled.

I am not opposed to a playground but my concerns will be if this will affect the proposed music festival for this venue starting 2024. The project is for Kaiapoi and the North Canterbury to have their own



version of a 'Selwyn Sounds' alike festival. We require the whole park for the set-up and parking. If this plan is to go ahead, please consider carefully an R18 event on this space. There is an opportunity for big events like what we are planning to do that would benefit the whole town bringing in people and business to the district. This event is proposed to grow in numbers annually with an aim of 3000 attendees for the first year. We choose Norman Kirk Park because, US the organizers, we want this event to happen in Kaiapoi and the park has the potential to accommodate large number of attendees. I already have a discussion with some members of the Council suggesting for power supply for this park which is hopefully going to happen before the November 2024 event.

Norman Kirk park should be used for sports and events. There are other places/park that can be used as playground. We need events that can bring people and business to our town.

There are other places a playground can be. We need to support sports and events on this park.

I heard that there is a music festival happening next year on this park. I know the park is big and having a playground there would be great but after seeing Matariki this year and witnessing the issues of parking, don't you think we need the space for parking as well if a big event is to happen? We need big events on this venue, not playground to my understanding.

Since the park has been constructed I have never seen it being used whereas Currie Park is used a great deal admittedly only in the summertime.

Im a member of the Kaiapoi Softball Club. how close would they put the playground in relation to "flyballs" being hit from diamond one. We are looking at getting outfield fencing, but they will only be 1.2mtrs high. We do set up another diamond by the toilets/changing room areas when we have Club days or tournaments etc,. Safety is really my issue. other than that I think it would be great to have a playground in NKP.

This will bring families & life back to that area of town.

Equipment in Currie Park boring for older children e.g. 7-9 years.

I support the proposal to relocate the Currie Park playground to Norman Kirk Park, The pros are the closeness of toilets, rubbish tins, BMX track, being well away from the road and good parking. BUT this comes with several questions and concerns as listed. 1. What is the renewal budget amount? From memory the amount spoken about at the Kaiapoi Tuahiwi Community Board meeting 15/03/2021 was \$25,000.00. 2. What percentage would still be used to improve Currie Park if the new Norman Kirk Park were to go ahead? 3. If Norman Kirk was to go ahead I would like to think that the budget would be increased as this area would be servicing the wider community, not just the residences of Kaiapoi East. People who come to use the BMX track, softball area, goal posts, walkers and bikers. So the play area and equipment would need to be large enough to service this need. 4. We have already lost the Kirk Street park playground, the playground across from New World in Charles Street and my worry would be how long before the Gray Crescent playground disappears if Norman Kirk were to go ahead? These areas are precious and once they are gone they are not replaced, the need is even greater to have suitable outside play spaces for our children as peoples outside living spaces get smaller around their homes.

As in the previous have your Say on Currie Park which is a matter of public record on the internet, the removal of these playground 3 items disadvantages local residents, given there are a number of young families moving into the area and mature people who have grandchildren this simple park provides short walk outing for people with little ones Given the cost of living where there need to be free community amenities within walking distance and this park is designed for those under 3-6 years old it is a perfect fit for the 1200 people who live in the area along with the Gray Crescent playground, they serve local ratepayers. Also walkers who have developed walking routes use the park as a resting spot using the benches and swings for catching breath and reflection. Moving all the amenities to Norman Kirk Park is pandering to the day tripper visitors, and sports people and their free entertainment of their children at the cost of the local ratepayer. In the Community Board Plan 2022-2023 it clearly states used to best meet the needs of the surrounding residents "NCF Park and Currie Park playgrounds are currently due for replacement in the near future. The Board has been working with Greenspace staff to identify opportunities to ensure that resources are used to best meet the needs of the surrounding residents. Staff will be undertaking consultation with the community regarding the potential relocation of the play space currently located at Currie Park in February 2023. Norman Kirk Park is an entity that has no playground equipment and

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this is the shuffling of money exercise to enhance Nornam Kirk Park at the cost of established playgrounds. At the last Consultation period, there was \$25000.00 allocated to Currie Park 15.3.2023. Is this money still available if not where is it. What would be the cost to refresh the Currie Park amenities - ie repaint etc please supply these factors to the community What would be the cost to disestablish this playground, please provide what has it been costed at and then repurpose it, to something acceptable to the community given their demographics. The green space planners mention a space to kick a ball area - without stating the obvious, the park has two street frontages. One would consider this suggestion a serious health and safety issue as children could run out onto the road or a ball could hit a moving car, startling the driver and potentially causing an accident.

The most important feature is the play surface, and we strongly recommend a soft fall surface, which will reduce the risk of injury for all users, allow the playspace to be used in all weather and be accessible and inclusive not only for children but for older family members who have compromised Mobility. Whilst bark wood/chips may initially be more economical we have feedback that the ongoing maintenance is now expensive. We also have feed back that people leave hazardous waste in the bark chips.

**Optional question** (13 response(s), 6 skipped)

**Question type:** Essay Question

**Q6** | If the playground relocation to Norman Kirk Park were to happen, what are some ideas/interventions to improve Currie Park e.g. goal posts for a kick around, etc.

Depending on the budget and what you are hoping to put in, bbqs would be good. But if your looking at replacing with a slide, a swing, and a see-saw then I wouldn't see the point.

A bigger playground that has slides, bars, climbing objects, disabled play equipment!!! Also what about some sort of sunshade for summer? Greymouth park is amazing you could get some ideas from there.

If the playground was relocated why not turn Currie Park into allotments so we can grow veges and or flowers.

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Goal posts would be good.

no comment here

Goal posts for both soccer and rugby. "No dogs".

A decent slide, swings, climbing nets/frame, goal posts (soccer) netball hoops, scooter track.

\* a netball/basketball hoop + play area \* soccer nets \* picnic table \* security camera for safety

Currie Park improvements- an increase of seating and shelter from the wind and sun and a concrete area for small bikes and push alongs to be used. With the increase of walkers in the area more seating would be a bonus. Along with this more native plantings to break up the area would be beneficial. This would also help encourage more wildlife. Currie Park does not lend itself to ball sports with the close proximity of houses and the road.

There are goalposts at Norman Kirk Park that are being used by locals so we already have that asset, especially after 3.30pm it is used - again there is a gender bias as to what is being suggested as a majority of ball kickers are male yet half the population is female plus other

soccer nets, although seem to have a 'practice park' around the corner from Curry Park, with hoops etc. If keeping Curry Park, age appropriate equipment might be just for little ones.

**Optional question** (11 response(s), 8 skipped)

**Question type:** Essay Question

**Q7** | **What play features and other ideas would you like to see in the new play space?**

Sensory play, pump track and or training roads, all inclusive, you and me swings, fully accessible.

Disabled equipment. Something for the bigger kids as well as little kids. There are so many options.

Paddling pool or perhaps a boating pool.

Half basketball court and a good range of play things swing seesaw roundabout obstacal course.

Everything I thought was fun when I was little is now classed as dangerous. so...best bet are swings!

Play equipment for the disabled ie.swings etc. Make it a place to picnic and bring families together.

Plenty of seating for adult supervision bbq/picnic tables, shade cloth.

Paddling pool! Otherwise water play area like Margaret mahy playground Large spider web swing Parent & child swing Sunshade over playground Bouncy mat or tramps Climbing dome with rope Old school slide Flying fox

\*climbing frame \*merry go round - stand up version \* water play  
\*picnic tables

Normal Kirk Park playground- To be retained as a green space area with the play equipment blending in with the surrounds, To be able to be accessed by all ages and levels of mobility.

You talk like it is a done deal - so why have a community consultation " in the new play space?" More seating closer to the swings and slide and a refresh of paint. That would be the most cost-effective use of ratepayers' money, and more native plantings to break up the area would be beneficial. This is what is called a memory playground and is an intergenerational assets.

Plenty of shade and sitting areas. Activities closer to what Pegasus or

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Margaret Mahy parks have rather than Trousselot park. Include preschool children as well as something for the bigs kids.

Inclusive play elements that can be used by all children e.g. basket swing.

A sensory exercise experience for all abilities covering all the sense apart from taste. Textured paths, soft, spongy, bouncy, crunchy, up down over etc, with plantings and sounds to match each section.

**Optional question** (14 response(s), 5 skipped)

**Question type:** Essay Question

### Q8 | Let us know any other feedback you have about the proposal:

What part of Norman Kirk park are you looking at? What is the councils goal for what they are trying to achieve?

Kaiapoi east needs this playground!

Can this playground be somewhere else or stick to the original venue?

Put the playground somewhere else.

How about a small maze. surrounded by seating so parents can see their children playing safely.

We are very supportive of this idea. Make it another Margaret Mahey!! Have cameras watching this area.

build pensioner flats on Currie Park land.

It is a fantastic idea!

If Norman Kirk was to go ahead the budget need to come from somewhere else as it predominantly serves non-locals People who come to use the BMX track, softball area, goal posts, walkers and bikers. The residents have already lost the Kirk Street Park playground, the playground across from New World in Charles Street and I have a deep concern how long before the Gray Crescent playground disappears if Norman Kirk were to go ahead without its own allocated budget These areas are precious and once they are gone they are not replaced, the need is even greater to have suitable outside play spaces for our children as people outside living spaces get smaller around their homes. Norman Kirk Park playground- To be retained as a green space area with the play equipment blending in with the surroundings. To be able to be accessed by all ages and levels of mobility. Norman Kirk Playground could an something different and attraction piece to the area, BUT NOT AT THE COST TO local residents' amenities Can you please advise about the NFC upgrade, what are the plans for that, and when the consultation be?

Ensure that when installing or upgrading other facilities in the area that they are accessible e.g., Toilets, BBQ's and picnic tables and chairs. Accessible footpaths that link to the other facilities e.g. sport club etc. An accessible drinking fountain

Playground to include a wheelchair swing & different styles of swings, double, jack & jill, nest, chair etc.

**Optional question** (11 response(s), 8 skipped)

**Question type:** Essay Question

**WAIMAKARIRI DISTRICT COUNCIL****REPORT OR DECISION**

**FILE NO and TRIM NO:** GOV-26-08-06 / 240909152910

**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD

**DATE OF MEETING:** 21 October 2024

**AUTHOR(S):** Kay Rabe, Governance Advisor

**SUBJECT:** Applications to the Kaiapoi-Tuahiwi Community Board's 2024/25 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 two applications for funding requests received from:

<b>Name of Organisation</b>	<b>Purpose</b>	<b>Amount requested</b>	<b>Does the application comply with the Discretionary Grant Fund Criteria?</b>
Kaipoi Community Garden	Towards floor covering	\$550	The application complies.
Pines Kairaki Beaches Association	Towards community Christmas event	\$732	The application complies.
<b>Total:</b>		<b>\$1,282</b>	

**Attachments:**

- i. Application from Kaiapoi Community Garden (Trim Ref. 240906151827).
- ii. Application from the Pines Kairaki Beaches Association (Trim Ref: 240905151377).
- iii. The spreadsheet shows the grants for the previous two years.
- v. Board funding criteria for the 2024/25 financial year.

**2. RECOMMENDATION**

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

- (a) **Receives** report No. 240909152910.
  - (b) **Approves** a grant of \$..... to the Kaiapoi Community Garden for floor covering for the Garden's building.
- OR**
- (c) **Declines** the application from the Kaiapoi Community Garden.
  - (d) **Approves** a grant of \$..... to the Pines Kairaki Beaches Association towards hosting a community Christmas event.
- OR**
- (e) **Declines** the application from the Pines Kairaki Beaches Association.



### 3. **BACKGROUND**

- 3.1 The ***Kaiapoi Community Garden*** is seeking funding assistance to purchase hardwearing floor covering for the Garden's building.
- 3.2 The ***Pines Kairaki Beaches Association*** seeks funding to host the community Christmas event.
- 3.3 The current balance of the Kaiapoi-Tuahiwi Community Board's 2024/25 Discretionary Grant fund is \$5,483.

### 4. **ISSUES AND OPTIONS**

#### ***Kaiapoi Community Garden (the Group)***

#### 4.1 Information provided by the Group

- 4.1.1 Helen Roberts established the community garden in March 2010 with the support of a group of other keen gardeners who wanted to share their knowledge. The Group is located on the Kaiapoi Borough School grounds and assists with the School's Garden to Table Programme, which teaches children how to grow, harvest, prepare and share food.
- 4.1.2 In July 2019, the school's old dental surgery was relocated to the garden, providing an indoor space for running workshops and learning about healthy eating in a friendly, welcoming space. This facility continues to be an excellent community facility which assists with education and food supply for those in the area. In addition, the garden produces and sells jams and preserves, while any excess produce is donated to charitable organisations within the Kaiapoi area to assist those in need.
- 4.1.3 The Group is seeking funding assistance of \$550 to purchase hard-wearing floor covering for the building. The floor covering will help keep the building clean, hygienic, and welcoming for visitors, gardeners, and students. All sectors of the community will benefit as Kaiapoi Borough students are taught the rudiments of vegetable gardening and how to use the produce to feed a family. At the same time, adults and older adults make up the majority of the gardeners.

#### 4.2 Council Evaluation:

- 4.2.1 This application meets the criteria as the applicant is a non-profit organisation which promotes self-sustainability, produces food for the community and educates students, and, thus, has a significant community impact. The project will not proceed if the application is unsuccessful, which may negatively impact the group's ability to host workshops and other garden activities in a welcoming environment.
- 4.2.2 The cost of the carpet is quoted at \$520 plus GST, and at least 80% of the people who would benefit from the project reside in the Kaiapoi-Tuahiwi community. The Group has successfully applied to the Board for the following funding in previous years. All Accountability Forms have been received.

<b>Date</b>	<b>Project</b>	<b>Amount</b>
March 2023	Fence Signage	\$240
February 2022	Replacement mower	\$500
February 2020	10 Year Celebration	\$420
<b>Total</b>		<b>\$1,160</b>

### ***Pines Kairaki Beaches Association (the PKBA)***

#### **4.3 Information provided by PKBA**

- 4.3.1 The PKBA was founded in 1921, initially as 'The Pines Association'. In the early years, the Association provided the settlements with various public facilities, including a playground, improved toilets and changing shed, a public water well and a community hall. Many of these projects were self-funded, using the proceeds generated from the association's annual gala. The Association has also played a vital role in lobbying local authorities for better living conditions and contributing to installing electricity, the sewerage system and other core infrastructural projects.
- 4.3.2 The PKBA will host its annual community Christmas event, focusing on young families, schoolchildren, and youth-aged residents in the Pines and Kairaki Beach area. The day will include a Santa visit, a bouncy castle, candy floss, games, face paint, music, and refreshments. The requested funding would be used for food and refreshments so the group can host the event at no cost to the residents.
- 4.3.3 This free event is anticipated to benefit at least 180 families, with more families coming from Kaiapoi to join in the fun. These events are important as they unite the community for fun and entertainment, reducing isolation and improving well-being.

#### **4.4 Council Evaluation:**

- 4.4.1 The application complies with the Board's Discretionary Grant Application Criteria, as it is from a non-profit organisation hosting community events for the residents of the Kaiapoi-Tuahiwi area.
- 4.4.2 The estimated event cost is \$1,996, and the Board is asked to fund \$732. The PKBA has also applied to Kiwi Gaming for funding for face painting, bouncy castle, and music. In previous years, the PKBA successfully applied to the Board for the following funding. All Accountability Forms have been received.

<b>Date</b>	<b>Project</b>	<b>Amount</b>
April 2024	Community events	\$500
October 2023	Christmas event	\$515
November 2021	Community pantry	\$443
April 2021	BBQ for firefighters	\$500
November 2019	Annual Gala	\$500
<b>Total</b>		<b>\$2,458</b>

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

#### **4.6 Implications for Community Wellbeing**

There are social and cultural implications, as community events provide opportunities for social interaction, which builds a sense of community, reduces feelings of isolation and improves community wellbeing.

- 4.7 The current balance of the Board's 2024/25 Discretionary Grant Fund is \$5,483. If the applications are granted, the Board will have \$4,201 left for the remainder of the financial year.
- 4.8 The Management Team has reviewed this report.

## 5. **COMMUNITY VIEWS**

### 5.1 **Mana Whenua**

Te Ngāi Tūāhuriri hapū may not likely be interested in the subject matter of this report.

### 5.2 **Groups and Organisations**

No other groups or organisations will likely be affected by or interested in this report's subject matter.

