

# Agenda

## Oxford-Ohoka Community Board

Wednesday 7 August 2024

7pm

Ohoka Community Hall  
Mill Road  
Ohoka

**Members:**

Sarah Barkle (Chairperson)

Thomas Robson (Deputy Chairperson)

Mark Brown

Tim Fulton

Ray Harpur

Niki Mealings

Pete Merrifield

Michelle Wilson

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**AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD AT THE OHOKA COMMUNITY HALL, MILL ROAD, OHOKA ON WEDNESDAY 7 AUGUST 2024 AT 7PM.**

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

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**BUSINESS**

PAGES

1. **APOLOGIES**
2. **PUBLIC FORUM**
3. **CONFLICTS OF INTEREST**
4. **CONFIRMATION OF MINUTES**
  - 4.1. **Minutes of the Oxford-Ohoka Community Board meeting – 3 July 2024**

*RECOMMENDATION*

8 – 18

**THAT** the Oxford-Ohoka Community Board:

    - (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 3 July 2024, as a true and accurate record.
  - 4.2. **Matters Arising (From Minutes)**
5. **DEPUTATIONS AND PRESENTATIONS**
  - 5.1. **Seasonal Temporary Paper Road Closures for Nesting Bird Protection – Leeann Ellis (Operations Manager, North Canterbury District, DOC), Sandy Young (Senior Ranger Biodiversity, DOC), Ronan Grew, Supervisor Community, DOC) and Nick Ledgard (Ashley Rakahuri Rivercare Group)**
  - 5.2. **Councillor Claire McKay – Environment Canterbury**
6. **ADJOURNED BUSINESS**

Nil.

7. **REPORTS**

7.1. **Proposed Roothing Capital Works Programme for 2024/25 and Indicative Three-Year Programme – Joanne McBride (Roothing and Transport Manager) and Kieran Straw (Civil Projects Team Leader)**

*RECOMMENDATION*

19 – 31

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 240419062980.
- (b) **Endorses** the attached 2024/25 DRAFT Proposed Roothing Capital Works Programme (Trim No. 240624102120)
- (c) **Endorses** the indicative Roothing Capital Works Programme for the 2025/26, 2026/27 and 2027/28 years.
- (d) **Notes** that the outcome of the National Land Transport Programme (NLTP) will not be known until September 2024, and as such it will not be known as to whether co-funding is available until that time.
- (e) **Notes** that feedback from this report, and reports to the other Community Boards, will be taken by staff and will be incorporated into the final report which is proposed to be taken to the Utilities and Roothing Committee in August 2024 for approval.

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

*RECOMMENDATION*

32 – 65

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240702106994.
- (b) **Approves** a grant of \$.....to the Oxford Football Club to purchase field marking paint to maintain the Junior and Senior pitches at Pearson Park and Cust Domain.

**OR**

- (c) **Declines** the application from the Oxford Football Club.
- (d) **Approves** a grant of \$.....to the Oxford Community Trust towards the catering costs for the Trust’s Day Out event.

**OR**

- (e) **Declines** the application from the Oxford Community Trust.

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

*RECOMMENDATION*

66 – 76

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 240515077971.
- (b) **Notes** that the Board’s General Landscaping Budget allocated by the Council for 2024/25 is \$14,330, with a carry forward from the 2023/24 financial year of \$13,680, being a total of \$28,010.
- (c) **Notes** that the Board’s Discretionary Grant Funding allocated by the Council for 2024/25 is \$6,330.

- (d) **Approves** the Board's 2024/25 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089866).
- (e) **Approves** the Board's 2024/25 Discretionary Grant Accountability Form (Trim No. 210603089980).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2024/25 financial year (July 2024 to June 2025).

## 8. **CORRESPONDENCE**

### 8.1. **Council Long Term Plan Submission Response Letter**

Trim ref: 240216022707

*RECOMMENDATION*

77 – 78

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the Council Long Term Plan Submission Response Letter (Trim: 240216022707).

## 9. **CHAIRPERSON'S REPORT**

### 9.1. **Chairperson's Report for July 2024**

*RECOMMENDATION*

79 – 80

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the report from the Oxford-Ohoka Community Board Chairperson (Trim 240725122295).

## 10. **MATTERS FOR INFORMATION**

- 10.1. **Woodend-Sefton Community Board Meeting Minutes 8 July 2024.**
- 10.2. **Rangiora-Ashley Community Board Meeting Minutes 10 July 2024.**
- 10.3. **Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 July 2024.**
- 10.4. **Submission Environment Canterbury Long Term Plan – Report to Council meeting 4 June 2024 – Circulates to all Boards.**
- 10.5. **Submission Fast Track Approvals Bill – Report to Council Meeting 2 July 2024 – Circulates all Boards.**
- 10.6. **Submission Local Government Water Services Preliminary Arrangements Bill – Report to Council Meeting 2 July 2024 – Circulates to all Boards.**
- 10.7. **Programme for District Wide Parking Management Plans – Report to Council Meeting 2 July 2024 – Circulates to all Boards.**
- 10.8. **Elected Member Remuneration 2024/25 – Report to Council Meeting 2 July 2024 – Circulates to all Boards.**
- 10.9. **Representation Review Proposal – Report to Council Meeting 2 July 2024 – Circulates to all Boards.**
- 10.10. **Health, Safety and Wellbeing Report June 2024 – Report to Council Meeting 2 July 2024 – Circulates to all Boards.**
- 10.11. **July 2023 Flood Recovery Progress Update – Report to Utilities and Roading Committee 16 July 2024 – Circulates to all Boards.**

- 10.12. Adoption of Final 3 Waters, Solid Waste and Transport Activity Management Plans 2024 – Report to Utilities and Roading Committee 16 July 2024 – Circulates to all Boards.
- 10.13. Approval of Capital Work Renewals Programmes and Sports Ground Growth Programme for Greenspace – Report to Community and Recreation Committee 23 July 2024 – Circulates to all Boards.
- 10.14. Aquatics July Report – Report to Community and Recreation Committee 23 July 2024 – Circulates to all Boards.

*RECOMMENDATION*

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.14.

**Note:**

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

**11. MEMBERS' INFORMATION EXCHANGE**

11.1. Mark Brown

81 – 85

11.2. Tim Fulton

11.3. Pete Merrifield

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

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

**12. CONSULTATION PROJECTS**

12.1. A Lease for the Historical Scow Success

<https://letstalk.waimakariri.govt.nz/a-lease-for-the-historical-scow-success>

Consultation closes Friday 30 August 2024.

**13. BOARD FUNDING UPDATE**

13.1. Board Discretionary Grant

Balance as at 31 July 2024: \$4,932.

13.2. General Landscaping Fund

Balance as at 31 July 2024: \$28,010.

**14. MEDIA ITEMS**

**15. 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-
15.1	Section 274 Party to the Woodstock Quarries Limited Appeal to the Environment Court	Good reason to withhold exists under section 7	To maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment, and to maintain legal professional privilege as per LGOIMA Section 7(2)(f)(ii) and (g).
15.2	Ashley Gorge Reserve Advisory Group (AGRAG) appointment of additional members	Good reason to withhold exists under section 7	The report and recommendations in this report be made publicly available, but that the discussions and minutes remain public excluded under LGOIMA Section 7(2)(a) to protect the privacy of natural persons.

**16. QUESTIONS UNDER STANDING ORDERS**

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

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Wednesday 4 September 2024 at the Ohoka Community Hall.

<p><b>Workshop</b></p> <ul style="list-style-type: none"> <li>• <i>Members Forum</i> <ul style="list-style-type: none"> <li>○ <i>Wolfs Road Bridge Charity Entity</i></li> <li>○ <i>Community Hubs</i></li> <li>○ <i>List of Oxford Events</i></li> </ul> </li> </ul>
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**MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OXFORD TOWN HALL, MAIN STREET, OXFORD ON WEDNESDAY 3 JULY 2024 AT 7PM.**

**PRESENT**

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

**IN ATTENDANCE**

G Cleary (General Manager Utilities and Roading), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There were two members of the public present.

**1. APOLOGIES**

There were no apologies.

**2. PUBLIC FORUM**

**2.1. Dorothy Scott and Lauren Scott**

D Scott noted that she had spoken to the Board at their 6 July 2022 meeting regarding the level of wastewater and other water that was being poured onto her property. She did not believe that the Council was going to resolve the issue and therefore she would be taking the next step in resolving the matter herself. She noted that A Childs (Property Acquisitions and Disposals Officer) had worked really hard on a right of way that ran between hers and a neighbouring property. She noticed that when the Council engaged her, her neighbour increased the water discharge that spilled onto the property. She had engaged with Environment Canterbury which had not achieved a positive result.

L Scott noted that they had dealt with the Investigations Team at Environment Canterbury (ECan). They were unclear if the investigation had been completed based on the complaints that they made. She had requested, through the Official Information Act, the information on the investigation which she believed was incomplete. The onus had been heavily on D Scott to provide evidence of wrong doing rather than have ECan carryout a fully investigate the issue.

D Scott noted that they had just had a prolonged dry period which made it very obvious where and to the extent that the neighbours were able to discharge water over her property. She had sent the neighbour a letter alluding to the problem, and they had turned the water off however had turned it back on a month later on a drip feed system. She had now dug a moat around her house.

N Mealings noted that she had been to the property and seen what D Scott was dealing with.

T Robson asked if there was any way that the Board could force ECan to being more proactive. G Cleary did not think that Council could force them, however he would speak with K Simpson (3 Waters Manager) regarding his engagement with ECan had been. He was confident that if the Council asked ECan they would respond.



### 3. **CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

### 4. **CONFIRMATION OF MINUTES**

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

Moved: R Harpur                      Seconded: T Robson

**THAT** the Oxford-Ohoka Community Board:

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

**CARRIED**

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

There were no matters arising.

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

Moved: P Merrifield                      Seconded: T Robson

**THAT** the Oxford-Ohoka Community Board:

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

**CARRIED**

### 5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

### 6. **ADJOURNED BUSINESS**

Nil.

### 7. **REPORTS**

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

K Rabe requested that the report be withdrawn as Management had requested that the Boards reconsider the criteria for the fund prior to it being presented to the August 2024 meeting.

Moved: S Barkle                      Seconded: T Robson

**THAT** the Oxford-Ohoka Community Board:

- (a) Lay the report on the table

**CARRIED**

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

K Rabe spoke to the report noting there were a number of applications. The Ohoka Rugby Club had requested a large amount towards attending the New Zealand Junior Rugby Festival. The Oxford Museum Historical Society were requesting funding for a new flag. She noted that the Ohoka School Aims Basketball Team was an application that would need to be carefully assessed as that although the team members belonged to the School it was their coach that had completed the application. View Hill School were requesting funding towards hosting a dark sky event and although this was a school application, the funding would not be used for the school syllabus. This event would be to raise funds to replace pupils' digital equipment.

N Mealings noted that her son had attended the New Zealand Junior Rugby Festival three times, and it was an awesome experience for the kids, assisted with how they played rugby. She believed that fundraising could be carried out by parents to cover more of the costs. She noted that the Club was doing quite a lot of fundraising. She was concerned that \$1,000 was the maximum amount allowable for the entire rugby club for the year. Whilst she supported the application, she did not think that \$1,000 was appropriate. N Mealings would be supportive of a smaller amount being allocated.

T Fulton noted that his sons had been to the tournament. He noted that the event had been running for a number of years. This was quite a programmed event for the Club where they could see three or four years out what teams would get the opportunity to attend the event. He agreed that this was large amount being requested and agreed with N Mealings that a smaller amount should be considered.

Moved: T Robson                      Seconded: M Brown

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240604089340.
- (b) **Approves** a grant of \$500 to the Ohoka Rugby Club Under 11 towards attending the New Zealand Junior Rugby Festival in August/September 2024.

**CARRIED**

Moved: S Barkle                      Seconded: N Mealings

**THAT** the Oxford-Ohoka Community Board:

- (c) **Approves** a grant of \$398 to the Oxford Museum/Oxford Historical Records Society for a new double-sided teardrop flag.

**CARRIED**

N Mealings asked if they had done any other fundraising. K Rabe noted they had not made any other applications for community funding; however, the Coach was confident that they would raise the required funds.

M Wilson noted that this funding was for nine students whereas other applications the Board had received had been of benefit to a greater number of people in the Boards area. She believed that this could set a precedent around Aims Games, which was an expensive undertaking.

N Mealings noted that the application stated that attending this event would promote Ohoka Senior School and would help retain students. Ohoka School had suffered from students leaving after year six to go to town schools. One of the reasons the School started attending the Aims Games was to have an action packed senior school schedule to encourage that kids and their families to complete their classes at the school.

Moved: P Merrifield                      Seconded: T Fulton

**THAT** the Oxford-Ohoka Community Board:

- (d) **Approves** a grant of \$300 to the Ohoka School Aims Games Basketball team towards travel and accommodation costs while attending the Aims Games in Tauranga in September 2024.

**LAPSED**

P Merrifield believed that \$300 was in proportion to the other applications. He commented that there was a cost of living crisis going on and he felt that there were 'nice to haves' and 'must haves' and he believed sporting events and he wondered how long groups would be able to fundraise to go to tournaments all over the country.

T Fulton thought that based on the number of children, a limited amount seemed fair. The Board needed to ration its funds as this was only the first round of applications for the financial year.

M Brown queried where the funding was being paid to as the financials in the application was the Coach's personal account. K Rabe would encourage the funds to go through the school.

Moved: T Robson

Seconded: M Wilson

**THAT** the Oxford-Ohoka Community Board:

- (e) **Lays** the application from the Ohoka School Aims Games Basketball team on the table to seek clarification on where the funds would be deposited.

**CARRIED**

T Fulton noted that the Board had received a few applications for various dark sky projects And queried how many dark sky events the Board would be funding. K Rabe noted that it was not a Dark Sky event per se but rather a fair to raise funds.

M Wilson asked what it would look like for the Board to fund the school to run a fundraising event.

N Mealings asked if the School had a PTA as the application had been completed from the Board of Trustees which went against the Boards funding criteria. However, the Board acknowledged that this was the first time that the School had applied for funding and may have misunderstood the process. She asked that staff contact the School to let them know the correct process for any applications in the future.

M Brown noted that the School were looking to cater for 200 people at \$5 each was \$1,000. The application stated that the estimated costs of running the event was \$1,200. He wondered whether this was a potential loss making venture for them and was unsure if the financials had been thought out. He questioned whether the School would be better off applying to the Board for the devices rather than the event.