### 5.3 **Wider Community**

The wider community will likely be interested in the report's subject, as social events encourage social interaction, which improves mental health, contributes to community wellbeing and reduces isolation.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1 **Financial Implications**

6.1.1 The 2024-34 Long Term Plan includes a budget provision of \$8,600 for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups for the 2024/25 financial year (July 2024 to June 2025).

6.1.2 The current balance of the Kaiapoi-Tuahiwi Community Board 2024/25 Discretionary Grant Fund is \$5,483. If all the applications are granted, the Board will have \$4,201 left for the remaining eight months of the financial year.

6.1.3 The application criteria specify that grants are customarily limited to \$750 per application, with a maximum of \$1,000 in any financial year (July to June).

### 6.2 **Sustainability and Climate Change Impacts**

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

### 6.3 **Risk Management**

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

### 6.4 **Health and Safety**

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

## 7. **CONTEXT**

### 7.1 **Consistency with Policy**

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

### 7.2 **Authorising Legislation**

Not applicable.

### 7.3 **Consistency with Community Outcomes**

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

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

### 7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

Groups applying for Board Discretionary Grants 2023/2024

Name of group: KAIAPOI COMMUNITY GARDEN

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: CHAIR

Contact phone number: [REDACTED] Email: [REDACTED]

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

To cover the floor of the garden's building with a hard wearing cover (carpet)

What is the timeframe of the project/event date? As soon as possible.

Overall cost of project: 520 + GST. Amount requested: \$550

How many people will directly benefit from this project? 30

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

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

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

Oxford-Ohoka 10 % Rangiora-Ashley 5 % Woodend-Sefton 5 % Kaiapoi-Tuahwi 80 %

Other (please specify): —

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

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

The building will be harder to keep clean for workshops and other garden activities. Food is prepared in the building, therefore hygiene is important.

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

Building is easier to clean and is attractive and hygienic

Facilities are attractive for visitors and gardeners.

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

The Community Garden continues to be an excellent community facility for education + food supply.

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

If yes, name of parent group: \_\_\_\_\_

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

\_\_\_\_\_

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

The garden produces and sells jams + preserves. Any produce above that used by the garden is given to charitable organisations.

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

If yes, please supply details:

\_\_\_\_\_

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

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

**Please note:** 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: K. Adams Date: 28/7/23

Copy of relevant page from Annual A/c's. as presented to the AGM of the Kaiapoi Community Garden and to the Charities Services. It was prepared by C.C.A.

Balance as at 1/3/23	<del>12,585</del> 589
Operating Cash Received	
Donations, fundraising & other similar receipts	22,100
Subscriptions	202
Receipts from goods.	2,441
Sale of preserves	<del>1,985</del>
W/shops	3,955
Other sales.	320
Interest	<u>29,303</u>

Operating Cash Paid.	
Wages	14,714
Acc & Audit	474
Maintenance & Repairs	756
Publicity	144
Community events.	939
Garden products	1,065
General Exp.	310
Insurance.	1,305
Electricity	<u>912</u>

Operating Cash Flow	20,618
	8,586
Add Opening Cash Balance	<u>12,589</u>
	21,175
Bank A/c	21,139
Cash	<u>37</u>
	<u>21,175</u>



<b>TO</b>	Irene Chalmers	<b>EMAIL</b>	
<b>COMPANY</b>	Kaiapoi Community Building	<b>DATE</b>	21 June 2024
<b>FROM</b>	Patrick Chalmers	<b>PAGES</b>	1
<b>EMAIL</b>	patrick@dominionflooring.co.nz	<b>QUOTE NUMBER</b>	33949

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**CONTRACT: Garage Carpet**

We have pleasure in submitting our quotation in respect of the above contract in accordance with the following works

- Supply to site 13.8Lm @ 3m wide Garafloor needle-punch carpet in colour 0790 Charcoal

**Price \$ 410.00 (Excluding GST)**

- Install garage carpet using the direct stick method

**Price \$ 520.00 (Excluding GST)**

**NOTE**

- Subject to site measure
- No floor preparation has been included in price
- Only works specified above included in this quote
- This quotation remains open for acceptance for a period of 30 (thirty) days only

Upon acceptance of this quote please sign and date below and send back to Dominion Flooring along with any contract documents you may have for the project.

We thank you for the opportunity to provide this quotation and assure you of our best attention and high standard of tradesmanship at all times. Should you have any queries whatsoever, please do not hesitate to contact me.

Yours faithfully,

Patrick Chalmers  
Contracts Manager

*Accepted:*

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Name & Title (printed)*

*Date:* \_\_\_\_/\_\_\_\_/\_\_\_\_

60 Durham Street Sth PO Box 7199 Christchurch, NZ enquiries@dominionflooring.co.nz

T +64 3 366 0559 F +64 3 366 7984 www.dominionflooring.co.nz





## Groups applying for Board Discretionary Grants 2023/2024

Name of group: Pines Kairaki Beaches Association

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: Events Organiser - Funding

Contact phone number: [REDACTED]

Email: [REDACTED]

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

Christmas Event - PKBA are applying for funding to support a Christmas community event, focusing on young families, school children and youth aged residents in the Pines and Kairaki Beach Area. Santa, bouncy castle, candy floss, games, face paint, food provided, music. The funding we are asking for is to cover the food so we can provide a free day out for our residents.

What is the timeframe of the project/event date? Planned for Sunday 24th November 2024

Overall cost of project: See attached budget Amount requested: \$732

How many people will directly benefit from this project? 180familie

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

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

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

Oxford-Ohoka \_\_\_\_\_%    Rangiora-Ashley \_\_\_\_\_%    Woodend-Sefton \_\_\_\_\_%    Kaiapoi-Tuahiwi 50 %

Other (please specify): There are at least 180 families in our beach communities

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

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

n/a

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

Bringing the community closer together. Fun and Entertainment for the community.

What is the benefit(s) to your organisation?

74

Satisfaction that our community association is benefiting our community by providing events to bring our residents closer together with a community event.

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

Happier Beach Communities at Kairaki and Pines Beach

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

If yes, name of parent group: \_\_\_\_\_

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

n/a

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

Application with Kiwi Gaming has been made to cover the face painting, music, venue & bouncy castle

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

If yes, please supply details:

We made 1 application to cover 2 events..

Event 1 - Mid Winter Do (14th July 2024) 3hrs Hall hire \$90, Beverages \$50, Catering \$160

Event 2 - Kids Movie Night (20th Sep 2024) 2hrs Hall hire \$60, Popcorn, Iceblocks & Pizza \$140

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

Supporting costs/quotes

Other supporting information

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

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

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

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

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

Signed

[Redacted Signature]

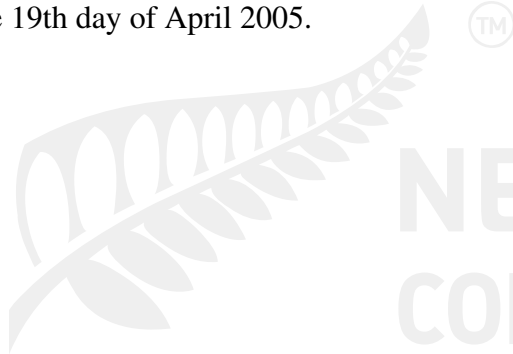
Date: 4/9/24



# CERTIFICATE OF INCORPORATION

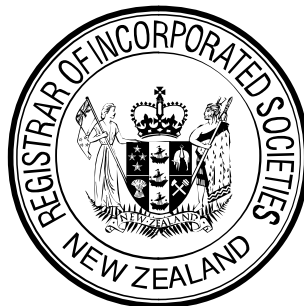
## THE PINES AND KAIRAKI BEACHES ASSOCIATION INCORPORATED 219338

This is to certify that PINES & KAIRAKI BEACHES ASSOCIATION INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 27th day of May 1929 and changed its name to THE PINES AND KAIRAKI BEACHES ASSOCIATION INCORPORATED on the 19th day of April 2005.



NEW ZEALAND  
COMPANIES OFFICE

Registrar of Incorporated Societies  
9th day of July 2018



# **Financial Statements**

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**The Pines and Kairaki Beaches Association Incorporated**

**For the Year Ended 31 December 2023**

## The Pines and Kairaki Beaches Association Incorporated

### Statement of Funding

For the period 1 January 2023 to 31 December 2023

	2023	2022
	\$NZ	\$NZ
<b>Funds Received</b>		
Donations	\$ 820	\$ 160
Grants Applied (Note 6)	\$ 9,551	\$ 10,564
GST Refunds	\$ 566	\$ -
Hall Hire	\$ 12,449	\$ 11,600
Subscriptions	\$ 95	\$ -
Interest	\$ 250	\$ 87
<b>Total Funds Received</b>	<b>\$ 23,729</b>	<b>\$ 22,411</b>
<b>Funds Applied</b>		
Accountancy	\$ 681	\$ 673
Bank Fees	\$ 91	\$ 68
Depreciation (Note 7a)	\$ 6,397	\$ 6,586
General	\$ 3,000	\$ 1,909
Wages/Withholding Tax	\$ 4,168	\$ 2,638
Hall Valuation	\$ 690	\$ -
Honoraria	\$ 450	\$ -
GST Payments	\$ -	\$ 776
Insurance	\$ 9,756	\$ 7,854
Other Events	\$ 566	\$ 757
Power	\$ 1,915	\$ 1,849
Community Projects	\$ -	\$ 2,530
Community Events	\$ 1,665	\$ -
Repairs and Maintenance	\$ 1,563	\$ 681
Web-site	\$ 350	\$ 561
<b>Total Funds Applied</b>	<b>\$ 31,292</b>	<b>\$ 26,881</b>
<b>Net Reserves Accumulated/(Applied)</b>	<b>(\$ 7,562)</b>	<b>(\$ 4,471)</b>

## The Pines and Kairaki Beaches Association Incorporated

### Statement of Reserves

As At 31 December 2023

		2023	2022
		\$NZ	\$NZ
<b>ASSETS</b>			
<b>Current Assets</b>			
Westpac Bank Account (00)		\$ 12,072	\$ 8,008
Westpac Bank Account (001)	(Note 10)	\$ 1,540	\$ -
Westpac Simple Saver		\$ 3,890	\$ 11,533
Prepayments		\$ 5,938	\$ 3,818
<b>Total Current Assets</b>		<b>\$ 23,440</b>	<b>\$ 23,359</b>
<b>Non-Current Assets</b>			
Building (Hall)	(Note 7b)	\$ 1,180,000	\$ 897,000
Equipment	(Note 7a)	\$ 16,808	\$ 22,802
<b>Total Non-Current Assets</b>		<b>\$ 1,196,808</b>	<b>\$ 919,802</b>
<b>TOTAL ASSETS</b>		<b>\$ 1,220,249</b>	<b>\$ 943,161</b>
<b>LIABILITIES</b>			
Accounts Payable		\$ 130	\$ -
GST		\$ 116	\$ 1,156
Bonds for Hall Hire		\$ -	\$ 2,000
Prepayments received		\$ -	\$ 800
Unspent Grants	(Note 6)	\$ 5,000	\$ -
<b>TOTAL LIABILITIES</b>		<b>\$ 5,246</b>	<b>\$ 3,956</b>
<b>NET ASSETS</b>		<b>\$ 1,215,002</b>	<b>\$ 939,205</b>
<b>RESERVES</b>			
	(Note 8)		
Retained Earnings		\$ 658,566	\$ 665,768
Revaluation Reserve		\$ 556,436	\$ 273,436
<b>TOTAL RESERVES</b>		<b>\$ 1,215,002</b>	<b>\$ 939,205</b>

# The Pines and Kairaki Beaches Association Incorporated

## Statement of Accounting Policies

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### 1 Basis of Preparation

The Pines and Kairaki Beaches Association Incorporated has elected to apply the principles and practices of accounting standard PBE SFR-A(NFP) with respect to the Statement of Funding and Statement of Financial Position only. The entity is not subject to the New Zealand Financial Reporting Framework.

Transactions are reported on an accrual basis where expenditure is matched to the income funding it in line with general accounting practice. The Financial Statements contained within this report have been prepared on the assumption that the organisation will continue operating for at least 12 months after Balance Date.

### 2 Taxation

The organisation is exempted from Income Tax by Inland Revenue.

The organisation is registered for GST. Figures are shown **inclusive** of GST.

### 3 Fixed Assets

Buildings are shown at Depreciated Replacement Cost.

Items of Property, Plant and Equipment are shown at Cost less accumulated depreciation.

### 4 Grants

Grants and donations income is accounted for depending on whether or not it has a "use or return" condition attached. Where no use or return conditions are attached, the revenue is recorded as income when cash is received. Where income includes a use or return condition, it is initially recorded as liability on receipt. The income is then subsequently recognised within the Statement of Financial Performance as the performance conditions are met.

### 5 Changes in Accounting Policies

All accounting policies have been applied consistent with previous years.

## The Pines and Kairaki Beaches Association Incorporated

### Notes to the Accounts

#### 6 Grants Received

The Pines and Kairaki Beaches Association Incorporated has received the following grants, with thanks:

2023				
Grants	Purpose	Received	Applied	Unexpended
Waimakariri DC	Christmas Event	\$ 592	\$ 592	\$ -
Waimakariri DC	Insurance	\$ 8,039	\$ 8,039	\$ -
Kiwi Gaming Grant	Community Fun Day	\$ 920	\$ 920	\$ -
Kiwi Gaming Grant	Cleaning and Restaining	\$ 5,000	\$ -	\$ 5,000
<b>Totals</b>		<b>\$ 14,551</b>	<b>\$ 9,551</b>	<b>\$ 5,000</b>

2022				
Grants	Purpose	Received	Applied	Unexpended
Waimakariri DC	MenzShed	\$ 509	\$ 509	\$ -
Waimakariri DC	Insurance and Power Bill	\$ 7,855	\$ 7,855	\$ -
Kiwi Gaming Grant	Repainting of Bus Shelter	\$ 2,200	\$ 2,200	\$ -
<b>Totals</b>		<b>\$ 10,564</b>	<b>\$ 10,564</b>	<b>\$ -</b>

#### 7 Fixed Assets

##### a. Depreciable Assets

2023				
Asset Class	Book Value 2022	Additions	Depreciation	Book Value 2023
Equipment	\$ 22,802	\$ 404	\$ 6,397	\$ 16,808
<b>Total</b>	<b>\$ 22,802</b>	<b>\$ 404</b>	<b>\$ 6,397</b>	<b>\$ 16,808</b>

2022				
Asset Class	Book Value 2021	Additions / (Sold)	Depreciation/ Gain or Loss on Fixed Assets	Book Value 2022
Equipment	\$ 30,208	(\$ 550)	\$ 6,586	\$ 23,072
Correction (Note 10)	(\$ 270)	\$ -	\$ -	(\$ 270)
<b>Total</b>	<b>\$ 29,938</b>	<b>(\$ 550)</b>	<b>\$ 6,586</b>	<b>\$ 22,802</b>

##### b. Assets recognised at valuation

2023			2022
Asset	Valued at	Source	Valued at
Hall	\$ 1,180,000	Maxwell Valuation	\$ 897,000
<b>Total</b>	<b>\$ 1,180,000</b>		<b>\$ 897,000</b>



## The Pines and Kairaki Beaches Association Incorporated

### Notes to the Accounts (continued)

#### 8 Change in Equity

2023	Retained Earnings	Revaluation Reserve	Total
Opening Accumulated Funds	\$ 665,768	\$ 273,436	\$ 939,205
Surplus/Deficit for the year	(\$ 7,562)	\$ -	(\$ 7,562)
Revaluation of Hall (Building)	\$ -	\$ 283,000	\$ 283,000
Correction (Note 10)	\$ 360	\$ -	\$ 360
<b>Total</b>	<b>\$ 658,566</b>	<b>\$ 556,436</b>	<b>\$ 1,215,002</b>

2022	Retained Earnings	Revaluation Reserve	Total
Opening Accumulated Funds	\$ 670,509	\$ 273,436	\$ 943,945
Surplus/Deficit for the year	(\$ 4,471)	\$ -	(\$ 4,471)
Correction (Note 10)	(\$ 270)	\$ -	(\$ 270)
<b>Total</b>	<b>\$ 665,768</b>	<b>\$ 273,436</b>	<b>\$ 939,205</b>

#### 9 Contingent Liabilities, Commitments and Guarantees

There have been no contingent liabilities or commitments or guarantees as at the end of the 2023 financial year (previous year: 2022 Nil).

#### 10 Correction of Errors

##### 2023

Westpac bank account (001) had erroneously been omitted from the 2022 financial statements. The bank balance have been retrospectively recognised at 1 January 2023, using an adjustment to Opening Accumulated Funds. 2022 comparative columns in these financial statements have not been amended.

##### 2022

A previously disposed asset continued to be recorded in the 2021 financial year. The error has been corrected by adjusting the opening values of fixed assets and accumulated funds for the 2022 financial year.



# PKBA COMMITTEE - 2023 CONTACT DETAILS

Private and Confidential Committee Members only  
Public point of contact for anyone on committee is pineskairaki@gmail.com

Role	Name	Address	Email	Contact
President	[Redacted]			
Vice President				
Secretary				
Treasurer				
<b>Subcommittee and Teams</b>				
Land & Environment Team	[Redacted]			
Pegasus Bay Bylaws &				
Hall, Admin & Maintenance Team				
Grants				
Facebook & Web Updates				
<b>Committee Members</b>				
	[Redacted]			


**Kaiapoi/Tuawhi Community Board Representatives**

Chair	
-------	--

**Other Community Groups and Contacts**

Craft Group	
Shine Tribe	
Fire Brigade	
ECAN	
WDC	
Tuhaitara Trust	



# Deposit

Westpac New Zealand Limited

Kaipoi branch  
The Crossing, 77 Hilton St, Kaipoi, NZ

DATE	
NOTES	\$
COINS	\$
TOTAL CASH	\$
CHEQUES AS REVERSE	\$
TRANSFER FROM ACCOUNT No.	\$

PAID IN BY: (PLEASE PRINT NAME)

FOR THE CREDIT OF

PINES & KARAKI BEACH ASSN INC

TOTAL \$

⑈031585⑈ 0015076⑈00 ⑈ 50

## Pines Kairaki Beach Association

## PKBA Christmas Event Budget 2024

Event Date: 11am Sunday 24th November 2023

Prepared Aug 2024 by Jacinta Sutherland &amp; Kayla Milnes

Location: Pines Beach Community Hall and Oval

Description	Supplier	Contact Details	Preferred #1	Option #2	Notes
Entertainment/Music/DJ - TBC		Chris Anderson (local DJ)	\$ 200.00		
Venue Hire	PKBA	Sharyn Lodge - Hall manager	\$ 60.00		Pines Beach Community Hall (4 hours hire)
Venue Cleaning and Rubbish	PKBA	Sharyn Lodge - Hall manager	\$ 110.00		Pines Beach Community Hall
Advertising	PKBA		\$ 120.00		Printing, signage, facebook & flyers
Bouncy Castle - Big Slide	Fun HQ Ltd		\$ 573.85		Safari Playground, Inside are obstacles for children to play over/around, a climb and slide and even a basket ball hoop!
	<b>Option #2</b>	The Boucey Castle		\$ 414.00	Oasis, A 16ft slide which can be used wet or dry
Face Painting	Colournsparkle	Kim Forster	\$ 200.00		\$100 per hour (2 hours)
Candy Floss			\$ 120.00		\$30 per hour (4 hours)
Catering	PKBA	Burger BBQ - PKBA	\$ 412.00		Burgers put on by PKBA (New World Quote)
	<b>Option #2</b>	Sausgae Sizzle		\$ 200.00	put on by PKBA
other	PKBA	Kayla Milnes	\$ 200.00		ice blocks, fizzy drinks, ballons and lollie scrables with santa
<b>Total</b>		<b>TOTAL BUDGET</b>	\$ 1,995.85		

# Chris's DJ Entertainment

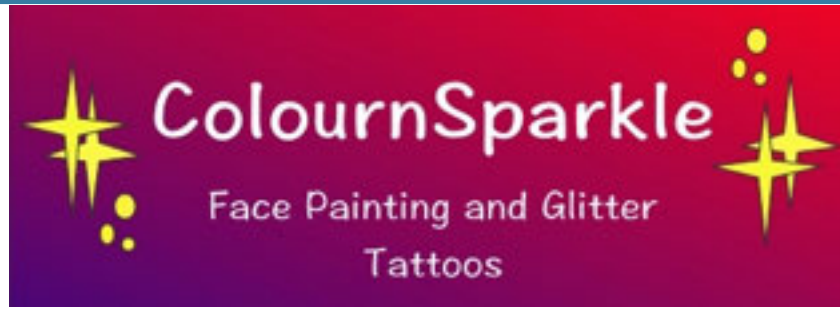
## Quote

Provide music for Christmas Party at Pines Beach Oval – November 2023

4 hours – includes set up and break down time

\$200.00





## QUOTE



Attention: Pines Kairaki Beach Association

Date: 21 August 2024

Quote number: 202041

Description	Quantity	Unit Price	Cost
Face Painting Sunday 24th November 2024	2.0	\$ 100.00	\$ 200.00
		Sub-Total	\$ 200.0
		<b>Total</b>	\$ 200.00

Thank you for considering ColournSparkle for your event!

Sincerely,

Kim Forster

# QUOTE

Pines Kairaki Beach Association

Ref: hire 24/11/2024

**Quote Date**  
22 Aug 2024

**Quote Number**  
QU-0088

**GST Number**  
100560399

Description	Units	Unit Price	Amount NZD
Oasis, A 16ft slide which can be used wet or dry.	1.00	360.00	360.00
Size : 9 x 3.5 x 5mH			
		Subtotal	360.00
		Total GST 15%	54.00
		Invoice Total NZD	414.00
		Total Net Payments NZD	0.00
		<b>Amount Due NZD</b>	<b>414.00</b>



# QUOTE

Pines Kairaki Beach Association

Ref: Hire 24/11/2024

**Quote Date**  
22 Aug 2024

**Quote Number**  
QU-0089

**GST Number**  
100560399

Description	Units	Unit Price	Amount NZD
Safari Playground, Inside are obstacles for children to play over/around, a climb and slide and even a basket ball hoop! Max player weight about 90kg Max number of users - 12 8.5 x 7.8 x 5mH	1.00	499.00	499.00
		Subtotal	499.00
		Total GST 15%	74.85
		Invoice Total NZD	573.85
		Total Net Payments NZD	0.00
		<b>Amount Due NZD</b>	<b>573.85</b>



# Kaiapoi

Kaiapoi New World			
52 Charles St			
Kaiapoi New World			
Christchurch			
Ph 03 375 5180			
Quote - Pines Kairaki Beach Association			
Value Burger buns 8pk	7	\$ 3.99	\$ 27.93
Gluten free buns 5pk	1	\$ 8.49	\$ 8.49
Tip Tip Super Soft White Sandwich bread	3	\$ 3.79	\$ 11.37
Pams BBQ sauce 560g	2	\$ 2.69	\$ 5.38
Pam's Mayo 330ml	4	\$ 3.79	\$ 15.16
Pams baby lettuce	4	\$ 4.49	\$ 17.96
Freash Tomatoes per kg	1	\$ 5.99	\$ 5.99
Chopped frozen onions	1	\$ 5.69	\$ 5.69
Edam Cheese slices 32each	2	\$ 9.89	\$ 19.78
Value Spread 500g	3	\$ 1.79	\$ 5.37
Coca cola 24pk	1	\$ 22.99	\$ 22.99
Sprite 24Pk	2	\$ 22.99	\$ 45.98
Value White Serviettes 100pk	4	\$ 1.99	\$ 7.96
Value Paper plates 20pk	3	\$ 4.15	\$ 12.45
Value Paper towels	1	\$ 4.89	\$ 4.89
Value Rubbish bags 5pk	1	\$ 2.09	\$ 2.09
Tip Top Popsicle Mini Mixed Flavour Ice Blocks 20each	2	\$ 8.49	\$ 16.98
Cadbury Buzz Bar Sharepack 160g	2	\$ 4.49	\$ 8.98
Cadbury Moro Sharepack 180g	2	\$ 4.49	\$ 8.98
Morinaga Hi-Chew Original Mix 100g	3	\$ 2.39	\$ 7.17
Mentos Mini Rainbow Rolls 12s 120g	1	\$ 3.15	\$ 3.15
Angel Bay Patties 20 pk	2	\$ 48.99	\$ 97.98
Angel Bay Patties GF 20 pk	1	\$ 48.99	\$ 48.99
Total including GST			\$ 411.71



PKBA RESIDENTS

# Christmas at the Park

11 AM SUNDAY  
24<sup>th</sup> NOVEMBER

AT THE  
PINES BEACH OVAL

Event organised by the  
Pines Kairaki Beach Association  
SEE FACEBOOK EVENT FOR FURTHER DETAILS

		2022/23= \$5,270 = carry forwards \$2,627 Total \$7,897						
								\$ 7,897.00
18-Jul-22	St Patricks School PTA	Game Lines	18.8.23	\$500	\$500			\$ 7,397.00
18-Jul-22	Kaiapoi Toy Library	Cultural and sensory toys	28.09.2023	\$500	\$500			\$ 6,897.00
15-Aug	Reflections	Waimakariri Light Party	15.12.22	\$588	\$588			\$ 6,309.00
15-Aug	Clarkville Playcentre	Fruit Trees and vegetable plants	8-Dec-22	\$500	\$250			\$ 6,059.00
21-Nov	Cure Boating Club	Wood stain for floors, egress ramp and stairs	22/08/2023	\$500	\$500			\$ 5,559.00
20-Feb	North Canterbury Pride	Picnic in the Park	31/12/2023	\$275	\$300			\$ 5,259.00
20-Feb	Clarkville Playcentre	First Aid Courses	13.06.2023	\$387	\$387			\$ 4,872.00
20-Mar	Kaiapoi Rugby Football Club	Replace broken cabinet	19.09.2023	\$500	\$500			\$ 4,372.00
20-Mar	Kaiapoi Community Gardens	Signage	23.08.2023	\$240	\$240			\$ 4,132.00
20-Mar	<b>WITHDRAWN</b> All Together Kaiapoi	Subscription for software						\$ 4,132.00
20-Mar	<b>Relay for Life event</b>	Costs of hosting	7.06.23	\$250	\$500			\$ 3,632.00
17-Apr	R13 Youth Development Trust	Replacement sports equipment, new kitchen equipment and a new printer	1.09.2023	\$500	\$500			\$ 3,132.00
17-Apr	North Canterbury Adventure Club	Purchase an inflatable shade tent and electric pump		\$825	<b>Declined</b>			\$ 3,132.00
17-Apr	It Takes A Village Hub	To purchase fabric and elastic	1-Jul-24	\$500	\$500			\$ 2,632.00
16-Jun	All Together Kaiapoi	Advertising Matariki in Kaiapoi	19.06.2023	\$500	\$500			\$ 2,132.00
19-Jun	All Stars Marching	Annual camp	2-May-24	\$500	\$500			\$ 1,632.00

		2023/24= \$5,390 = carry forwards \$1,632 = Returned funds \$500					\$ 7,522.00	
Kaiapoi-Tuahiwi Community Board 10.136.100.2410	17-Jul	Coastguard North Canterbury	towards upgrading the swift water rescue vessel			\$500	\$750	\$ 6,772.00
	21-Aug	Waimakariri Access Group	Towards running an Inclusive Sports Event	9-May-24		\$750	\$418.27	\$ 6,353.73
	21-Aug	Community Wellbeing North Canterbury Trust	towards an 0800 number	7-May-24		\$600	\$600	\$ 5,853.73
	16-Oct	Pines Kairaki Beaches Association	Towards hosing a Christmas event	31-Jan-24		\$515	\$515	\$ 5,338.73
	20-Nov	St Patick's School	towards a bike and scooter track			\$500	Declined	\$ 5,338.73
	20-Nov	Community Watch Kaiapoi Inc	towards a AED	8-Mar-24		\$750	\$750	\$ 4,588.73
	11-Dec	North Canterbury Pony Club	Towards first aid services	This will only be sent after October when the		\$1,000	\$750	\$ 3,838.73
	19-Feb	Northern Phoenix paddling club	towards go pro cameras	27-May-24		\$1,667	\$667	\$ 3,171.73
	19-Feb	Waimakariri Community Arts Council – Kaiapoi's Art on the Quay	towards promotion of exhibitions	20-May-24		\$695	\$695	\$ 2,476.73
	13-Mar	Cure Boating Club	Towards painting a mural on its walls	7-May-24		\$1,000	\$1,000	\$ 1,476.73
	15-Apr	Kaiapoi Branch North Canterbury Pony Club Inc	Towards a new BBQ	8-Jul-24		\$611	\$250	\$ 1,226.73
	15-Apr	St Patricks School PTA	Towards new sports balls			\$750	Declined	\$ 1,226.73
	15-Apr	Pines Kairaki Beaches Association	Towards hosting community events	26-Sep-24		\$500	\$500	\$ 726.73
	15-Apr	The Darnley Club	Towards the cost of transporting a client			\$728	Declined	\$ 726.73
	17-Jun	Kaiapoi Softball Club	towards hosting a softball tournament			\$750	750	

			2024/25= \$8,600				\$ 8,600.00
Kaiapoi-Tuahiwi Community Board 10.136.100.2410	15-Jul	Waimakariri United Football Club	Towards Bibs for Mainland competition teams		\$856	\$500	\$8,100
	15-Jul	R13 Youth Development Trust	Towards Art Therapy supplies		\$600	\$600	\$7,500
	15-Jul	Community Wellbeing North Canterbury Trust	Digital media screen for Karanga Mai Early Learning Centre		\$600	Declined	\$7,000
	19-Aug	Allstars U18	Towards training camp		\$750	\$500	\$7,000
	19-Aug	Oxford Community Trust	towards catering costs for Day Out event		\$750	Declined	\$7,000
	19-Aug	Kaiapoi Garden Club	towards costs of running Kaiapoi Garden Competition		\$560	\$500	\$6,500
	19-Sep	North Canterbury Inclusive Sports Festival	Host the festival at Mainpower		\$750	\$500	\$6,000
	19-Sep	YDOT	Towards Funday & Adventure Race		\$918	\$517	\$5,483
	21-Oct	Kaiapoi Community Garden	Floor Covering		\$550		
	21-Oct	Pines Kairaki Beaches Association	Christmas Event		\$732		

## GOVERNANCE

## Kaiapoi-Tuahiwi Community Board

# Discretionary Grant Application

### Information to assist groups with their application

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

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

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

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

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

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



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

## 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 2024/2025

Name of group: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person within organisation: \_\_\_\_\_

Position within organisation: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ Email: \_\_\_\_\_

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

What is the timeframe of the project/event date? \_\_\_\_\_

Overall cost of project/event: \_\_\_\_\_ Amount requested: \_\_\_\_\_

How many people will directly benefit from this project? \_\_\_\_\_

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

<input type="checkbox"/> People with disabilities (mental or physical)	<input type="checkbox"/> Cultural/ethnic minorities	<input type="checkbox"/> District	
<input type="checkbox"/> Preschool	<input type="checkbox"/> School/youth	<input type="checkbox"/> Adults	<input type="checkbox"/> Whole community/ward

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

Oxford-Ohoka \_\_\_\_\_% Rangiora-Ashley \_\_\_\_\_% Woodend-Sefton \_\_\_\_\_% Kaiapoi-Tuahiwi \_\_\_\_\_%

Other (please specify): \_\_\_\_\_

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

99

What is the benefit(s) to your organisation?

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

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

If yes, name of parent group: \_\_\_\_\_

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

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

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

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

If yes, please supply details:

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

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

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

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

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

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

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

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION**

**FILE NO and TRIM NO:** GOV-26-08-06 / 240827144222

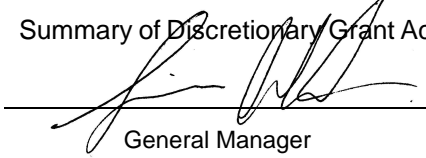
**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD

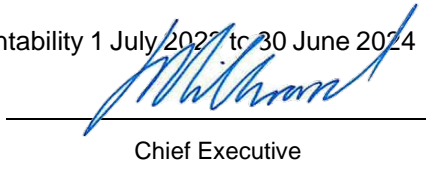
**DATE OF MEETING:** 21 October 2024

**AUTHOR(S):** Kay Rabe, Governance Advisor

**SUBJECT:** Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024

**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 Kaiapoi-Tuahwi Community Board (the Board) on the Discretionary Grant applications granted during the 2023/24 financial year, including the Accountability Forms received to date.
- 1.2 As at 30 June 2024, the Board had considered 15 applications, of which 12 were approved and three declined.

**Attachments:**

- i. All Accountability Forms received for the 2023/24 Financial Year (Trim Ref: 240912156186).