P Merrifield asked how many students attended the school. T Fulton believed that the School had a role of approximately 74 pupils.

T Robson asked if the Board granted the School \$700, and the event was achieved on the lower end of their budget if the School would not be able to provide accountability for the full amount granted or would the School need to return the unspent money. K Rabe noted that generally unspent money would be returned.

Moved: S Barkle

Seconded: R Harpur

**THAT** the Oxford-Ohoka Community Board:

- (f) **Approves** a grant of \$500 to View Hill School towards hosting a Dark Sky even, noting that any funds remaining from the hosting of the event be utilised on funding the required digital devices.

**CARRIED**

P Merrifield against

## 8. CORRESPONDENCE

Nil.

## 9. CHAIRPERSON'S REPORT

### 9.1. Chairperson's Report for June 2024

- Local Government New Zealand Roundtable – Joined the Zoom meeting on the topic of Sovereign Citizens. Seemed to be a worldwide movement. Historically these groups seemed to pop up and become more prevalent after a significant event such as Covid. There had been a lot of investment by various Government organisations to deal with these groups, to understand what was required of them and how best to deal with them. There had been a huge number of information requests which had cost councils a lot of time and money. Some elected members had been harassed and some had been misrepresented. Also noted that Sovereign Citizens were one group who did not believe they needed to follow the law and would challenge legalities and fees and generally want anonymity. Then there are other groups who have lost trust in officials and have alternative views. All groups have every right to request information and do as they would with that information.
- Mandeville/Ohoka Drainage Board meeting.
  - Budgets had slightly increased for maintenance work based on the amount that had been needed over the past few years.
  - Some areas of the Ohoka Stream that had recently works completed and another two areas that needed looking at.
  - Looking at creating a map that showed the maintenance schedules of the drains/streams and perhaps adding photos of the most recent works.
  - Doug Nicholl, the Chairperson had stood down due to deteriorating health. Doug had been part of the Board for 20 years and had brought a wealth of local knowledge with him. His work on the Board had been commendable. Doug had always had the community's interest at heart and had ensured they received a good level of service in the area of drainage. The new Chairperson Tom McBrearty, another local and who also had a lot to bring to the table, had been elected.
- Chairperson/Deputy Chairperson meeting – General update on how each ward was going. All seem to have specific projects going on such as the Woodend Bypass, solar farm applications and landfill applications.
- All Boards Workshop.
  - Great attendance and a number of interesting presentations.
  - Great to see a passionate and driven group from the home school organisation. Some good information in relation to resource management and district plan process. Now need to find ways to communicate this to our residence. Work in this space of simplifying and making the process easier to follow still needs to happen.
  - Excellent presentation by B Wiremu (Emergency Management Advisor).
- Woodstock Landfill decision released – declined. The Board submitted on behalf of the residence of our ward to the hearing of Woodstock Quarry landfill application. After a very long and drawn out process the commissioners had

decided to decline the application. Stating that the applicant provided insufficient information which together with the unacceptable risk posed by the proposal to nationally and regionally significant biodiversity and cultural values led them to decline the application. These were both key concerns the Board had throughout the process. The lack of detail and information made the community particularly uncomfortable with how such a complex system would be managed if allowed. The applicant could now either accept the decision and not pursue it any further or appeal the decision to the Environment Court. They had 15 working days to do this – 19th July 2024.

- Swannanoa School Oral Language Festival – Attended the oral language festival where representatives from each hapu presented their poem or speech. Such a lovely night with a talented bunch of kids.
- District Plan submission against Ohoka development. Had been working on submission for this the over this month and had submitted last week. You could see the exerts evidence that formed our submission online on the Council’s web page. She would have been grateful for more time to present their case.

Moved: T Robson                      Seconded: N Mealings

**THAT** the Oxford-Ohoka Community Board:

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

**CARRIED**

## 10. **MATTERS FOR INFORMATION**

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

Moved: S Barkle                      Seconded: M Brown

**THAT** the Oxford-Ohoka Community Board:

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

**CARRIED**

## 11. **MEMBERS’ INFORMATION EXCHANGE**

### **T Robson**

- Pearson Park Advisory Group Meeting – there was a new representative from the Oxford Soccer Club, a discussion around upgrade works that were required and upcoming

maintenance. The residents at the West Oxford Reserve seemed to be lingering and K Howat (Parks and Facilities Team Leader) was currently dealing with the matter.

- Ashley Gorge Reserve Advisory Group were holding a working bee on 6 July 2024 to do the final tidy-up work on the new walking track through the reserve.
- Woodstock Quarries outcome how could the Board ensure that the compliance issues were followed up by the Council.
- District Plan Hearings – thanked S Barkle for presenting. He thought that they used their time well.
- Attended All Boards Briefing.

### **T Fulton**

- Showgate Drive in Oxford was a muddy mess with broken edges and no curb or drain remedy and the Oxford A&P Chair, Jason Skurr, wanted action. It was muddy for sports, school, A&P and community groups.
- Parking Oxford supermarket - recently asked Council staff for this to be considered in public consultation for the Oxford town center parking management plan.
- Wolff's Road Bridge - plan for Community Board workshop at its August 2024 meeting. There had been a verbal offer of support in-kind from a local earthmoving contracting family who had been keen for action on the bridge for some years. More information may be available in August about possible next steps.
- Attended Rolleston Industrial Ltd District Plan submission hearing in Rangiora.
- Requested copy of Council information on hearing process, stream timelines and expected decision timeframe.
- Ohoka Residents Association members had asked for a residents meeting to express their feeling about the proposal plan change 31 and communicate with elected members and staff. One resident felt the Board needed to meet at Ohoka more often.
- Good to see the Gorge Bridge works completed and then publicized, including an explanation of the joins issue.

### **M Brown**

- Oxford Rural Drainage Advisory Group – there was a focus on the works for 2024/25 financial year. The current account was currently in deficit in the equity as most of it had been spent on flood protection and repairs.
- Judged the Oxford Promotions Action Committee Mid-Winter Lights competition in Oxford with the Deputy Mayor and an Oxford resident.
- Washington Place drainage works – work had begun.
- Oxford Promotions Action Committee – both the treasurer and secretary had now resigned.
- Waimakariri Gorge Bridge.
- There was a consent to break up Verkirks Farm on Bradleys Road.

### **R Harpur**

- Mandeville Bowling Club Annual General Meeting.
- Mandeville Sports Club looking for a new caterer.

- Unable to attend Ohoka Drainage Meeting as it was difficult to get to the meeting at 3pm.
- District Plan Hearing – thanked S Barkle for representing the Board.

### **M Wilson**

- Rangiora Fire Brigade 150th Static Display – Good community turnout to celebrate 150 years of our local Fire Service. Demonstrations included putting out a fire, cutting someone out of a vehicle. Great family event. Thank you to the workers and volunteers who sacrifice their time to look after us in an emergency situation.
- Waimakariri Health Advisory Group Meeting – Interesting data set shared by Kathy O’Neill from Health New Zealand/Te Whatu Ora regarding alcohol related admissions. Discussion around how we collect data and share stories across the District to get an accurate picture of what was happening with Drug and Alcohol harm.
- Local Government New Zealand Roundtable – Discussion regarding Sovereign Citizens. Sharing of processes to follow, what to be aware of and experiences from across New Zealand. This was having a significant impact on individuals and the time, and resources needed to deal with situations as they arise.
- Alcohol and Drug Harm Prevention Steering Group – Discussion with Nikki Rogers from Hospitality New Zealand around where the harm was occurring. They provided training in host responsibilities. Sales were climbing in low/no alcohol drinks. Look at using locals to share stories. Venues don’t tend to be a problem. Highlighted issues with preloading, drinking in carparks, drinking at home. Would connect with local hospitality owners.
- Food Security Forum – Speakers: Kelly - Made North Canterbury, Sonia - Urban Self-Sufficiency, Gordyn - Kaiapoi Food Forest. Kelly shared information regarding the special nature of what Waimakariri has to offer in terms of Food. So much could be done that enabled people to provide for their own food needs and save money by either planting vegetables themselves or having Food Forests available.
- All Boards Meeting – Presentation from Home Schooling group Mahi Mātātoa hearing about ways to help children and families connect. Heard from B Wiremu (Emergency Management Advisor) and his team shared about the hub idea for local communities and ways Community Boards can help.
- Council Meeting – Adoption of Long Term Plan.
- Women’s Institute Meeting – 93<sup>rd</sup> birthday of Ohoka Women’s Institute would be on August 8<sup>th</sup>, 2024. Concern about lack of people willing to take on leadership roles and some Women’s Institute groups closing. Women’s Institute was an important part of the community helping connect women, providing care and friendship, that we don’t want to lose.
- Rangiora Promotions Relaunch – helpful to see where they were heading was much more community centric.
- District Plan Hearings – discussion around the Board being visible.

### **P Merrifield**

- All Boards Briefing.
- Oxford Museum Meeting – visited the old railway embankment.
- Posted about the Waimakariri Gorge Bridge on the Boards Facebook page.
- District Plan Hearings – Thanked S Barkle and A Schulte for their work.

### **N Mealings**

- Council met with MP Andy Foster, Chair of Transport and Infrastructure – Discussed water reforms, roading challenges, health, housing and growth challenges.
- Planting at Honda Forest, Kaiapoi – A fantastic morning, good turnout and great weather, The Honda Forest project in Kaiapoi on Regeneration Zoned land was looking great. Thanked Honda for their contribution over several years.
- Proposed District Plan Hearings – Hearing Stream 12B.
- Council Briefing/Workshop.
- Local Government New Zealand Webinar – Sovereign citizens and vexatious requests.
- Ohoka Rural Drainage Advisory Group Meeting – Mandeville groundwater level currently at -12m, (-10m or less usually indicates undercurrent/groundwater resurgence.) Update on Mandeville Resurgence Channel Upgrade project given two stages to design, consult, consent and construct. Communication with the community would be key. Longstanding chair Doug Nichol had stood down and the mantle had been passed to Tom McBrearty as new chair. Thank you, Doug, for your many years of dedicated service and best wishes to Tom as he takes up the role.
- Christchurch City Council Coastal Hazards Working Group – Observer/non-voting member of this group through the Greater Christchurch Partnership to learn about their Coastal Hazards Adaption Planning Program and methodology.
- Social Services Waimakariri meeting (bi-monthly forum bringing together service providers in the district to share information and synergies with other providers) – Youth and fifty plus housing work was ongoing; PHO Health – focused on sustainability within practices – remote services, online and phone used to fill gaps with staff shortages. Still difficult for people to enroll in practices; Police – trend for thieves to target copper in new builds. Boy racers active on Tram Road, probably not locals. Mental health distress rising. Rural lookout app had been a success and was planned to be rolled out nationwide. Ministry of Social Development reported that construction and small businesses were seeing the highest volatility in job losses, with people having to travel to stay in the industry or exit. Rural Assistance payments administered through Rural Support Trust (in conjunction with the Ministry of Social Development and Ministry for primary Industries) were now available until November 2024 for farmers and growers affected by drought in the district. Youth Employment Expo to be held at Mainpower Stadium in August 2024; Citizens Advice Bureau Youth Kete website [www.youth.cab.org.nz](http://www.youth.cab.org.nz).
- Utilities and Roothing Committee Meeting – Public consultation approved for Amended Stormwater Drainage and Watercourse Protection Bylaw 2024. Hearings in September 2024. Hearing panel appointed: Councillors Williams, Redmond, and Fulton.
- Council Briefing.
- Mandeville Sports Club Board Meeting – Working on constitution update as required by Incorporated Societies Act changes. Main gate now locked at night and unlocked in the mornings as a result of recent thefts to preclude easy vehicle access. Changing room



project design ongoing. Bike track around domain progressing. Current clubrooms caterer was moving on, so the Club were looking for a new catering company for the contract.

- Alcohol and Drug Harm Prevention Steering Group Meeting – Nicky Rogers from Hospitality New Zealand spoke to the group regarding alcohol and other drug harm prevention projects.
- All Boards Meeting – Guests Mahi Matatoa presented. Civil Defence spoke about community emergency hubs.
- Community Wellbeing North Canterbury Board Meeting – New Trustees Alison Hood and Louisa Sullivan, and new Manager of Finance and Business Administration, Mark Beswick had been appointed.
- Council Briefing.
- Council Meeting – Long Term Plan adopted. Consultation sent to 5,000 people, 3,000 visited the website, 336 chose to make submissions. Difficult year but started at 19.2% and reduced to 9.39% average rise. Waimakariri District Council was one of the lowest in the country and lowest in Canterbury.
- Waimakariri Youth Council Meeting – Aimee Claasens spoke to the group about Welcoming Communities initiative. Waimakariri Youth Council projects ongoing.
- Alcohol and Other Drugs 101 Workshop – Workshop organised for those working in the social service sector. Covered common substances in New Zealand and risk, general approaches to problematic use to reduce harm and referral pathways.
- Arohatia te Awa Working Group Meeting.
- Portfolio Catchup.
- Monthly Mandeville Sports Club Catchup with Board and Council staff.
- Teams meeting with Waimakariri District Council, Hurunui District Council and Kaikoura District Council to discuss issues of mutual interest.
- Canterbury Biodiversity Champions Meeting – Group was convened under the Canterbury Mayoral Forum, with Councillors from each of the 10 Canterbury Councils. Talked about the various funding approaches and initiatives of the different Councils for biodiversity in their Long Term Plans. A big piece of work at present was to work with Environment Canterbury on the revitalisation of the Canterbury Biodiversity Strategy which would then inform part of the review of the Canterbury Regional Policy Statement. The group was asked to nominate contacts for ongoing participation in the Canterbury Biodiversity Strategy revitalisation.
- Council Meeting – Council to begin looking into strategic parking management plans due to the National Policy Statement-Urban Development's (Policy 11) forced removal of Council's ability to require developers to provide parking, thus putting pressure on Council-provided parking and on-street management strategies. Strategy was starting with Rangiora and Kaiapoi but would also address issues about concerns expressed by Ravenswood/Pegasus and Oxford communities. Not strictly about charging, but overall management strategy. Staff also committed to undertaking a review of the original Oxford Town Centre Strategy adopted in 2014 in the second half of 2024. This work would consider and provide strategic direction on a wide range of matters, including the business and built environment, facilities and open space, and access and parking matters, and will involve elected member, stakeholder, and community engagement.

## **12. CONSULTATION PROJECTS**

Nil.

**13. BOARD FUNDING UPDATE**

**13.1. Board Discretionary Grant**

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

**13.2. General Landscaping Fund**

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

The Board noted the funding update.