**2. RECOMMENDATION**

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

- (a) **Receives** Report No. 240827144222.
- (b) **Notes** that the \$7,522 allocated to the Board for the 2023/24 financial year and was fully distributed for events and projects within the community.
- (c) **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 Kaiapoi-Tuahwi area.
- 3.2. In keeping with the Council's Sustainability Policy, the attachments (Trim Ref: 240912156195) have been uploaded to the web and can be accessed through the Community Board page.
- 3.3. Staff periodically advertise the Discretionary Grant through the Community Notice Board page in the Northern Outlook and Chatter. Application Forms are also available on the Council website, from Service Centres, or by contacting the Council.

#### 4. ISSUES AND OPTIONS

4.1. The applications were as follows:

Group	Project	Amount granted	Month funds granted	Comments
Coastguard North Canterbury	Upgrading the swift water rescue vessel	\$750	July 2023	Invoice paid: 18 October 2023  Awaiting Accountability
Waimakariri Access Group	Towards the hosting of the Inclusive Sports event	\$418	August 2023	Invoice paid: 15 May 2024  Accountability received: 24 May 2024
Community Wellbeing North Canterbury Trust	Towards the provision of an 0800 phone numbers	\$600	August 2023	Invoice paid: 13 October 2023  Accountability received: 7 May 2024
Pines Kairaki Beaches Association	Towards hosting a Christmas Community Event	\$515	August 2022	Invoice paid: 27 October 2023  Accountability received: 31 January 2024
St Patrick's School	Towards a bike and scooter track	<b>Declined</b>	November 2023	The Board considered this application and determined that it did not meet the criteria, which stated that funding would not be granted to schools, as they were not considered non-profit organisations.
Community Watch Kaiapoi Inc	Towards the cost of purchasing an AED	\$750	November 2023	Invoice paid: 4 December 2023  Accountability received: 8 March 2024
North Canterbury Pony Club	Towards St John ambulance services	\$1,000	December 2023	Invoice paid: 28 March 2024  Awaiting Accountability
Northern Phoenix Paddling Club	Towards purchasing GoPro cameras for training	\$667	February 2024	Invoice paid: 14 March 2024  Accountability received: 27 May 2024
Waimakariri Community Arts Council (Kaiapoi's Art on the Quay)	Towards the costs of promoting exhibitions	\$695	February 2024	Invoice paid: 6 March 2024  Accountability received 22 May 2024
Cure Boating Club	Towards the cost of its mural	\$1,000	March 2024	Invoice paid: 28 March 2024  Accountability received: 7 May 2024

Group	Project	Amount granted	Month funds granted	Comments
Kaiapoi Branch North Canterbury Pony Club Inc	Towards the cost of purchasing a new BBQ	\$250	April 2024	Invoice paid: 1 May 2024  Accountability received: 8 July 2024
St Patrick's PTA	Towards the purchase of new sports balls	<b>Declined</b>	April 2024	The Board considered the request, but it felt that providing sports equipment was a Ministry of Education responsibility, so the application was declined.
Pines Kairaki Beaches Association	Towards community events	\$500	April 2024	Invoice paid: 11 June 2024  Accountability received: 26 September 2024
The Darnley Club	Towards the cost of transporting a client	<b>Declined</b>	April 2024	The Board considered the application and concluded that it did not meet the Board's criteria, which state that funds would not be paid for individuals and that there needed to be significant benefits to the wider community
Kaiapoi Softball Club	Towards hosting a softball tournament	\$750	June 2024	Invoice paid" 15 August 2024  Awaiting Accountability

- 4.2 As of September 2024, of the 12 Accountability Forms required, nine forms had been received, with three forms outstanding, although one application was only granted in June 2024 and one event occurred in October 2024. Groups have six months to return their Accountability Forms from the date of the event/purchase occurring. Any future applications will not be considered until past accountability forms have been received.
- 4.3 Coastguard North Canterbury requested funding to purchase a swift water rescue vessel to be used in Canterbury rivers when required. The boat will also be used during flooding emergencies to rescue stranded residents and ferry supplies if required. This vessel has been purchased and is now operational; however, despite several requests, the Accountability Form is still outstanding.
- 4.4 Waimakariri Access Group requested funding for the inaugural Inclusive Sports Event at MainPower Stadium. This was a multi-board application to hold a district-wide event. The event was very successful, with a large turnout. The Board granted the Group \$500; however, as expenses had been kept low, the Group only submitted an invoice for \$279.



4.5 Community Wellbeing North Canterbury Trust requested funding to set up an 0800 number for Kaiapoi Community Support. This free phone service eliminated any cost barriers for people needing help and made the Foodbank more accessible.

4.6 The Pines Kairaki Beaches Association requested funding to host its 2023 Christmas community event. The funds were used to provide a BBQ lunch, cold drinks, and ice blocks at the event. The balance of the funds went towards the purchase of face paints. The event was well supported by local families and their extended family/whanau.



4.7 St Patrick's School requested funding assistance for its bike and scooter track. The Board considered this application and determined that it did not meet the criteria, which stated that funding would not be granted to schools as they were not considered non-profit organisations. Therefore, the application was declined.

4.8 Community Watch Kaiapoi Inc. requested funding to purchase a battery and pads for the portable AED Defibrillator kept in its patrol vehicle. This purchase would enable the team to provide immediate assistance if necessary.

4.9 North Canterbury Pony Club will be hosting the Springston Trophy in October 2024 and as such, this was a multi-board application, and the Club requested funding toward the cost of St John Ambulance services during the event. This service is a health and safety requirement and will be available to the public and competitors. As this event has yet to happen, no Accountability Form has been received

4.10 Northern Pheonix Paddling requested funding to purchase GoPro cameras for coaching purposes during training. Using GoPro cameras allows the coaches to film the team while they paddle and re-play the team's techniques so that they can provide critical feedback. This, in turn, betters the paddlers, boosts their ability, and thus their confidence.



4.11 Waimakariri Community Arts Council—Kaiapoi's Art on the Quay requested funding to assist with the promotion of exhibitions held in the art gallery. The funds were used to promote the gallery through the Visit Waimakariri's District Guide, which should widen the audience/patrons to the gallery, using Facebook to promote every exhibition and hopefully increase sales.



- 4.12 Cure Boating Club requested funding to paint a mural on its river-facing wall. The funds enabled the completion of the mural, which was coated with anti-graffiti. Donations were received across the community, and visitors have provided amazing feedback. The artist Mel Eaton from 'Off the Wall Murals' will be entering the mural in a national Resene painting competition.



- 4.13 The Kaiapoi Branch of the North Canterbury Pony Club requested funds to purchase a replacement BBQ, which is regularly used during competition days to raise funds for the club. The new BBQ was used to hold a sausage sizzle on the Club's one-day event in June, and the Club was able to bank \$730. There were approximately 150 riders and well over 300 spectators. The BBQ food was very popular as the day was very cold.



- 4.14 St Patrick's School PTA requested funding for new sports balls for ball-related sports. The Board considered the request, but it felt that providing sports equipment was a Ministry of Education responsibility, so the application was declined.
- 4.15 Pines Kairaki Beaches Association requested funding to host various community events during the year. The Association arranged a mid-winter Christmas event and a kids' piazza night, and the funds were used for food and hall hire.
- 4.16 The Darnley Club requested funding to assist a client with transport costs to and from the facility. The Board considered the application and concluded that it did not meet the Board's criteria, which state that funds would not be paid for individuals and that there needed to be significant benefits to the wider community. Therefore, the application was declined.
- 4.17 The Kaiapoi Softball Club requested funding to host a new annual softball tournament to attract visitors to Kaiapoi, increase membership, and promote softball in the district. The inaugural Kaiapoi Klassics is scheduled for 3 November 2024.

4.18 **Implications for Community Wellbeing**

The issues and options that are the subject matter of this report have social and cultural implications for community well-being, as the funding allocated to community groups and for community events increases the general feeling of well-being within various communities.

- 4.19 The Management Team has reviewed this report and supports the recommendations.

## 5. **COMMUNITY VIEWS**

### 5.1. **Mana Whenua**

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

### 5.2. **Groups and Organisations**

No groups and organisations are likely to be affected by or have an interest in this report's subject matter. However, it should be noted that the Board's Discretionary Grant fund assisted community groups and organisations in achieving community-based programmes.

### 5.3. **Wider Community**

The wider community is not likely to be affected by or be interested in this report's subject matter. However, the funding allocated to community groups and for community events increased the general feeling of wellbeing within the Board's community.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1. **Financial Implications**

6.1.1 The Council's 2023/24 Annual Plan included budgetary provision of \$7,522 for the Board to approve grants to community groups in the 2023/24 financial year. The Board allocated all of its funding to community groups and organisations during the 2023/24 financial year.

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

### 6.2. **Sustainability and Climate Change Impacts**

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

### 6.3. **Risk Management**

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

### 6.4. **Health and Safety**

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

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

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

### 7.2. **Authorising Legislation**

Not applicable.

### 7.3. **Consistency with Community Outcomes**

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

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

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

### 7.4. **Authorising Delegations**

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

**KAIAPOI-TUAHIWI  
COMMUNITY BOARD  
ACCOUNTABILITY FORMS FROM  
THE 2023/24 FINANCIAL YEAR**

## GOVERNANCE

# Kaiapoi-Tuahiwi Community Board Accountability Form for 2023/2024 Discretionary Grant Recipients

### For funding provided during the period July 2023 – June 2024

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: Waimakariri Access Group

Date: 28/4/24 Amount allocated: \$ 750 but only spent \$418.27

Purpose for grant: To hold the North Canterbury Inclusive Sports Festival on 29 September 2023

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

Photography	\$ <u>250.00</u>
Catering	\$ <u>168.27</u>
Total	\$ <u>418.27</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:

Thank you for the grant which enabled us to run the event. Photos are attached which highlight the benefits more than words can. Plans are underway for another event in October this year because of the success of 2023 event. Around 40 people attended with additional family and support people present. A direct outcome has been the significant level of interest shown in Boccia and we are aiming to get permanently marked courts and equipment in the District. Participants and supporters took part in a range of different sports that otherwise they may never have been able to.

*(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<sup>109</sup>

Date: 3/5/24

First contact name: [REDACTED]

Signature: [REDACTED]

Position: Chairperson

Phone: [REDACTED]

Email: [REDACTED]

Address: Waimakariri Access Group

[REDACTED]

Date: 7/5/24

Second contact: [REDACTED]

Signature: [REDACTED]

Position: Deputy Chairperson

Phone: [REDACTED]

Email: [REDACTED]

Address: Waimakariri Access Group

[REDACTED]

**Return to:**

**Governance Team**

Waimakariri District Council

Private Bag 1005

Rangiora 7440

OR

IM@wmk.govt.nz





# 112 Budget for North Canterbury Inclusive Sports Festival 2023

Friday 29 September 10am - 2.30 pm Mainpower stadium, Rangiora

	Grant	% of total grant	Amount Claimed from Community Boards	
<b>Income</b>				
Grants:				
<b>Woodend-Sefton Community Board</b>	500	22.22%		<b>278.84</b>
Photography			166.67	
Catering			112.18	
<b>Oxford-Ohoka Community Board</b>	500	22.22%		<b>278.84</b>
Photography			166.67	
Catering			112.18	
<b>Rangiora-Ashley Community Board</b>	500	22.22%		<b>278.84</b>
Photography			166.67	
Catering			112.18	
<b>Kaiapoi- Tuahiwi Community Board</b>	750	33.33%		<b>418.27</b>
Photography			250.00	
Catering			168.27	
	<b>\$2,250</b>	<b>100.00%</b>	<b>\$1,254.80</b>	<b>\$1,254.80</b>

	Forecast	Actual	Paid	Date paid
<b>Expenses</b>				
Adaptive Trainer - cancelled	300			
Food - Mainpower Stadium	550	504.80	504.80	10/10/23
Snacks and drinks	200			
Photographer Deposit - Podium Photography	325	325.00		22/08/23
Photographer Final - Podium Photography	325	425.00	750.00	2/10/23
Certificates	150			
Miscellaeneous e.g. spot prizes	400			
	<b>\$2,250</b>	<b>1,254.80</b>	<b>1,254.80</b>	



**Business Premium Current Account**

WAIMAKARIRI ACCESS GROUP



**\$1,983.85** **\$1,983.85**  
Account Balance Available Funds

Transactions between 01 Aug 2023 and 10 Oct 2023

Date	Type	Details	Deposits	Withdrawals	Balance
10 Oct 2023	Payment	Nc Sport + Rec Trst Nc Inclusive Sportsevent 11400		\$504.80	\$2,030.54
02 Oct 2023	Payment	Podium Photography Nciscf Event Podium Photo Inv 116		\$425.00	\$2,535.34
29 Sep 2023	Credit Interest Paid	Credit Interest Paid	\$5.76		\$2,960.34
29 Sep 2023	Withholding Tax	Withholding Tax		\$2.59	\$2,954.58
31 Aug 2023	Credit Interest Paid	Credit Interest Paid	\$6.60		\$2,957.17
31 Aug 2023	Withholding Tax	Withholding Tax		\$2.97	\$2,950.57
22 Aug 2023	Payment	Podium Photography Nciscf Event Podium Photo Inv 115		\$325.00	\$2,953.54

## GOVERNANCE

# Kaiapoi-Tuahiwi Community Board Accountability Form for 2023/2024 Discretionary Grant Recipients

### For funding provided during the period July 2023 – June 2024

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.

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Name of group: COMMUNITY WELLBEING NORTH CANTERBURY TRUST

Date: 7<sup>th</sup> May 2024 Amount allocated: \$ 600.00

Purpose for grant: Installation of 0800 number at Kaiapoi Community Support

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

<u>Installation of 0800 number</u>	\$ <u>51.66</u>
<u>ongoing costs of 0800 number @ \$50.00</u>	\$ <u>399.81</u>
<u>Per month to May 2024.</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 funding was applied to charges of setting up the 0800 number at Kaiapoi Community Support. This has helped clients who are seeking help to call with no barriers in place, by having a free phone service. It has made the foodbank more accessible and makes the process quicker for our clients.

(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: 26/02/2024

First contact name: [Redacted]

Signature: [Redacted]

Position: TRUSTEE

Phone: [Redacted]

Email: [Redacted]

Address: [Redacted]

Date: 28/02/2024

Second contact: [Redacted]

Signature: [Redacted]

Position: Trustee

Phone: [Redacted]

Email: [Redacted]

Address: [Redacted]

Return to:

Governance Team  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

OR

IM@wmk.govt.nz

## GOVERNANCE

# Kaiapoi-Tuahiwi Community Board Accountability Form for 2023/2024 Discretionary Grant Recipients

For funding provided during the period July 2023 – June 2024

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Name of group: Pines & Kairaki Beach Assn

Date: 29/1/24

Amount allocated: \$ 515

Purpose for grant: Funding to host a local community Christmas event

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

<u>Frozen Direct, New World + 2 Fantastic</u>	\$ <u>437.14</u>
<u>Candyfloss + Lollipops</u>	\$ <u>60.00</u>
<u>Face Painting - Colours in Spalte</u>	\$ <u>250.00</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:

Funds were used to provide a BBQ lunch, cold drink, ice blocks etc for our Christmas in the Park event. The balance of the funds were used to pay towards the face painting.

We had a great day with a really good turnout of local families and their extended family / whanau. It was good to see new residents to our community come out and enjoy our event.

Photos attached.

(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: 29/1/2024

First contact name

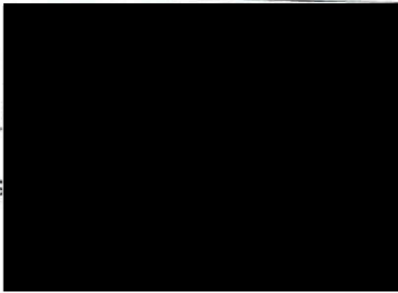


Signature:

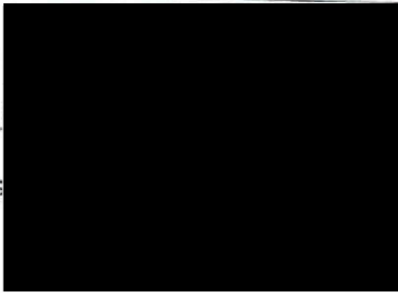
*[Handwritten signature]*

Position: Treasurer

Phone:



Email:



Address:



Date: 29/1/2024

Second contact

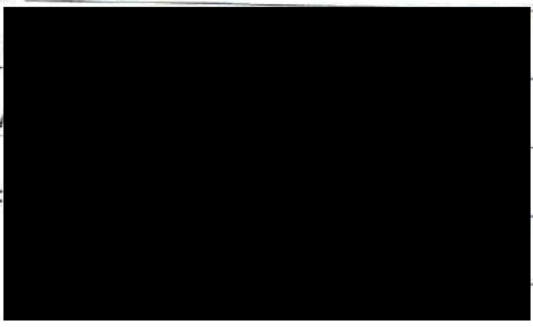


Signature:

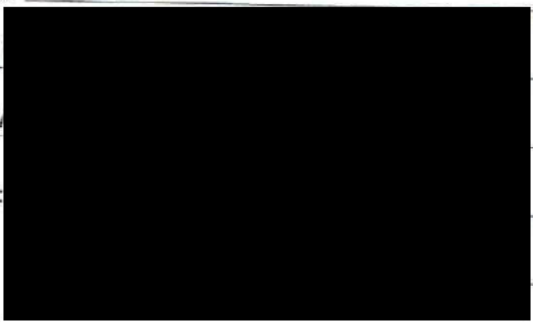


Position: President

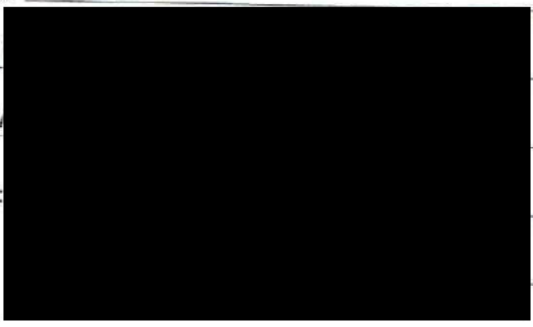
Phone:



Email:



Address:



Return to:

**Governance Team**  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

OR

IM@wmk.govt.nz



Frozen Direct 2010

Tax Invoice  
Amalgamated Food Distributors Ltd Trading as  
GST 50-605-299

Invoice: 5767 23/11/2023  
10:29

1.00 x Gluten Free Pattie	40.80T
1.00 x Gluten Free Pattie	40.80T
2.00-----	
SubTotal \$	81.60
GST \$	10.64
Total \$	81.60
EFTPOS Paid \$	81.60
Change \$	0.00

Thank you for your business.

Frozen Direct 2010

Tax Invoice  
Amalgamated Food Distributors Ltd Trading as  
GST 50-605-299

Invoice: 6644 24/11/2023  
16:49

1.00 x Gluten Free Pattie	40.80T
1.00-----	
SubTotal \$	40.80
GST \$	5.32
Total \$	40.80
EFTPOS Paid \$	40.80
Change \$	0.00

Thank you for your business.

2 FANTASTIC  
PH 03 327 0508  
GST 136-321-331  
02/11/2023 THU 20:11

DEPT13 I1	\$2.50
DEPT13 I1	\$2.50
DEPT13 I1	\$2.50
DEPT13 I1	\$2.50
GST	\$1.30

TOTAL \$10.00  
\$10.00

CLERK 1 335144 000000  
THIS RECEIPT IS REQUIRED  
FOR REFUND OR EXCHANGE  
WITHIN 7 DAYS



New World Kaiapoi

Phone: (03) 3755 180  
TAX INVOICE GST NO: 125-732-164

Rec# 0050493052 Date 25/11/2023 13:03:29  
Operator SC05 Lane 5  
New World Clubcard: 601435...5392 Flybuys

TIP TOP POPSICLE MIXE 1 @ \$9.09 EA = \$9.09

Total including GST \$9.09

50141 VISA \$9.09

NEW WORLD KAIAPOI  
GST#134-601-477  
KAIAPOI

\*-----EFTPOS-----\*

TERMINAL	14006305
TIME	25Nov23 13:03
TRAN 050141	CREDIT
VISA	
CARD	...6146
CONTACTLESS	
ANZ Visa Debit	
RID:	A000000003
PIX:	1010
ARQC	FOEA78ED6D6FC7D2
TVR	0000000000
ATC	0301
TSI	0000
AUTH 292464	
PURCHASE	NZD9.09
TOTAL	NZD9.09

ACCEPTED







Colourn Sparkle









*xmas in the Parks*



**NEW WORLD**

New World Kaiapoi

Phone: (03) 3755 180  
TAX INVOICE GST NO: 125-732-164

Rec# 0050493072 Date 25/11/2023 14:07:00  
Operator SC05 Lane 5  
New World Clubcard: 601435....6828 Airpoints

VALUE DISHWASH LIQUID	1 @	\$3.59 EA =	\$3.59
VALUE SPONGES CELLULO	1 @	\$3.55 EA =	\$3.55
PAMS OIL CANOLA 500ML	1 @	\$2.99 EA =	\$2.99

Total including GST \$10.13

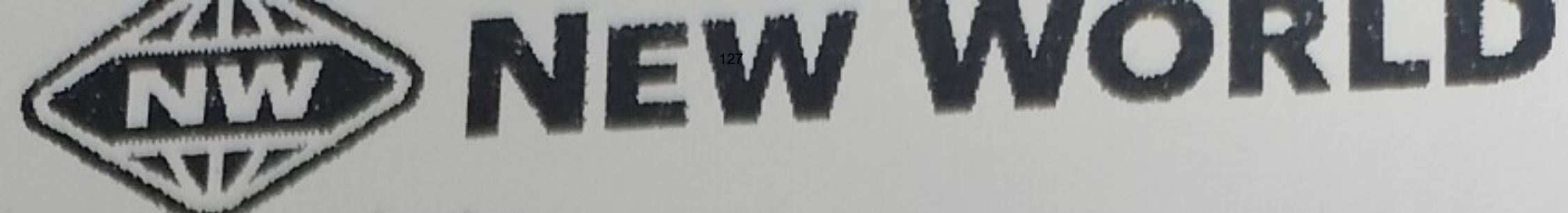
-----  
50161 Mastercard \$10.13  
-----

NEW WORLD KAIAPOI  
GST#134-601-477  
KAIAPOI

\*-----EFTPOS-----\*

TERMINAL	14006305
TIME	25Nov23 14:06
TRAN 050161	CREDIT
MCARD	
CARD	....1215
CONTACTLESS	
Debit Mastercard	
RID:	A0000000004
PIX:	1010
ARQC	9096683C0372C8A2
TVR	0000008001
ATC	003F
TSI	E000
AUTH R11081	
PURCHASE	N7D10 13

Moro Sharepack 180g  
 Hi-Chew Original Mix  
 Mini Rainbow Rolls 12s



sam order jacinta

**New World Kaiapoi**

Phone: (03) 3755 180  
 TAX INVOICE GST NO: 125-732-164

Rec# 0140252465 Date 25/11/2023 11:52:25  
 Operator Lane 9 Lane 9  
 New World Clubcard: 601435....5392 Flybuys

SB ONION SLICED 1KG	1 @	\$5.69 EA =	\$5.69
TIP TOP POPSICLE MIXE	2 @	\$9.09 EA =	\$18.18
VALUE TABLE SPREAD 50	3 @	\$1.79 EA =	\$5.37
PAMS LETTUCE BABY LEA	4 @	\$3.99 EA =	\$15.96 *
DAIRYWORKS EDAM SLICE	2 @	\$9.49 EA =	\$18.98 *
VALUE PAPER DINNER PL	3 @	\$3.45 EA =	\$10.35
VALUE PAPER TOWELS WH	1 @	\$5.35 EA =	\$5.35
HOME ST SPRTED GOOD S	1 @	\$6.99 EA =	\$6.99
TOMATOES KG NZ	1.0300 @	\$4.49 KG =	\$4.62
Bag 10 Grams has been deductedC			
CADBURY BUZZ BAR SHAR	2 @	\$4.49 EA =	\$8.98 C
CADBURY TREATSIZE MOR	2 @	\$4.49 EA =	\$8.98 C
TIP TOP SUPERSOFT SAN	3 @	\$3.79 EA =	\$11.37
VALUE RUBBISH BAGS ST	1 @	\$2.39 EA =	\$2.39
PAMS SAUCE SMOKEY BBQ	2 @	\$2.29 EA =	\$4.58
PAMS MAYONNAISE USD 3	4 @	\$3.79 EA =	\$15.16
VALUE SERVIETTES WHIT	4 @	\$1.99 EA =	\$7.96
MORINAGA HI-CHEW MIXE	3 @	\$2.39 EA =	\$7.17 C
MENTOS MINI RAINBOW B	1 @	\$2.99 EA =	\$2.99
TRANSCONTINENTAL TC P	2 @	\$0.29 EA =	\$0.58
VALUE BURGER BUNS KIN	8 @	\$3.99 EA =	\$31.92
SPRITE LEMONADE 18PK	2 @	\$18.99 EA =	\$37.98 C
COCA-COLA 18PK 330ML	2 @	\$18.99 EA =	\$37.98 C
LINDT LINDOR GIFT BOX	1 @	\$15.99 EA =	\$15.99

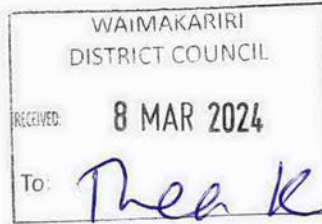
Total including GST \$285.52

-----  
 14750 Mastercard \$285.52  
 -----

NEW WORLD KAIAPOI  
 52 CHARLES STREET  
 KAIAPOI

\*-----EFTPOS-----\*  
 TERMINAL 14006200

*eg  
 need  
 3000*



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

**GOVERNANCE**

# Kaiapoi-Tuahiwi Community Board Accountability Form for 2023/2024 Discretionary Grant Recipients

For funding provided during the period July 2023 – June 2024

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Name of group: Community Watch Kaiapoi Inc.

Date: 22-02-2024 Amount allocated: \$ 750-00

Purpose for grant: To replace battery and Pads in Defibrillator

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

<u>1 x 95 Intellisense lithium battery</u>	<u>\$ 755.00</u>	<u>x 9.5%</u>
<u>1 x 95 Defibrillation Pads</u>	<u>\$ 188.00</u>	<u>x 9.5%</u>
<u>Total Paid:</u>	<u>\$ 1,061.45</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 went towards paying for the above battery and pads for the Patrol Cars defibrillator. This enable us to provide the necessary assistance to anyone requiring it.

(Use additional pages if necessary)

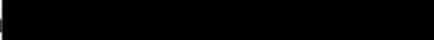
Permission to use photos on the Board's Facebook page, the Council's website and other social media:  Yes  No

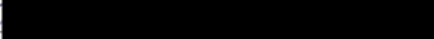
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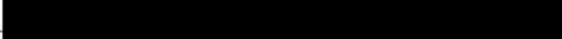
Two authorised signatories to complete the details below:

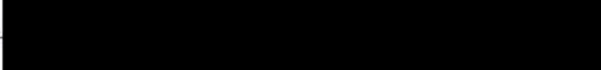
Date: 22-02-2024


First contact name: 

Signature: 

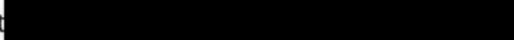
Position: Chairperson

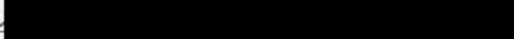
Phone: 

Email: 

Address: 

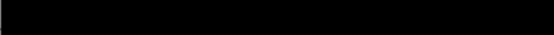
Date: 22.02.2024


Second contact name: 

Signature: 

Position: Treasurer

Phone: 

Email: 

Address: 

**Return to:**

**Governance Team**  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

OR

IM@wmk.govt.nz



## **Community Watch Kaiapoi Inc.**

**'Keeping Kaiapoi a safer place to live and work'**

**Kaipoi Police Station  
147 Williams Street  
Kaipoi**



Charities Commission Registration Number CC43213

Email: [Kaipoi@cpnz.org.nz](mailto:Kaipoi@cpnz.org.nz)

---

To the Governance Team.

On behalf of Community Watch Kaiapoi Inc I would like to thank-you for the Grant that enabled us to replace the Battery and Pads in our defibrillator. Please find enclosed the appropriate documentation.

Many thanks & Regards

  
Chairperson  
Community Watch Kaiapoi Inc



First Aid  
Whakaora Whānau

**Tax Invoice**

Date Feb 08, 2024	Page 1
Invoice Number IN0024002	

32 Birmingham Drive  
PO Box 217  
Christchurch  
New Zealand

Phone: 0800 233 243  
Email: products@redcross.org.nz  
GST No: 10-366-950  
Bank Acc# [REDACTED]  
Please reference your Customer No.

**Sold To:**

Kaipoi Community Watch  
[REDACTED]

**Ship To:**

Kaipoi Community Watch  
[REDACTED]  
Kaipoi: 7630  
New Zealand  
[REDACTED]

Order No. SO-00008226	Order Date Feb 7, 2024	Customer No. KAIA13-100	Salesperson	PO Number D140699	Ship Via	Terms 20TH
--------------------------	---------------------------	----------------------------	-------------	----------------------	----------	---------------

Qty. Ord.	Qty. Shp.	Qty. B/O	Item Number	Description	Unit Price	UOM	Extended Price
1	1	0	EA05-202-00	Powerheart G5 Intellisense (Orange) Lithium D140699	735.00	each	735.00
1	1	0	EA05-103-00	G5 Defibrillation Pads (Adult)	188.00	each	188.00

**Comments:**

*Paid online 23/02/2024  
Alison Straclett.*

Subtotal	923.00
GST 15%	138.45
<b>Total amount</b>	<b>1,061.45</b>
Less payment	0.00
<b>Amount due NZD</b>	<b>1,061.45</b>



Westpac New Zealand Ltd  
 PO Box 934  
 Shortland Street  
 Auckland 1140  
 Phone: 0800 400 600

25 February 2024

Community Watch Kaiapoi Inc  
 Care of Police Station  
 149 Williams Street  
 Kaiapoi

## Non - Profit Organisation

Account name: **Community Watch Kaiapoi Inc**

Account number: [REDACTED]

Statement Opening date: **26 January 2024**

Statement Closing date: **25 February 2024**

Statement number: **307**

### At a glance

your current balance

**\$1,128.09**

### Current credit interest rates

These are the current per annum interest rates. They are subject to change without notice.

BALANCE	INTEREST RATE
Under \$5,000	0.00%
\$5,000 and over	2.00%

The interest you earned for this period was calculated on your daily credit balance and paid to you monthly.

### Other balances

TYPE	BALANCE \$
Term investments	8,152.87



Community Watch Kaiapoi Inc

 Account number: [REDACTED]  
 Statement Closing date: 25 February 2024  
 Statement number: 307

## Your transactions

				OPENING BALANCE	2,189.54	
TYPE	NAME OF OTHER PARTY	TRANSACTION PARTICULARS	MONEY OUT \$	MONEY IN \$	DATE	BALANCE \$
DE	New Zealand Red Cros	NZ Red Cross Defib pads/b 51455135	1,061.45		23 Feb	1,128.09
				<b>CLOSING BALANCE</b>		<b>1,128.09</b>

CR Credit                                      OD Overdrawn                                      DE Direct entry

As soon as you receive this statement, please check the transactions and let us know if anything is incorrect. Any transactions that have been listed under money in or money out within the last few days of this statement may be subject to clearance. If any of these items are not paid, your balance will be adjusted, and you will be advised in your next statement.

## Totals

MONEY IN \$	MONEY OUT \$	INTEREST CHARGED \$	OTHER CHARGES \$
0.00	1,061.45	0.00	0.00

**If you have any questions please call us on 0800 400 600.**  
**To report lost or stolen cards or PINs (Personal Identification Number) phone 0800 888 111, 24 hours a day.**

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## GOVERNANCE

# Kaiapoi-Tuahiwi Community Board Accountability Form for 2023/2024 Discretionary Grant Recipients

### For funding provided during the period July 2023 – June 2024

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.

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Name of group: Northern Phoenix Paddling Club

Date: 20/05/24

Amount allocated: \$ 667.00

Purpose for grant: Go Pro cameras to assist with team training

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

Go Pro Hero Black & Accessories

\$ 753.79

\$ \_\_\_\_\_

\$ \_\_\_\_\_

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:

Using the Go Pro allows the coaches to film the team whilst paddling and re-play their technique so that they can provide critical feedback. This in turn betters our paddlers, boosts their ability and thus their confidence.