**14. MEDIA ITEMS**

Nil.

**15. QUESTIONS UNDER STANDING ORDERS**

Nil.

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

Nil.

**NEXT MEETING**

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

<p><b>Workshop (9:07pm to 9:46pm)</b></p> <ul style="list-style-type: none"> <li>• <i>Discretionary Grant Fund – Kay Rabe (Governance Advisor)</i></li> <li>• <i>Members Forum</i> <ul style="list-style-type: none"> <li>○ <i>Members Query Spreadsheet</i></li> </ul> </li> </ul>
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THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9:46PM.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

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

**FILE NO and TRIM NO:** RDG-08-09-01 / 240419062980


**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD


**DATE OF MEETING:** 7<sup>th</sup> August 2024

**AUTHOR(S):** Kieran Straw – Civil Projects Team Leader  
Joanne McBride – Roading & Transport Manager

**SUBJECT:** Proposed Roading Capital Works Programme for 2024/25 and Indicative Three-Year Programme

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

  
General Manager

  
Chief Executive

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**1. SUMMARY**

- 1.1 This report seek endorsement from the Community Board of the proposed 2024/25 Roading Capital Works Programme and notes the indicative three-year programme from 2025/26 to 2027/28, as shown in the tables in Attachment (i).
- 1.2 The Roading Capital Works Programme being considered are the categories where a general allocation is provided for in the Council's Long Term Plan (LTP), where community input is beneficial to achieving the required outcomes.
- 1.3 Renewal programmes are determined following a condition assessment of assets which have reached the end of life and are due for replacement, or where infrastructure is failing to provide an adequate level of service. While part of the prioritisation process considers asset life other factors including road hierarchy, high demand areas (e.g., schools or town centre areas) are also considered.
- 1.4 All major improvement projects which are specifically listed in the Long Term Plan (LTP) are not considered within this report, as these are consulted on through the LTP process.
- 1.5 Minor safety improvements and public transport infrastructure are also included in the proposed programme.

**Attachments:**

- i. Proposed Roading Capital Works Programme for 2024-25 and Indicative Three-Year Programme (TRIM No. 240624102120)

**2. RECOMMENDATION**

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 240419062980.
- (b) **Endorses** the attached 2024/25 DRAFT Proposed Roading Capital Works Programme (Trim No. 240624102120)
- (c) **Endorses** the indicative Roading Capital Works Programme for the 2025/26, 2026/27 and 2027/28 years.

- (d) **Notes** that the outcome of the National Land Transport Programme (NLTP) will not be known until September 2024, and as such it will not be known as to whether co-funding is available until that time.
- (e) **Notes** that feedback from this report, and reports to the other Community Boards, will be taken by staff and will be incorporated into the final report which is proposed to be taken to the Utilities and Roothing Committee in August 2024 for approval.

### 3. **BACKGROUND**

- 3.1 The Roothing programmes being considered are for those categories where a general allocation only is provided in the Council's Long Term Plan (LTP). These categories have some flexibility and as such community input is beneficial to achieving the required outcomes.
- 3.2 Major Roothing Improvement projects are not included in this report as they are specifically listed in the LTP and consulted on through the LTP.
- 3.3 Categories considered within this programme are:
- Kerb and Channel Renewal
  - Footpath Renewal
  - Minor Improvements
  - New Footpaths
  - Public Transport Infrastructure (New bus shelters & seats)
- 3.4 Other general categories such as road rehabilitation, road resealing, unsealed road re-metalling, signs renewal and street light renewal are not included as these programmes are developed purely on technical grounds and for asset condition reasons.
- 3.5 The process for finalising and approving the 2024/25 Roothing capital works programme has included circulating a memo with the draft programme to the Community Boards ahead of this report. Feedback from the memo will be considered at the meeting, and agreed amendments made to the proposed programme. Following on from this, the Boards decisions will be reported back to the Utilities and Roothing Committee.
- 3.6 The rooding network is managed as a total network across the whole district and as such projects are prioritised district wide. Also, as the majority of expenditure on the network is subsidised by New Zealand Transport Agency Waka Kotahi, their requirements must be met to secure co-funding. Asset condition and safety are the key drivers for the programme and the aim is to minimise lifecycle costs.
- 3.7 Projects are identified in terms of the Roothing Activity Management Plan and are being done to ensure the levels of service identified in the LTP are met. Asset renewal projects are identified and programmed based on asset condition to ensure that lifecycle costs, and hence the cost to the community, are minimised.
- 3.8 In developing the programmes, a range of factors are taken into account. Asset condition is the main driver for renewal projects, however other key factors are community feedback, and the coordination of the work with other programmes (such as water main renewal, drainage improvements and Utility Provider undergrounding) especially when deciding which year, a particular work should be done. As asset deterioration is gradual there is some flexibility to bring forward or delay specific projects where required.
- 3.9 Inputs used to develop the programmes are condition rating and inspections, RAMM reports, reports from the maintenance contractor, crash records, network safety inspections, reviews of maintenance costs, feedback from the public via service requests

etc. All identified deficiencies are entered into a database, reviewed and then prioritised to fit within budget levels and to ensure they address a defined level of service issue.

- 3.10 Utility Authorities, the 3 Waters Team and the Greenspaces Teams are consulted to ensure there are no conflicts with their programmes and to identify possible synergies in the programmes.

### 3.11 Condition Assessment

To better understand the condition of the kerb and channel and footpath assets a condition rating is carried out every three years on these assets. The most recent rating was completed in 2022 to feed into the 2024/34 Rooding Asset Management Plan and the Long Term Plan. The next condition rating is due to be completed in 2025.

### 3.12 Kerb and Channel Replacement

Kerb and channel replacement is primarily focussed on the replacement of old-style dished channels which are in a poor or very poor condition. This is subject to the kerb and channel warranting replacement and meeting NZTA requirements. In many cases the footpath is replaced at the same time as the kerb and channel, however this only occurs where the footpath condition also warrants the renewal. Some old kerb and flat channels are in poor condition, and these will be included in the programme as required.

The kerb and channel replacement are prioritised district-wide and the condition of the channel must be such that replacing it is the lowest maintenance cost treatment. Waka Kotahi has reasonably strict requirements that have to be met in order for the work to qualify for financial assistance, such that the poor condition of the channel is resulting in damage to the carriageway due to water ingress. Replacement for aesthetic reasons only will not be approved by Waka Kotahi.

### 3.13 Footpath Renewals

This category is for the resurfacing and reconstruction of footpaths. The programme is determined by the footpath surface condition, and the purpose is to provide safe and comfortable footpaths and to minimise lifecycle costs.

As mentioned above all footpaths were condition rated in 2022. From this rating the worst condition streets were identified and inspected. From that inspection and taking into account community feedback and other programmes. Including the previous approved programme, the draft renewal programme has been developed.

The footpath renewal programme is coordinated with the kerb and channel programme to ensure the end of the footpath life coincides with the end of the kerb and channel life so replacement can be done at the same time. This offers more options to design a comprehensive street upgrade when the renewal takes place. The next condition rating assessment is due to be undertaken in 2025.

### 3.14 Minor Improvements Programme

For the minor improvement programme, safety is the main factor considered.

This programme has some flexibility and opportunities exist to carry out a range of safety related improvement works. The proposed programme includes a number of safety issues and concerns that have been raised through various avenues and feedback from the Board(s) is an important input in confirming this programme.