*(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<sup>135</sup>

Date: 21/05/2024

First contact name: [REDACTED]

Signature: [REDACTED]

Position: Team Fundraiser

Phone: [REDACTED]

Email: [REDACTED]

Address: [REDACTED]

Date: 21/05/2024

Second contact: [REDACTED]

Signature: [REDACTED]

Position: Team President

Phone: [REDACTED]

Email: [REDACTED]

Address: [REDACTED]

**Return to:**

**Governance Team**

Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

OR

IM@wmk.govt.nz



Account name: General Account  
Account number: 3 [REDACTED]

## Transaction history

Printed on: 25 May 2024

### Your search

Transactions from: 29/02/2024 to 29/02/2024  
Including: Deposits and Withdrawals

Date	Description	Deposits	Withdrawals	Balance
29/02/2024	PAY NOEL LEEMING GROUP LIMITED		\$753.79	\$3,246.84



Noel Leeming  
 26 The Warehouse Way  
 Northcote  
 PO Box 91146, Auckland  
 0800 737 5223

Tax Invoice  
 Printed: 28/2/2024



Bill To:
NPPC Inc [REDACTED] Rangiora Home Phone: 021 194 3337 Cust. no.: 2056588

Delivery Instructions:
Northern Phoenix P Club Andrew Home Phone: 021 194 3337 Mobile Phone: 021 194 3337

Invoice	Created	Salesperson
156824456	28/2/2024 11:14:32	MATTHEW S

PO Number	Ref
Andrew280224	

Sku	Model	Product or Service Description	Warranty Period	List Price (Exc GST)	Invoice Price (Exc GST)	Quantity	Total Line Discount (Exc GST)	Amount (Exc GST)
207786	CHDHX-101-RW	GoPro Hero 10 Black	1 Year	434.77	429.84	1	-4.93	429.84
209146	MB-MC128KA/APC	Samsung 128GB EVO Plus MicroSD Card w/Adapter	10 Years	26.09	20.56	3	-16.59	61.67
219254	ACHOM-002	GoPro Head Strap + Quickclip 2.0	1 Year	42.61	40.53	1	-2.08	40.53
129635	JAWS FLEX CLAMP MOUNT	Jaws Flex Clamp Mount for GoPro	1 Year	69.56	61.71	2	-15.69	123.43
							<b>Total Discount:</b>	-39.29
							<b>Invoice Subtotal:</b>	655.47
							<b>GST:</b>	98.32
							<b>Invoice Total:</b>	753.79

GST Number: 41-482-354

Bank Account: [REDACTED]

Prices are exclusive of GST unless otherwise stated. List Price is reflective of the national supplier list price and does not reflect any advertised specials or promotions at a national or local level. Payment will be required before delivery occurs unless the client has an existing authorised charge account with Noel Leeming Group. Ownership of the product(s) will pass to the buyer only after payment has been made in full. Returned products will require a Goods Return Authority and must be in original condition with packaging unopened, restocking fees of 15% apply. Cancellation of products which have been ordered and received by Noel Leeming are subject to restocking fees of 15%. Products that are custom ordered from factory cannot be cancelled or returned once order is placed, except where goods are faulty. Freight will be at the customer's expense. If there is an error in pricing, in a product description, name or product image in any of our communications, Noel Leeming reserves the right to contact you and agree appropriate changes to the quote or order. If an alternative option is not agreed upon with you, we may cancel the quote or order and we will refund you any amounts already paid for that quote or order. You acknowledge that you are in trade and agree that any quote or order made with us for goods and services (as applicable) are supplied and acquired in trade. You agree that the Consumer Guarantees Act 1993 and sections 9, 12A, 13 and 14(1) of the Fair Trading Act 1986 will not apply to the supply of goods and services under this quote or order.

## GOVERNANCE

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Name of group: KAIAPOI ART ON THE QUAY GALLERY

Date: 12.5.24 Amount allocated: \$ 695

Purpose for grant: PROMOTION OF EXHIBITION PROGRAMME

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

<u>VISIT WAIMAKARIRI / ENC - VISITORS <sup>AD IN</sup> GUIDE</u>	\$ <u>454.25</u>
<u>JACKIE SAUNDERS - DIGITAL STRATEGY + DESIGN FACEBOOK STRATEGY</u>	\$ <u>350</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:

PROMOTING THE GALLERY THROUGH VISIT WAIMAKARIRI'S DISTRICT GUIDE SHOULD WIDEN THE AUDIENCE/PATRONS TO THE GALLERY. USING FACEBOOK TO PROMOTE EVERY EXHIBITION HAS INCREASED THE REACH OF OUR ADVERTISING + HOPEFULLY WILL MEAN INCREASED SALES.

(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

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: KAIAPO ART ON THE QUAY GALLERY

Date: 12.5.24 Amount allocated: \$ 695

Purpose for grant: PROMOTION OF EXHIBITION PROGRAMME

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

<u>VISIT WAIMAKARIRI / ENC - VISITORS GUIDE</u>	<u>\$ 454.25</u>
<u>JACKIE SAUNDERS - DIGITAL STRATEGY + DESIGN</u>	<u>\$ 350</u>
<u>FACEBOOK STRATEGY</u>	<u>\$</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:

PROMOTING THE GALLERY THROUGH VISIT WAIMAKARIRI'S DISTRICT GUIDE SHOULD WIDEN THE AUDIENCE/PATRONS TO THE GALLERY. USING FACEBOOK TO PROMOTE EVERY EXHIBITION HAS INCREASED THE REACH OF OUR ADVERTISING + HOPEFULLY WILL MEAN INCREASED SALES.

(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

Two authorised signatories to complete the details below:

Date: 12.5.24

First contact name: [Redacted]

Signature: [Redacted]

Position: MANAGER/CURATOR

Phone: [Redacted]

Email: [Redacted]

Address: [Redacted]

Date: 15.5.24

Second contact name: [Redacted]

Signature: [Redacted]

Position: COMMITTEE MEMBER

Phone: [Redacted]

Email: [Redacted]

Address: [Redacted]

Return to:

Governance Team  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

OR

IM@wmk.govt.nz

## GOVERNANCE

# Kaiapoi-Tuahiwi Community Board Accountability Form for 2023/2024 Discretionary Grant Recipients

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Name of group: Cure Boating Club

Date: 1 May 2024 Amount allocated: \$ \$1000 plus GST

Purpose for grant: To go toward painting of an external full-wall mural on the club, facing the river

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

<u>Artist invoice</u>	\$ <u>7700</u>
<u></u>	\$ <u></u>
<u></u>	\$ <u></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 the Board granted enabled completion of the Club mural, of which the club is most grateful. We are thrilled to see the work now completed, with just the anti-graffiti coating to be applied as at 1/5/2024. The mural artist is Mel Eaton, from off the Wall Murals NZ who worked with a small to team to finish. Donations were received from across the community and we've had amazing feedback from people walking by on the result. See attached link to photos as the work progressed. We are waiting on a 'best day' to take shots with the full reflection in the river.

Mel is entering the mural in a national Resene painting competition and we are keeping our fingers crossed for her.

(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: 1/5/2024

First contact name: [Redacted]

Signature: [Redacted]

Position: Cure Committee

Phone: [Redacted]

Email: [Redacted]

Address: [Redacted]

Date: 1/5/2024

Second contact name: [Redacted]

Signature: [Redacted]

Position: Cure President

Phone: [Redacted]

Email: [Redacted]

Address: [Redacted]

**Return to:**

**Governance Team**  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

OR

IM@wmk.govt.nz

**OFF THE WALL  
MURAL PAINTING**

**INVOICE**

Number #240403



ITEM DESCRIPTION	TOTAL
Cure Boat Club mural painting	\$7700
<i>NOTE: Deposit of \$5000 was paid by Waimakariri Public Arts Trust 16/02/24</i>	
<b>TOTAL</b>	<b>\$7700</b>

**BILL TO**

CURE Boat Club  
136 Raven Quay, Kaiapoi 7630  
info@curerowing.co.nz

**PAYABLE TO**

Off The Wall Murals NZ  
62 Kinley Street  
Rangiora 7400

**BANK DETAILS**



**THANK  
YOU**

Account no: [REDACTED]

143

Statement no: 153

Statement Opening Date: 4 April 2024

Statement Closing Date: 3 May 2024



CURE BOATING CLUB INC  
PO BOX 161  
KAIAPOI 7644



BALANCE SUMMARY	
Opening Balance	\$40,026.90 Cr
Deposits	\$17,854.53 Cr
Withdrawals	\$23,996.50 Dr
Net Interest earned (\$0.00 less tax \$0.00)	\$0.00 Dr
Other charges	\$0.00 Dr
<b>Closing Balance</b>	<b>\$33,884.93 Cr</b>

ACCOUNT SUMMARY	
Available credit at closing date	\$33,884.93 Cr
Closing credit interest rate	0.00%

**OTHER INFORMATION**  
Any overdrawn amount will be charged interest at a rate of 23.00% per annum, is calculated daily and is payable immediately.

### Go Paperless?

At SBS Bank we strive to support New Zealand's environment via sustainable practices and would like you to tell us how you would like to receive your statements.

Did you know that it's possible to also receive your statements online through our Internet Banking service? For some accounts, we may be able to stop you from receiving paper statements altogether.

### Interested?

Talk to one of our friendly team on **0800 727 2265**, visit your local branch or send us a secure message via Internet Banking.

If you're not already registered for Internet Banking, we'd be happy to set this up for you. Just visit our website at [sbsbank.co.nz](http://sbsbank.co.nz) and click the "Register" button at the top of the screen.

**ACCOUNT TRANSACTIONS**

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Date	Transaction	Transaction Details	Withdrawals	Deposits	Balance
4 April 2024		Opening Balance			\$40,026.90 Cr
4 Apr	Direct Credit	Stripe Payments TRF TBWC8158STRIPE		\$92.37	\$40,119.27 Cr
6 Apr	Direct Credit	C G A KAPPELLE, T R SIM fees0454		\$406.07	\$40,525.34 Cr
6 Apr	Internet Transfer	21-8-198377 Rodger-Mural	\$1,070.00		\$39,455.34 Cr
7 Apr	Internet Paymen	031585 0013169 00 A Svoboda	\$293.59		\$39,161.75 Cr
7 Apr	Internet Paymen	389005 0491620 02 reimbursement	\$69.94		\$39,091.81 Cr
7 Apr	Internet Paymen	060821 0837457 00 Building Services Ltd	\$241.50		\$38,850.31 Cr
7 Apr	Internet Transfer	21-8-198377		\$7,700.00	\$46,550.31 Cr
7 Apr	Direct Credit	L E E MURDEN		\$500.00	\$47,050.31 Cr
8 Apr	Internet Paymen	123059 0465586 00 mural	\$7,700.00		\$39,350.31 Cr
8 Apr	Direct Credit	D C + S V D'ATH Derek D'Ath Inv. 0461		\$501.07	\$39,851.38 Cr
9 Apr	Direct Credit	Stripe Payments TRF QCO43TBJSTRIPE		\$210.41	\$40,061.79 Cr
12 Apr	Internet Paymen	020673 0151655 00 INV-12754SIM 2024 Ent	\$1,875.00		\$38,186.79 Cr
12 Apr	Internet Paymen	123226 0061109 00 reimbursement	\$34.42		\$38,152.37 Cr
12 Apr	Direct Credit	BIDWELL,SOPHI S Bidwell wanakaINV 0456		\$200.00	\$38,352.37 Cr
15 Apr	Direct Debit	WAIMAKARIRI D/C RATES	\$127.72		\$38,224.65 Cr
17 Apr	Internet Paymen	123019 0049772 00 INV-0047	\$200.10		\$38,024.55 Cr
18 Apr	Direct Credit	BIDWELL,SOPHI S Bidwell wanakaINV 0456		\$200.00	\$38,224.55 Cr
18 Apr	Direct Credit	APPERLEY M A ApperleyWanaka20240460		\$140.46	\$38,365.01 Cr
18 Apr	Direct Credit	J E + M I FLETCHER nationals Alex fletche407 434		\$134.55	\$38,499.56 Cr
18 Apr	Direct Credit	MR F A DIJKSTRA FlynnDINV-0410		\$793.50	\$39,293.06 Cr
18 Apr	Direct Credit	MACDONALD,LUC 0416		\$450.00	\$39,743.06 Cr
19 Apr	Direct Credit	KNOWLES,EIRIN EirinKnowlesInv-0457		\$501.07	\$40,244.13 Cr
20 Apr	Internet Paymen	020536 0160264 00 Cure BoatingFees	\$3,870.00		\$36,374.13 Cr



## ACCOUNT TRANSACTIONS

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Date	Transaction	Transaction Details	Withdrawals	Deposits	Balance
21 Apr	Internet Transfer	1-6-128597 Lyn Dixon WanakaLyn Dixon		\$501.07	\$36,875.20 Cr
22 Apr	Direct Credit	Stripe Payments TRF KFYMQZNUSTRIPE		\$30.79	\$36,905.99 Cr
22 Apr	Direct Credit	WAIMAKARIRI D/C 152958		\$1,150.00	\$38,055.99 Cr
22 Apr	Direct Credit	PD MIDGLEY MO MIDGLEY MTRSmASTERS		\$501.07	\$38,557.06 Cr
22 Apr	Direct Debit	Xero NZ INV-	\$61.24		\$38,495.82 Cr
22 Apr	Direct Debit	CONTACT ENERGY L CONTACT	\$210.24		\$38,285.58 Cr
22 Apr	Direct Debit	MOBIL OIL NEW ZEALAN 395854-14196	\$138.02		\$38,147.56 Cr
23 Apr	Direct Credit	Stripe Payments TRF NKYD39RRSTRIPE		\$523.59	\$38,671.15 Cr
23 Apr	Internet Paymen	123149 0270977 00 CRA Fees	\$2,719.75		\$35,951.40 Cr
23 Apr	Direct Credit	CHRISTISON DS+SHAW K David ChristDavid Christ		\$450.00	\$36,401.40 Cr
25 Apr	Direct Credit	Reality Bites R RIVERSONG K HORWARTH		\$450.00	\$36,851.40 Cr
26 Apr	Direct Credit	Stripe Payments TRF OHCUDNQGSTRIPE		\$280.50	\$37,131.90 Cr
26 Apr	Direct Credit	Meates L A J Lewis Meates		\$200.00	\$37,331.90 Cr
28 Apr	Internet Paymen	389008 0262217 00 reimb-acccom	\$3,487.06		\$33,844.84 Cr
28 Apr	Direct Credit	Johnson G A George J		\$730.00	\$34,574.84 Cr
29 Apr	Direct Credit	GIANNAKOGIORG		\$31.00	\$34,605.84 Cr
30 Apr	Direct Credit	MACDONALD LR 0416Lucas M		\$343.50	\$34,949.34 Cr
30 Apr	Direct Credit	BIDWELL,SOPHI S Bidwell wanakaINV 0456		\$100.00	\$35,049.34 Cr
1 May	Direct Credit	C G A KAPPELLE, T R SIM 0473		\$55.04	\$35,104.38 Cr
1 May	Internet Paymen	021242 0162795 01 SIM reimbUte hire	\$501.11		\$34,603.27 Cr
1 May	Internet Paymen	389001 0857488 00 SIM reimbfuel	\$310.41		\$34,292.86 Cr
1 May	Internet Transfer	21-8-198377 WDC grant	\$1,000.00		\$33,292.86 Cr
1 May	Direct Credit	D C + S V D'ATH Derek D'Ath Inv. 0476		\$55.04	\$33,347.90 Cr
1 May	Direct Credit	CHRISTISON DS+SHAW K David ChristDavid Christ		\$99.97	\$33,447.87 Cr
2 May	Direct Credit	HARRY,BARBARA INV-0475Barbara Harry		\$55.04	\$33,502.91 Cr

**ACCOUNT TRANSACTIONS**

146

Date	Transaction	Transaction Details	Withdrawals	Deposits	Balance
2 May	Direct Credit	I.R.D. 044-264-935 D227518864# GST 30/04/2024		\$329.80	\$33,832.71 Cr
2 May	Internet Paymen	031585 0013169 00 A Svoboda	\$57.52		\$33,775.19 Cr
2 May	Internet Transfer	1-6-128597 Lyn Dixon Wanaka0467		\$55.04	\$33,830.23 Cr
3 May	Member Rebate	Fee Rebate		\$1.80	\$33,832.03 Cr
3 May	Transaction Fee	Transactional Fee	\$1.80		\$33,830.23 Cr
3 May	Direct Credit	APPERLEY M A ApperleyPetrollnv0468		\$28.54	\$33,858.77 Cr
3 May	Internet Paymen	389005 0491620 02 reimbursement	\$28.88		\$33,829.89 Cr
3 May	Direct Credit	KNOWLES,EIRIN EirinKnowlesInv-0469		\$55.04	\$33,884.93 Cr
3 May 2024		Closing Balance			\$33,884.93 Cr

As soon as you receive this statement, please check the transactions and let us know if anything is incorrect. Any transactions that have been listed as deposits or withdrawals within the last few business days of this summary may be subject to clearance. If any of these items are not paid you will be advised and your balance adjusted.