### 3.15 New Footpaths

This programme looks to install new footpaths in urban areas where there currently are none. A programme has been developed and prioritised and delivery of these new paths are continuing. The Programme for 2024/25 has been approved by Council and funding brought forward as part of the Long Term Plan to allow for both Lees Road (Kaiapoi) and East Belt (Rangiora) to be delivered in 2024/25.

It is also noted that staff are continuing to work through options with Council on the delivery of shared paths which had been previously agreed under the Transport Choices funding, which was subsequently withdrawn. This includes the Woodend to Ravenswood connection. Once the outcome of the National Land Transport Programme funding application is known, a further report will be taken to Council.

### **3.16 Public Transport Infrastructure**

There are no planned improvements within the Oxford-Ohoka ward area for public transport over the next 4 years.

## **4. ISSUES AND OPTIONS**

4.1. The draft programme was presented to the Community Board by way of memo (refer to attachment i.), and feedback will be considered, and if agreed it can be incorporated into the programme where possible. This will then be included within the report to the Utilities and Roading Committee when they consider approval of the programme in August 2024. This will allow for work to proceed promptly in September once the outcome of the National Land Transport Programme (NTLP) is known.

4.2. The indicative three-year programme for the following three years is more flexible and as it is reviewed annually to allow consideration of programme delays, any emerging issues and to provide an opportunity to make changes to this programme.

4.3. The following options are available to the Board:

#### **4.3.1. Option One – Endorse the Proposed Programme as Recommended:**

Feedback presented from this meeting will be incorporated into a revised programme, which will be presented to Utilities and Roading Committee for approval.

This is the recommended option as it allows the draft programme to be taken to Utilities & Roading Committee and for work to begin on planning / design for projects early in the new financial year.

#### **4.3.2. Option Two – Decline the Recommendation and ask Staff to make further changes:**

This is not the recommended option as staff have spent considerable time reviewing these programmes of works and confirming that this programme is not in clashes with other Council programmes.

### **4.4. Implications for Community Wellbeing**

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

The programmes contribute directly to public transport, safety and meeting levels of service, all of which have an impact of the Community.

4.5. 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.

Staff will liaise with Te Ngāi Tūāhuriri in regards to specific projects within the programme as required. Where individual projects are agreed upon, then the appropriate groups and residents will be consulted with.

### 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.

### 5.3. **Wider Community**

The wider community is likely to benefit from these safety improvements, improved infrastructure, and installation of shelters. Improved safety reduces the risk of harm to the public. Safety, Public transport and renewal of infrastructure supports the whole community.

Renewal of infrastructure results in a good level of service for the community and reduces the risk of failure which could put the Community at risk. Providing shelter at bus stops increases the appeal of catching the bus and reduces congestion for other road users.

Staff will communicate impacts with directly affected residents as required.

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

### 6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report. Programmes are set to meet budget allocations for each category.

This budget is included in the Long Term Plan. It is also noted that the budgets included in the attached proposed programme exclude inflation and that the Long Term Plan budget figures include inflation.

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

The recommendations in this report do have sustainability and/or climate change impacts. Providing good quality assets such as footpaths encourages alternate modes such as walking. Increased Public Transport use has the impact of reducing carbon emissions.

### 6.3. **Risk Management**

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

There is a risk that the programme may not meet expectations. This is mitigated by ensuring public feedback is taken into consideration when developing the programme.

The programme is also circulated to the Community Boards and feedback is sought.

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

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

Any contractors undertaking condition assessment or physical works contracts will be required to be SiteWise registered and meet minimum score requirements appropriate for the risk of the work being undertaken.

## 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**

The Land Transport Act is relevant to this matter.

### 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 safe environment for all.***

- Harm to people from natural and man-made hazards is minimised.

#### ***Transport is accessible, convenient, reliable and sustainable.***

- The standard of our District's roads is keeping pace with increasing traffic numbers.
- Communities in our District are well linked with each other, and Christchurch is readily accessible by a range of transport modes.
- Public transport serves our District effectively.

### 7.4. **Authorising Delegations**

The Oxford-Ohoka Community Board has delegation to receive this report. The Utilities & Roading Committee has the delegation to approve works that are within the Council budgets.



**Proposed Roading Capital Works Programme for Community Boards - 2024/25 and three indicative years**

Project Name	Side	Town	24/25	25/26	26/27	27/28
			Proposed Programme	Indicative Programme	Indicative Programme	Indicative Programme
<b>Kerb and Channel Renewal</b>						
Professional Fees			\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
Charles Street (Outside Paris for the Weekend)	West	Kaiapoi	\$ 20,000			
Alfred St (Victoria St - Ivory St)	South	Rangiora	\$ 45,000	-	-	
Ashgrove St (Seddon St - No.62)	East	Rangiora	\$ 120,000	-	-	
Akaroa Street (Hugh St - Ashley Pl )	Both	Kaiapoi	\$ 245,000	-	-	
Leech Pl (Bush St - end)	North	Rangiora	-	\$ 30,000	-	
Thorne Pl (Ivory St - end)	South	Rangiora	-	\$ 30,000	-	
Green St (Johns Rd - 22)	East	Rangiora	-	\$ 115,000	-	
Akaroa Street (Ashley Pl - Alpine Ln)	Both	Kaiapoi	-	\$ 140,000	-	
Seddon St (White St to Ayers St)	North	Rangiora	-	\$ 55,000	-	-
Seddon St (Kinley St to White St)	South	Rangiora	-	\$ 30,000	-	-
White St (Johns Rd - Palmer St)	East	Rangiora	-	\$ 40,000	-	-
Otaki St (Ohoka Rd - Broom St / no. 21)	East	Kaiapoi	-	-	\$ 70,000	-
Otaki St (Ohoka Rd - Broom St / no. 21)	West	Kaiapoi	-	-	\$ 135,000	-
Johns Rd (Green St - Bush St)	South	Rangiora	-	-	\$ 12,000	-
Johns Rd (Bush St - King St)	South	Rangiora	-	-	\$ 60,000	-
Denchs Rd (Southbrook Rd - New Life School)	North	Rangiora	-	-	\$ 50,000	-
Edward St, No. 14 - Wales St	East	Rangiora	-	-	-	\$ 165,000
Bush St (South Belt - no. 29 - Kindergarten)	West	Rangiora	-	-	-	\$ 125,000
Bush St (Charles St - Watson Pl)	West	Rangiora	-	-	-	\$ 45,000
Kingsbury Ave (Windsor Crt - Regent Ave) - V Channel	South	Rangiora	-	-	-	\$ 50,000
Other Commitments			\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
To be Allocated			\$ 10,907	\$ 907	\$ 113,907	\$ 55,907
<b>Value of Work Programmed</b>			\$ 560,000	\$ 570,000	\$ 457,000	\$ 515,000
<b>Total Available Budget (including fees)</b>			<b>\$ 570,907</b>	<b>\$ 570,907</b>	<b>\$ 570,907</b>	<b>\$ 570,907</b>

			24/25	25/26	26/27	27/28
Project Name	Side	Town	Proposed Programme	Indicative Programme	Indicative Programme	Indicative Programme
<b>Footpath Renewal</b>			<b>24/25</b>	<b>25/26</b>	<b>26/27</b>	<b>27/28</b>
Professional Fees			\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Alfred St (Victoria St - Ivory St) - with kerb & channel	South	Rangiora	\$ 25,000	-	-	-
Charles Street (outside Paris for the Weekend)	West	Kaiapoi	\$ 25,000	-	-	-
Princess Pl (Smith St - end)	East	Kaiapoi	\$ 47,000	-	-	-
Grove Pl (Kingsbury Ave - Rex Pl, including walkway)	East	Rangiora	\$ 27,000	-	-	-
Ashgrove St (Seddon St - No.62) - with kerb and channel	East	Rangiora	\$ 55,000	-	-	-
Akaroa Street (Hugh St - Ashley Pl ) - with kerb and channel	Both	Kaiapoi	\$ 102,000	-	-	-
Blackett Street (north-east quadrant at King Street roundabout - No. 216 King St )	North	Rangiora	\$ 15,000	-	-	-
Fraser Pl (No. 2 - end)	South	Rangiora	\$ 20,000	-	-	-
Ashley St (Jennings Pl - No. 71/73)	West	Rangiora	\$ 70,000	-	-	-
Parkhouse Dr (Treffers Ave-End)	West	Rangiora	\$ 53,000	-	-	-
Treffers Ave (Johns Rd - Parkhouse Dr)	West	Rangiora	\$ 30,000	-	-	-
Kippenberger Ave (East Belt - end)	North	Rangiora	\$ 60,000	-	-	-
Wilson Dr (Mill Rd - end)	East	Rangiora	\$ 35,000	-	-	-
Victoria St (No. 67 - Alfred)	West	Rangiora	-	\$ 22,000	-	-
Leech Pl (Bush St - end) - with kerb and channel	North	Rangiora	-	\$ 20,000	-	-
Green St (Johns Rd - No. 22) - with kerb and channel	East	Rangiora	-	\$ 40,000	-	-
Akaroa Street (Ashley Pl - Alpine) - with kerb & channel	Both	Kaiapoi	-	\$ 60,000	-	-
Kingsbury Ave (Windsor Crt- Regent Ave)	North	Rangiora	-	\$ 20,000	-	-
Seddon St (White St to Ayers St) - with kerb & channel	North	Rangiora	-	\$ 25,000	-	-
Seddon St (Kinley St to White St) - with kerb & channel	South	Rangiora	-	\$ 20,000	-	-
Williams Street (Beach to No 232)	East	Kaiapoi	-	\$ 10,000	-	-
Park St (High St - end)	West	Rangiora	-	\$ 40,000	-	-
Holcroft Crt (Seddon St- End)	Both	Rangiora	-	\$ 40,000	-	-
Courtenay Dr (Stone St - Williams St)	North	Kaiapoi	-	\$ 30,000	-	-
Burt St (Albert - Ashley)	Both	Rangiora	-	\$ 35,000	-	-
White St (Seddon St - Kingsbury Ave)	West	Rangiora	-	\$ 75,000	-	-
Upper Sefton Rd (no. 537- Railway St)	North	Sefton	-	\$ 35,000	-	-
Thorne Pl (Ivory St - end) - with kerb & channel	South	Rangiora	-	\$ 15,000	-	-
White St (Johns to Palmers) - with kerb & channel	East	Rangiora	-	\$ 20,000	-	-
Otaki St (Ohoka Rd to Broom St / no. 21) - with kerb & channel	West	Kaiapoi	-	-	\$ 40,000	-
Johns Rd (Green St - Bush St) - with kerb & channel	South	Rangiora	-	-	\$ 45,000	-
Johns Rd (Bush St - King St) - with kerb and channel	South	Rangiora	-	-	\$ 30,000	-
Blackett St (Ashley St to Railway)	North	Rangiora	-	-	\$ 20,000	-
Hewitts Rd (Appleton Pl - No. 27/29)	South	Woodend	-	-	\$ 50,000	-
Hewitts Rd (Woodglenn Dr - Appleton Pl)	South	Woodend	-	-	\$ 30,000	-
Fuller St (Peraki St - No. 65)	South	Kaiapoi	-	-	\$ 50,000	-
Buckleys Rd (45-63)	West	Rangiora	-	-	\$ 20,000	-
Denchs Rd (Southbrook Rd - New Life School) (Opp. Marshall Rd) - with kerb & channel	North	Rangiora	-	-	\$ 25,000	-

			24/25	25/26	26/27	27/28
Project Name	Side	Town	Proposed Programme	Indicative Programme	Indicative Programme	Indicative Programme
Edward St, No. 14 - Wales St	East	Rangiora	-	-	-	\$ 15,000
Bush St (Charles St - Watson Pl) - with kerb & channel	West	Rangiora	-	-	-	\$ 30,000
Bush St (South Belt - no. 29 - Kindergarten) - with kerb & channel	West	Rangiora	-	-	-	\$ 60,000
To be Allocated			\$ 6,061	\$ 63,061	\$ 260,061	\$ 465,061
<b>Value of Work Programmed</b>			\$ 604,000	\$ 547,000	\$ 350,000	\$ 145,000
<b>Total Available Budget (including fees)</b>			<b>\$ 610,061</b>	<b>\$ 610,061</b>	<b>\$ 610,061</b>	<b>\$ 610,061</b>

			24/25	25/26	26/27	27/28
Project Name	Side	Town	Proposed Programme	Indicative Programme	Indicative Programme	Indicative Programme
<b>Minor Improvement Projects</b>						
<b>Lighting</b>						
Oxford Lighting Deficiencies		Oxford	\$ 40,000	-	-	-
Oxford Lighting Deficiencies (includes carry-over from 2023/24)		Oxford	\$ 20,000	-	-	-
High Street Pedestrian Crossing Lighting		Rangiora	-	\$ 30,000	-	-
Easterbrook / Fernside Rd		Fernside	-	-	\$ 25,000	-
Harewood Rd / South Eyre Road		Oxford	-	-	-	\$ 25,000
Other Lighting Projects (TBC)		Oxford	-	-	-	-
<b>Intersection Improvements</b>						
Harleston Rd / Broad Rd Intersection		Sefton	\$ 50,000	-	-	-
South Eyre Rd / Browns Rd		Swannanoa	\$ 40,000	-	-	-
Tram Rd / Earlys Rd Splitter Island		West Eyreton	\$ 40,000	-	-	-
Swamp / Hodgsons / Stonyflat		Loburn	-	\$ 50,000	-	-
North Eyre Rd / Logan Road		Mandeville	-	\$ 50,000	-	-
Birch Hill Road / Bald Hills Road		Okuku	-	-	\$ 50,000	-
Easterbrook Rd / Fernside Rd		Fernside	-	-	\$ 50,000	-
Ashley Road / Summer Hill Road		Cust	-	-	-	\$ 50,000
Ashley Gorge Road / Glentui Bush		Glentui	-	-	-	\$ 50,000
Budget to be Allocated			-	\$ 30,000	\$ 30,000	\$ 30,000
<b>School Safety Project</b>						
Kaiapoi North School (includes carry-over from 2023/24)		Kaiapoi	\$ 90,000	-	-	-
Rangiora High School		Rangiora	\$ 50,000	-	-	-
Clarkville School (Carry Over)		Clarkville	\$ 40,000	-	-	-
Pegasus School (Solander Road)		Pegasus	-	-	\$ 40,000	-
Other School Projects (TBC)			-	\$ 25,000	\$ 20,000	\$ 50,000
<b>Speed Treatments</b>						
Cosgrove Street Traffic Calming		Kaiapoi	\$ 25,000	-	-	-
Oxford Speed Thresholds		Oxford	-	\$ 40,000	\$ 40,000	-
Other Speed Projects TBC			-	-	-	-
<b>Minor Works</b>						
Milton Ave Entrance to Rangiora - Speed Treatment		Rangiora	\$ 30,000	-	-	-
Speed Indicator Signage - Ground Sockets		Various	\$ 10,000	-	-	-
Ashley Street footpath outside cemetery		Rangiora	-	\$ 20,000	-	-
Soverign Palms & Arlington - Roundabout Signage		Kaiapoi	-	-	-	\$ 25,000
Ford Signage		Various	\$ 15,000	\$ 20,000	\$ 20,000	-
Blacket St Median		Rangiora	-	-	-	\$ 30,000
Other Minor Works			\$ 10,000	-	\$ 20,000	\$ 50,000