**FEE CHARGE SUMMARY**

Fee Rebate	\$1.80 Cr
TransactionFee	\$1.80 Dr
<b>Total</b>	<b>\$0.00 Dr</b>

Fees and charges are subject to change and may vary between accounts. Additional fees and charges may apply. A full list of fees and charges are available on request and free of charge from any branch or agency of Southland Building Society, or by visiting our website.

**BALANCES OF OTHER ACCOUNTS**

Account	Account Number	Available Funds	Balance
CALL ACCOUNT - STAR CALL ACCOUNT - TAGGED FUNDS	██████████	\$1,094.26 Cr	\$1,094.26 Cr
CALL ACCOUNT - STAR CALL ACCOUNT - BUILD	██████████	\$3,620.48 Cr	\$3,620.48 Cr

**GOVERNANCE**

# Kaiapoi-Tuahiwi Community Board Accountability Form for 2023/2024 Discretionary Grant Recipients

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Name of group: Kaiapoi Pony Club

Date: 13.6.24 Amount allocated: \$ 250

Purpose for grant: Purchase a new BBQ for club fundraising.

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

<u>Put towards BBQ Purchase Mitre 10 Rangiora</u>	\$ <u>250</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:

We used the BBQ to hold a sausage sizzle at our OPE on 19<sup>th</sup> June. We banked \$730! It was a very successful day. We had approx \$150 riders at our One Day Event and around 300 spectators. The BBQ food was very popular as the day was cold. Thank you! 😊.

(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

010 - Version 3 - June 2023

Signatories to complete the details below:

4 \_\_\_\_\_

Date: 19.6.24

\_\_\_\_\_

Second contact: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Treasurer

Position: President

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Council

OR

IM@wmk.govt.nz





GST No. 10-828-694

<<<< Copy Only >>>>

McAlpines Rangiora Limited  
Trading as McAlpines Mitre 10 MEGA  
Private Bag 1003 Rangiora 7440

10/05/2024 16:09 D#2487 Op:SB Reg:07

330 6 BURNER GRILLED BUFFALO BLACK		
2000628	EACH	
1 @	\$999.00	\$999.00
400 COVER 6BURNER HOOD CLASSIC GRILLED		
2000725	EACH	
1 @	\$51.99	\$51.99

Total \$1050.99

MC	GV-REC[281721....2573]	\$250.00
MC	GV-REC[558096....1440]	\$250.00
MC	GV-REC[464016....7102]	\$300.99
E-VISA	[436773....2349]	\$250.00

Tendered \$1050.99

Balance \$0.00

*This sale includes GST of \$137.08*

*Proud to be locally owned and operated,  
Thanks for shopping with us today!*



Your Unique Code: X23-7830940520

## GOVERNANCE

## Kaiapoi-Tuahiwi Community Board

## Accountability Form for 2023/2024

## Discretionary Grant Recipients

## For funding provided during the period July 2023 – June 2024

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Name of group: Pines & Kairaki Beach Assn

Date: 23 September 2024

Amount allocated: \$ 500 + GST

Purpose for grant: Host a residents mid-winter christmas and a kids movie night

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

<u>Food for Mid Winter Christmas</u>	\$ <u>326.57</u>
<u>Food for Kids Pizza Night</u>	\$ <u>139.65</u>
<u>Hall hire for both events</u>	\$ <u>103.50</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:

PKBA organised a beach-theme mid winter get together. Hall was decorated to brighten a gloomy day. Lunch was provided. An area of the hall was set up for childrens entertainment area. Lovely relaxed day with locals, young and old coming together to share a bite and connecting with new families.

Movie night. PKBA supplied pizza, popcorn and iceblocks for all to enjoy. Children brought along pillows, bean bags and blankets and snuggled down to enjoy the movie Rio 2. Approximately 20 families attended and great to see new faces turning up. A great evening for all!! (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 authorized signatories to complete the details below:

Date: 23/9/24

First contact name: [Redacted]

Signature: [Redacted]

Position: Treasurer

Phone: [Redacted]

Email: [Redacted]

Address: [Redacted]

<sup>153</sup>  
Date: 23/9/24

Second contact name: [Redacted]

Signature: [Redacted]

Position: President

Phone: [Redacted]

Email: [Redacted]

Address: [Redacted]

**Return to:**

**Governance Team**  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

OR

IM@wmk.govt.nz

# woolworths

9077 Waiakariri Junction PH: 03 327 0070  
6 Hakarau Road  
Tax Invoice/Credit Note - GST No. 44-833-938

WW Paper Bag	\$	0.39
Much Moore Mini Lix 20pk		
Qty 2 @ \$6.75 each		13.50
3 SUBTOTAL		\$13.89
<b>TOTAL</b>		<b>\$13.89</b>

WOOLWORTHS NZ 9077	KAIAPOI	NZ
MERCH ID:611000609009077	TERM ID:	N9077066
Mastercard	CARD:.....7568 T	
AID A0000000041010	PURCHASE	NZ\$13.89
TVR 0000008001		
ARQC 9F28043807A799FF	TOTAL	NZ\$13.89
20/09/24 13:40 002162	APPROVED	00

EFT	\$13.89
Change	\$0.00
<b>TOTAL includes GST</b>	<b>\$1.81</b>

### EVERYDAY REWARDS

CARD: \*\*\*\*\*1232  
POINTS COLLECTED THIS SHOP: 14  
CURRENT POINTS BALANCE: 554

Thank you for visiting Woolworths today.

Tell us about your experience  
for a **CHANCE TO WIN** a  
share of over **\$1,000** worth  
of Everyday Rewards vouchers  
to be won monthly.

Terms & Conditions apply.

Share your feedback at  
<http://woolworthsnzlistens.co.nz>

Thank you for shopping with us

STORE 9077 POS 066 TRANS 2162 13:40 20/09/2024



62990770662162200924

# Woolworths

9077 Haimakariri Junction PH: 03 327 0070  
6 Hakarau Road  
Tax Invoice/Credit Note - GST No. 44-833-938

Pop N Good Popcorn Butter Max 150g \$  
Qty 10 @ \$2.79 each 27.90

10 SUBTOTAL \$27.90  
**TOTAL \$27.90**

WOOLWORTHS NZ 9077 KAIAPOI NZ  
MERCH ID:611000609009077 TERM ID: N9077063  
ANZ Visa Debit CARD:.....3609 T  
AID A0000000031010 PURCHASE NZ\$27.90  
TVF 0000000000  
ARQC 1840382A4DBDEFD TOTAL NZ\$27.90  
16/09/24 14:45 000926 APPROVED 00

EFT \$27.90  
Change \$0.00

TOTAL includes GST \$3.64

### EVERYDAY REWARDS

CARD: \*\*\*\*\*1378

POINTS COLLECTED THIS SHOP: 28  
CURRENT POINTS BALANCE: 1679

Thank you for visiting Woolworths today.

Tell us about your experience  
for a **CHANCE TO WIN** a  
share of over \$1,000 worth  
of Everyday Rewards vouchers  
to be won monthly.

Terms & Conditions apply.

Share your feedback at  
<http://woolworthsnzlistens.co.nz>

Thank you for shopping with us

STORE 9077 POS 063 TRANS 926 14:45 16/09/2024



62990770630926160924

PIZZA HUT NZ  
(0800) 83 83 83  
Tax Invoice GST# 141-754-319

7383 Web Order 1

CHK 22771  
Kayla Milnes  
20 Sep'24 16:40 PM

Web\_CarryOut  
Kayla Milnes  
+640272540536  
Time: 05:00 PM  
Web Order

1 Survey 0.00  
\*\*\*\*\*

!! FREE Regular Cheese Pizza !!  
With your next spend over \$8

Give us your feedback within 7  
days at talktopizzahut.co.nz

Survey code: 5817200924164091

Validation code: \_\_\_\_\_

Code is valid for 7 days  
Ts + Cs apply - pizzahut.co.nz

\*\*\*\*\*  
7 L TC Classic Cheese 55.93  
7 L P Ham and Cheese 41.93  
Cash \$0.00  
Other Card \$97.86  
LHIN \$97.86 xxxxx

Net Total: \$85.12  
Check Tax \$12.76  
Subtotal \$97.86  
Payment \$97.86  
Change Due \$0.00

----- Check Closed -----  
20 Sep'24 16:53 PM  
12.7400 GST in Total of 97.86

# Paperplus

Paper Plus Select Kaiapoi

Tax Invoice (incl GST) GST# 121-006-707  
Operator kr Tr # 30213958  
Date 12/07/24 13:06 Br # 43 Till 3

Code	Qty	Price	Disc %	Extn
KRAFT WRAP CROXMA 500MMX10M 60GSM				
2000070795446	2	9.49		18.98

Total (inc GST of \$ 2.48) \$ 18.98

Mastercard \$ 18.98

Thank you for shopping at Paper Plus  
[www.paperplus.co.nz](http://www.paperplus.co.nz)



# Rangiora PAK'nSAVE

Phone: 03 311 8636  
Tax Invoice GST No: 1159 61713  
Our Shopping Hours are Mon - Sun 7:00am - 10:00pm

Rec# 0050110139 Date 13/07/2024 11:53:44  
Operator Lane 5 Lane 5

BAKER BOYS LOLLY CAKE	2 @	\$6.69 EA =	\$13.38
TIP TOP SUPERSOFT SAN	2 @	\$3.29 EA =	\$6.58
PASCALL EXPLORERS 150	1 @	\$2.49 EA =	\$2.49 *
DR BUGS POPCORN FRUIT	1 @	\$3.45 EA =	\$3.45
ANCHOR CREAM CHEESE L	2 @	\$4.39 EA =	\$8.78 *
GREGGS SAUCE RICH RED	1 @	\$3.99 EA =	\$3.99
VALUE SOFT DRINK 350M	2 @	\$12.19 EA =	\$24.38
ARNOTTS SHAPES SNACKS	1 @	\$4.59 EA =	\$4.59 *
SEYMOURS FOIL TRAY SM	1 @	\$5.59 EA =	\$5.59
CADBURY ROSES MOTHERS	1 @	\$9.99 EA =	\$9.99 *
VALUE RUBBISH BAGS EX	1 @	\$2.19 EA =	\$2.19
PAMS CONFECTIONERY CH	3 @	\$2.05 EA =	\$6.15
BLUEBIRD ORIGINAL CUT	1 @	\$2.59 EA =	\$2.59 *
POP N GOOD POPCORN BU	2 @	\$2.39 EA =	\$4.78 *
PECKISH FANCIES VINE	1 @	\$2.45 EA =	\$2.45
PECKISH FANCIES CRMLS	1 @	\$2.45 EA =	\$2.45
FANTASTIC RICE CRACKS	1 @	\$2.09 EA =	\$2.09
M&M'S PEANUT PCH 180G	1 @	\$3.89 EA =	\$3.89 *
VALUE PACK PRETZEL BO	1 @	\$3.99 EA =	\$3.99
VALUE PAPER 7INCH SID	2 @	\$6.79 EA =	\$13.58
PAMS HUMMUS SUNDRIED	1 @	\$2.79 EA =	\$2.79
PAMS HUMMUS ORIGINAL	1 @	\$2.79 EA =	\$2.79
FRAGATA OLIVES ANCHOV	1 @	\$3.69 EA =	\$3.69
BOUTON D'OR MINI BRIE	1 @	\$3.99 EA =	\$3.99 *
BOUTON D'OR DOU.CRM.C	1 @	\$3.99 EA =	\$3.99 *
TARARUA DIP 250G RSTD	1 @	\$3.79 EA =	\$3.79
RV BREAD STICK FRENCH	1 @	\$3.49 EA =	\$3.49
RV BREAD STICK FRENCH	1 @	\$3.49 EA =	\$3.49
PAMS HAM SHAVED 4PK 3	1 @	\$5.79 EA =	\$5.79
DELMARINE GHERKINS LON	1 @	\$3.19 EA =	\$3.19 *
BLUEBIRD ORIGINAL CUT	2 @	\$2.59 EA =	\$5.18 *
BLUEBIRD ORIGINAL CUT	1 @	\$2.59 EA =	\$2.59 *
BLUEBIRD ORIGINAL CUT	2 @	\$2.59 EA =	\$5.18 *
Savings BLUEBIRD ORIG	2 @	-\$2.77 =	-\$5.54 *
TARARUA DIP 250G CREA	1 @	\$3.79 EA =	\$3.79
GRIFFINS C.BEAR BISC.	1 @	\$3.29 EA =	\$3.29
PIETERS PEPPERONI SALA	1 @	\$6.15 EA =	\$6.15
VALUE SERVIETTES WHIT	2 @	\$1.85 EA =	\$3.70
PAMS SALMON COLD SMOK	1 @	\$17.19 EA =	\$17.19
PAMS CASHEWS ROASTED	1 @	\$3.39 EA =	\$3.39
PAMS HUMMUS PUMPKIN 2	1 @	\$2.79 EA =	\$2.79
GLUTEN FREE BROWNIE S	1 @	\$7.99 EA =	\$7.99
OREO COOKIE ORIGINAL	2 @	\$1.49 EA =	\$2.98 *
HELLERS CHEERIOS 1KG	1 @	\$12.05 EA =	\$12.05
PAMS LETTUCE ICEBERG	1 @	\$4.29 EA =	\$4.29 *
BARKERS FRT FOR CHSE	1 @	\$5.49 EA =	\$5.49 *

Total including GST \$244.89

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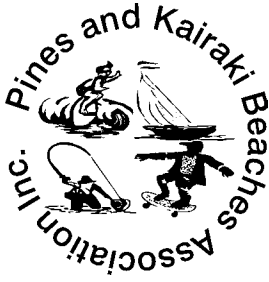
Mastercard 60264 \$244.89

---

PAK N SAVE RANGIORA  
2 SOUTHBROOK RD  
RANGIORA

\*-----EFTPOS-----\*

TERMINAL 08946105  
TIME 13Jul24 11:53  
TRAN 060264 CREDIT  
CARD .....7568  
CONTACTLESS  
Mastercard  
RID: A000000004  
PIX: 1010  
ARQC B42579C8C56B152F  
TUR 0000048001  
ATC 033C  
TSI E000  
AUTH R36147  
PURCHASE



**The Pines Kairaki Beaches Association**  
**GST: 026-096-464**

**Invoice 201024**

20 September 2024

To: Pines & Kairaki Beach Assn Events  
Dunns Ave  
Pines Beach

Hall Hire 14 <sup>th</sup> July 2024 – Mid Winter Christmas	\$ 45.00
Hall Hire 20 <sup>th</sup> September – Kid's Movie Night	\$ 45.00
GST	\$ 13.50
Total	\$103.50

Payment can be made into our Westpac Bank Account  
Pines & Kairaki Beaches Assn



Frozen Direct 2010

Tax Invoice  
Amalgamated Food Distributors Ltd Trading as  
GST 50-605-299

Invoice: 4485

11/07/2024

15:03

1.00 x Mixed Savouries 24	15.90T
1.00 x Mixed Savouries 24	15.90T
1.00 x Sausage Roll 30s	15.90T
1.00 x SeaBreeze Spring R	7.50T
1.00 x SeaBreeze Samosa 1	7.50T
5.00	

SubTotal \$	62.70
GST \$	8.18
Total \$	62.70
EFTPOS Paid \$	62.70
Change \$	0.00

Thank you for your business.



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-08-06 / 240906152353

**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD


**DATE OF MEETING:** 21 October 2024

**AUTHOR(S)** Kay Rabe, Governance Adviser

**SUBJECT:** 2025 Kaiapoi-Tuahwi Community Board's Meeting Schedule

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

  
General Manager

  
Chief Executive

**1 SUMMARY**

- 1.1 The purpose of this report is to adopt a 2025 meeting schedule for the Kaiapoi-Tuahwi Community Board (the Board). The schedule is based on the timetabling patterns adopted by the Board over the last year.
- 1.2 Due to the local body elections occurring on Saturday, 11 October 2025, it is recommended that the last Board meeting be held on 15 September 2025. The last day of official duties for elected members will be Friday, 10 October 2024.

**2 RECOMMENDATION**

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

- (a) **Receives** report No. 240906152353.
- (b) **Resolves** to hold Community Board meetings generally on the third Monday of the month at the Kāikanui Room, Ruataniwha Kaiapoi Civic Centre, commencing at 4pm, on the following dates:
- 17 February 2025
  - 17 March 2025
  - 14 April 2025
  - 19 May 2025
  - 16 June 2025
  - 21 July 2025
  - 18 August 2025
  - 15 September 2025

**3 BACKGROUND**

- 3.1 During 2024, Board meetings occurred on the third Monday of the month. This scheduling has worked well, and it is recommended that the Board continue with a similar pattern.
- 3.2 It is deemed prudent to set the primary Board's meeting schedule in October 2024 to enable good forward planning, thereby ensuring efficient use of members' time and mitigating conflicts with other governance meetings.

- 3.3 It is recommended that the Board meetings be held in the Kaikanui Room at the Ruataniwha Kaiapoi Civic Centre; however, the Board can also choose to hold meetings elsewhere in the district.
- 3.4 Previously, concerns have been raised regarding the low number of the public attending Board meetings (other than specific deputations). It is hoped that utilising a well-known and easily accessible venue within the Board's geographical area will be conducive to the public and give them the opportunity to observe democracy and transparency.

#### **4 ISSUES AND OPTIONS**

- 4.1 To promote more effective administration, the Local Government Act 2002 provides for the Board to adopt a schedule of meetings that may cover any period that the Board considers appropriate. Notification of the schedule or an amendment will constitute notification to Board members of every meeting on the schedule or the amendment.
- 4.2 It is recommended that Community Boards continue their current meeting pattern for 2025, as it dovetails with the timing of the Council and Committee meetings, ensuring the availability of Councillors and the flow of information between the two levels of governance. However, the meeting schedule does not preclude additional meetings and/or workshops being held during the year.
- 4.3 In the past, the Board has not held meetings in January, and it is recommended that this continue. However, the Board may wish to consider having a workshop in January 2025 to undertake the annual review of its Board Community Plan.
- 4.4 Due to the local body elections occurring on Saturday, 11 October 2025, it is recommended that the last Board meeting be held on 15 September 2025. This will enable sufficient time to process decisions, including any required to be considered by the Council at its last meeting at the end of September 2025 to conclude the electoral term.
- 4.5 In the event of insufficient business for any month, the Board may wish to hold a workshop on topical matters. The Chairperson has the prerogative to cancel a Board meeting after consulting with the Chief Executive or staff representative if there is insufficient business to consider.
- 4.6 Board members' attention is also drawn to the following meetings scheduled in 2025 that may have a bearing on the Board:
- Proposed All Boards Sessions:
    - Wednesday 19 February 2025
    - Thursday 1 May 2025
    - Wednesday 23 July 2025
  - 2025/26 Annual Plan Process:

▪ Annual Plan Budget Meetings	28 January 2025 29 January 2025
▪ Annual Plan Submissions Hearings	7 May 2025 8 May 2025
▪ Annual Plan Deliberations	27 May 2025 28 May 2025
▪ Adoption of the Annual Plan	17 June 2025
- 4.7 **Implications for Community Wellbeing**  
The issues and options discussed in this report have no social and cultural implications for community wellbeing.
- 4.8 The Management Team has reviewed this report and supports the recommendations.

## **5 COMMUNITY VIEWS**

### **5.1 Mana Whenua**

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

### **5.2 Groups and Organisations**

Community views were not sought for the timetabling as no groups and organisations will likely be affected by or interested in this report's subject matter. However, the established pattern of Community Board meetings has generally worked well for members, considering other community commitments.

### **5.3 Wider Community**

The wider community is not likely to be affected by or to have an interest in the subject matter of this report. However, the Board has been holding the majority of its meetings on the first Wednesday following the Council meeting, and it is known within the community.

Establishing a meeting calendar is the most appropriate way to ensure that the wider community is aware of the Board meetings being held. All Council, Standing Committees, and Community Board meetings are also publicly advertised in compliance with the Local Government Official Information and Meetings Act 1987 (LGOIMA). Meetings are also advertised on the Council's website and on in-house television screens at Service Centres..

## **6 OTHER IMPLICATIONS AND RISK MANAGEMENT**

### **6.1 Financial Implications**

The decisions sought by this report have financial implications, as the servicing of Community Boards is met within the Council's existing Governance Budgets. Meetings are advertised in local newspapers and on the Council's website.

### **6.2 Sustainability and Climate Change Impacts**

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

### **6.3 Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report. Meeting timetables may be amended from time to time if a need arises and comply with LGOIMA.

### **6.4 Health and Safety**

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

## **7 CONTEXT**

### **7.1 Consistency with Policy**

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

### **7.2 Authorising Legislation**

Local Government Act 2002 Schedule 7 clause 19 - A Local Authority must hold the meetings that are necessary for the good government of its region or district.

Meetings must be called and conducted in accordance with Local Government Official Information and Meetings Act 1987 (LGOIMA) and the Standing Orders of the Local Authority.

**7.3 Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report as there are wide ranging opportunities for people to contribute to the decision-making by local, regional and national organisations that affect our District.

**7.3 Authorising Delegations**

Each Community Board set individual meeting dates and times.

Our Ref: LTC-03-20-04/240216022707

7 October 2024

Mrs J Watson  
Chairperson  
Kaiapoi-Tuahiwi Community Board  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440  
via email: [com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz)

Dear Jackie

## **LONG TERM PLAN 2024-2034**

Thank you for taking the time to submit on the Council's Long Term Plan.

Council adopted the Long Term Plan on 25 June. Over 330 residents submitted on the draft plan and Council considered submissions during deliberations in May.

The first cut of the Draft LTP proposed an initial increase of 19%. Like many businesses and households, the Council has been experiencing significant inflationary movements - specifically in construction costs, labour market increases, and revaluation of community assets, with some costs moving as much as 150% over the last few years.

The Council revised its non-essential works by going through budget items line-by-line. As a result, we have deferred \$120m of non-essential works to outer years such as the extension of the Library and the Eastern Link Road to bring the rates increase down further.

Where we have landed is with an increase of 9.39% which is just 0.45% higher than planned due to a big unforeseen increase in insurance costs.

At 9.39%, Waimakariri's rates increase is one of the lowest in the country and the lowest in the greater Christchurch area. The Local Government average rate increase this coming year is 16%.

The LTP balances affordability for residents while delivering on the services and infrastructure that makes Waimakariri a great place to live – for residents now and in the future.

This letter is a follow up to the one you received from us earlier and aims to specifically address your points of submission. For ease of reference, your order of topic has been retained.

## **PROJECTS IDENTIFIED IN THE DRAFT LONG TERM PLAN**

### **1. How we'll prioritise the natural environment – The Board supports Option A**

Council acknowledges the Board's support for the preferred option.

## **2. Building the right facilities at the right time** – The Board supports Option A

- The Board believes that Southbrook Sports Club should investigate a “hub” partnership with various sports clubs.

Council provides social and cultural benefit to the community by supplying community facilities and other assets that allow for people to engage and interact with one another and not be socially isolated. These assets provide great wellbeing to those who use and enjoy them.

For these reasons, Council has supported Southbrook Sports Club with a provisional sum in year four of the Long Term Plan. Equally the Council has supported Canterbury Country Cricket with a provisional sum of \$500,000 to help them develop a second wicket at 154 East Belt.

These funds are provisional until such a time that each club can fund-raise the remaining amounts that would see their projects through to completion.

Council are working with the Club to identify funding opportunities, including other clubs that may require space or could partner and provide support to Southbrook Club.

- The board would like some further consideration for the allocation of funds for hydrotherapy at the Kaiapoi Pool.

The development of a hydrotherapy pool aligns with community demand as evidenced in the District Aquatics Plan.

However, the development of this and other Aquatic assets have been pushed out beyond the current Long Term Plan period to balance rates affordability.

## **3. Extension of the Trevor Inch Memorial Rangiora Library** – The Board supports Option A.

Council acknowledges the Board’s support for the preferred option.

## **4. Funding flood resilience and improvements** – The Board supports Option A however questions how the Flood Recovery and Resilience fund would be allocated and priorities set. The Board would like to request that Boards be allowed to have input into how the funds will be spent.

As you are aware, this funding will be used to establish a permanent Infrastructure Resilience Team and a capital works Flood Resilience Projects budget to respond and recover from future significant flood events.

The proposed budget will ensure that there is funding available for immediate works following future events, and risk and resilience improvement projects identified by the Infrastructure Resilience Team. All community boards will have an opportunity to comment on proposed projects as they are allocated and prioritised into the future.

## **5. Rangiora Eastern Link Road** – The Board supports Option A.

Council acknowledges the Board’s support for the preferred option.

## PROJECTS SUPPORTED BY THE BOARD

### 6. Arts Strategy

Thank you for your submission related to resourcing for the implementation of the Nga Toi o Waimakariri - Arts Strategy. The Arts Facilitator role will be designed to include the identification and addressing of gaps in capacity and capability for the various Trusts and galleries operating in the District.

This work may involve engaging others appropriately qualified to offer support and/or assisting with the acquisition of necessary funding. The level of need is yet to be properly scoped and the facilitation role will include undertaking that scoping.

### 7. Traffic Management Team

Traffic management has become a specialist area over recent years, with significant requirements in terms of design expertise, specialist equipment, and qualified staff. It is noted that the majority of civil construction contractors (many of whom have multiple crews working full time) often out-source this task now, showing that it is not cost effective to have this expertise in-house.

Staff have been giving consideration to other means of providing support to Community Groups in this area and will continue to work with these groups to provide advice and guidance on traffic management options and minimising costs.

### 8. Norman Kirk Park (Improvements)

Council has provided \$60,000 in the Long Term Plan for such a project and note the boards support of this.

### 9. Mixed Use Business Area (MUBA)

Thank you for your positive feedback on the way Council has managed development opportunities on the Kaiapoi MUBA land. Council will continue to engage with interested parties to add value to the community through development opportunities.

If you would like to read a full copy of the Long Term Plan you can find these at the Rangiora, Kaiapoi and Oxford service centres and libraries and on the Waimakariri District Council website.

Once again, thank you for your interest and contribution to the development of our District. If you have any further questions or comments, please feel free to get in touch.

Yours sincerely



Dan  
**MAYOR**

Gordon

**WAIMAKARIRI DISTRICT COUNCIL****MEMO**

**FILE NO AND TRIM NO:** GOV-26-08-06 / 241001168929

**DATE:** 1st October 2024

**MEMO TO:** Kaiapoi - Tuahiwi Community Board

**FROM:** Chris Brown - General Manager Community and Recreation

**SUBJECT:** Pile of dirt at 46 Main North Road

---

At the last Kaiapoi Tuahiwi Community Board a request was made for information about the land adjacent to 46 Main North Road. The following information has been provided by Councils Planning Team.

The big pile of dirt is part of an existing resource consent that has been granted for earthworks and is to be spread over the rest of the property. Looking back at aerial photos, there were a couple of diggers on site undertaking this work for a time.

In around 2020 work ceased which was partly due to Covid lockdowns but potentially as a result of the owner of the land becoming unwell. It appears that there has not been a lot of action undertaken on site since this time. Weeds have grown on the pile of dirt which have ensured there aren't dust or sedimentation issues.

Spreading out the pile is part of the granted consent and part of the remediation of the site. Council enforcement has recently been looking at this issue from the point of view of compliance with the conditions of the resource consent. Compliance staff have very recently met with the owner onsite to establish contact and see where things were at, with a view to working to get this work completed.

There is also an outstanding issue along the northern boundary of the site where there are some unconsented earthworks. Consent is required from WDC for the unconsented work. An application was lodged several years ago but has been on hold for quite some time. Discussions have commenced with the landowner and staff intend to proceed with processing the application over the next few months.



**KAIAPOI-TUAHIWI COMMUNITY BOARD****MEMBERS INFORMATION EXCHANGE***For the month of September 2024*

Member' Name: Brent Cairns

<b>MEMBERS DIARY</b>
Attended the Woodend Fair - well organised and well attended
Parking enquiry by design - reviewing Kaiapoi and Rangiora parking. The need for change is on Rangiora at this stage.
Attended Youth Council meeting – wonderful group of young people, they spoke about what they had achieved, river clean ups etc
Attended Food Secure North Canterbury Meeting – Lower volume of food coming from supermarkets; however, supplies were being supplemented from the likes of Oxford Lions and more recently Woodend Lions will be helping next season.
North Canterbury Neighborhood Support – Their database provider was doing a large upgrade which would be of benefit to users.
Darnley Annual General Meeting – wonderful, dedicated group that cared daily for our elderly
Attended Kaiapoi garden Club – they have just planted Ash Trees in front of the Kaiapoi fire brigade.
Attended Waimakariri Access group meeting – who were to make a submission to Environment Canterbury's public transport plan. At an upcoming meeting they hoped to have Aspire come with gadgets to make daily life easier for those with disabilities
Attended and donated a number of trees for the residents of Silverstream to plant along the river in that area.
Attended Oxford Promotions meeting and a workshop reviewing their why and purpose. Debs Taylor Hayhurst was the facilitator.
Attended Down By the Rivers latest event which combined Art and Music at Eyreton Hall
Attended Rangiora Museum meeting – Council were to employ a consultant that could help with storage
Attended Waiora Links event where Liz from the death Café spoke.
Attended Big Brother Big Sisters fund raising event, wonderful event that was well run and made certain of everyone that attended that their wallets were empty
Attended an Enterprise North Canterbury and Ministry of Social Development (MSD) hosted event about employment. MSD was promoted as a valuable resource when it came to assisting employers and employees to connect and provide funding.
Attended "Springston Trophy" huge event with riders and supporters from all over the South Island. Great event for the district
Attended Community Networking meeting – Woodend looked like it would get back a Doctors surgery (satellite), located at an ex café, it was said that it would open in the new year. As it would take time to alter the old café.
Still issues with people accessing health care, lack of doctors. Higher level of training for some nurses will fill the gaps.
Budgeting services were under pressure with people coming to them with rent arrears, mortgage arrears, and a number suffering under pressure from secondary loan providers.
Citizen's advice this month had provided advice about Legal and Government 119 times, Consumer 66 times and family 41 times.
Oranga Tamariki had nationally lost 600 staff, locally they have young ones from 7 to almost 18 year olds, they are always on the lookout for carers.
Attended Repurpose Pals workshop – this would be a new business that will reduce waste to landfill.
Attended the Accessibility games at Mainpower stadium, helping with taking photos. This was the second time this event has been held. This year there was a conflict of dates with another event in Christchurch. However, there were 50+ attended and so many smiles on those that participated. The care givers do a wonderful job. Calls to hold this event more regularly.
His wife Shirley was asked to attend Batter Women's Trust fund raising event – one thing that disturbed him was that the Police in Canterbury, including North Canterbury receive on average 37 calls per day from women needing to leave their home.

**KAIAPOI-TUAHIWI COMMUNITY BOARD****MEMBERS INFORMATION EXCHANGE***For the month of September 2024*

Member' Name: Philip Redmond

<b>MEMBER'S DIARY</b>		<b>DISCUSSION POINTS</b>
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
2.09.2024	CE Review (part 2)	CE Annual Performance Review Chaired by Stuart Mitchell (Public Excluded)
2.09.2024	Water Zone Committee	Deputations re Chlorination
3.09.2024	Northern Pegasus Bay Bylaw	Finalised Draft bylaw
5.09.2024	Property Portfolio Working Group	Update
05.09.2024	Hom. Mark Mitchell	Minister of Police Question and Answer session
6.09.2024	Speed Management Plans	New direction under the Government
9.09.2024	Roading Portfolio Update	
14.09.2024	Coldstream Tennis Club Inc	Official complex opening. Ten courts, President Lawrence Smith
18.09.2024	Parking Enquiry by Design	Stakeholders present at Mainpower Stadium – work in progress
19.09.2024	Rangiora Pottery Group Exhibition opening	Art on the Quay, very well attended
20.09.2024	WDC Social Club	Winnie Bagoes
23.09.2024	DLC Hearing RSA Special Licence	Opposed by Licencing Inspector, Police and Health - Approved
24.09.2024	LGNZ Zoom	NZSIS – awareness needed
24.09.2024	Youth Council Meeting	Excellent meeting with amazing young people
26.09.2024	Morning tea for Bernie Power	Recognition of service (Kings Service Medal)
26.09.2024	Adrienne Smith's Farewell	Very well attended by staff. She will be missed, over 21 years at WDC in governance.
28.09.2024	Huria Mahinga Kai Planting Day	10 am to 12.30pm