			24/25	25/26	26/27	27/28
Project Name	Side	Town	Proposed Programme	Indicative Programme	Indicative Programme	Indicative Programme
<b><u>Walking and Cycling Projects</u></b>						
East Belt Footpath (Grey View Pl to Kippenberger)		Rangiora	\$ 35,000	-	-	
Rangiora Roundabouts Pedestrian Improvements		Rangiora	\$ 40,000	\$ 20,000	\$ 20,000	-
King Street Pedestrian Cut-downs (at George St)		Rangiora	\$ 15,000	-	-	-
Pegasus Bay Cycle Trail - On Road Connections Signage		Various	\$ 10,000	-	-	-
Rangiora Town Centre Pedestrian Crossings		Rangiora	\$ 20,000	-	\$ 20,000	-
South Belt Pedestrian Refuge		Rangiora	\$ 25,000	-	-	-
South Belt - Ped Refuge (Btwn Southbrook / King St)		Rangiora	-	\$ 20,000	-	-
Woodend Footpath Improvements (widening)		Woodend	-	\$ 40,000	-	-
Pegasus Footpath Connections		Pegasus	-	\$ 30,000	-	-
Southbook Cycle Lane Safety Improvements - Delineation		Rangiora	-	-	\$ 20,000	-
Peraki St / Carew St Ped Cutdowns		Kaiapoi	-	-	\$ 15,000	-
Pegasus Cycle Lanes at roundabouts		Pegasus	-	-	\$ 20,000	\$ 50,000
Sneyd / Cosgrove St Ped Cutdowns		Kaiapoi	-	-	-	\$ 15,000
Other Walking & Cycling Projects			-	-	-	\$ 50,000
<b><u>Roadside Hazard Removal</u></b>						
Dixons Rd - Guardrail (RP1125) - includes carry over from 2023/24		Loburn	\$ 290,000	\$ 200,000	-	-
Dixons Rd - Bridge 2802 (RP2540)		Loburn	-	-	\$ 200,000	-
Upper Sefton Rd- Remove Concrete Headwall (RP9490)		Sefton Rural	-	-	-	\$ 200,000
<b><u>High Risk Intersection treatments</u></b>						
Oxford Road - Mertons Road - Plasketts Road			\$ 20,000			
South Eyre Road / Poyntz Road			\$ 20,000			
South Eyre Road / Two Chain			\$ 20,000			
Tram Road / No. 10 Road			\$ 20,000			
Tram Road / South Eyre Rd / Giles Road			\$ 40,000			
Depot Road / Woodstock Road			\$ 20,000			
Mill Road / Ashworths Road			\$ 20,000			
Two Chain Road / Swannanoa Road / Boundary Road / Main Drain Road			\$ 20,000			
Tram Road / Earlys Road			\$ 20,000			
To be allocated				\$ 200,000	\$ 180,000	\$ 180,000
<b><u>Cattle Underpass</u></b>						
Underpasses to be allocated			-	-	-	-
Budget to be Allocated			\$ 6,728	-	\$ 5,000	\$ 15,000
<b>Value of Work Programmed</b>			\$ 1,095,000	\$ 775,000	\$ 770,000	\$ 805,000
<b>Approved Annual Budget</b>			<b>\$ 1,101,728</b>	<b>\$ 775,000</b>	<b>\$ 775,000</b>	<b>\$ 820,000</b>

			24/25	25/26	26/27	27/28
Project Name	Side	Town	Proposed Programme	Indicative Programme	Indicative Programme	Indicative Programme
<b>New Footpaths</b>						
Lees Road (Williams St to west of Bayliss Dr)		Kaiapoi	\$ 135,000	-	-	-
East Belt (north of Wales to Coldstream)		Rangiora	\$ 155,000	-	-	-
Chinnerys Road (Reserve east entrance – Woodglen Dr) – west side		Woodend	-	-	\$ 70,000	-
Redwood Place (Start to end)		Oxford	-	-	\$ 30,000	-
Ranfurly Street (Dale St to Cridland St) – east side		Kaiapoi	-	-	-	\$ 60,000
Matai Place (Start to end)		Oxford	-	-	-	\$ 40,000
Knight Street (Start to end)		Oxford	-	-	-	-
Woodfield Place (Start to end)		Woodend	-	-	-	-
Church Street - Past Anglican Church		Rangiora	-	-	-	-
To be allocated			\$ 54,800	-	-	-
<b>Value of Work Programmed</b>			\$ 290,000	-	\$ 100,000	\$ 100,000
<b>Total Available Budget (including fees)</b>			<b>\$ 344,800</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
* 2024/25 footpath programme has been approved by Council						

			24/25	25/26	26/27	27/28
Project Name	Side	Town	Proposed Programme	Indicative Programme	Indicative Programme	Indicative Programme
<b>Bus Shelter Programme</b>						
Pegasus Main St near Motu - Real Time Display		Pegasus	\$ 15,000	-	-	
Northern Park and Ride (River Rd) - Real Time Display		Rangiora	\$ 15,000	-	-	
Kaiapoi Central Park and Ride - Real Time Display		Kaiapoi	\$ 15,000	-	-	
South Blt near Bush St - Real Time Display		Rangiora	\$ 15,000	-	-	
Kaiapoi South Park & Ride - Real Time Display		Kaiapoi	\$ 15,000	-	-	
Ohoka Rd (Kaiapoi High School) - north		Kaiapoi	\$ 20,000	-	-	
Ohoka Rd (Kaiapoi High School) - south		Kaiapoi	\$ 20,000	-	-	
Bush St (near Watson Pl)		Rangiora	-	\$ 20,000	-	
Main North Rd (near Hewitts Rd)		Kaiapoi	-	\$ 20,000	-	
Williams St (near Davies St)		Kaiapoi	-	\$ 20,000	-	
Main North Rd (near School Rd)		Woodend	-	\$ 20,000	-	
Pegasus Blvd near Pegasus Main St - Real Time Display		Pegasus	-	\$ 15,000	-	
West Belt at BUPA Retirement Home		Rangiora	-	\$ 20,000	-	-
Island Rd (near Barnard St)		Kaiapoi		\$ 20,000	-	
King St (near Seddon St)		Rangiora		\$ 20,000	-	
Pegasus Blvd near SH1		Pegasus		\$ 20,000	-	
Kaiapoi (opposite McDonalds) - Real Time Display		Kaiapoi			\$ 15,000	
Southbrook Rd (near Coronation St)		Rangiora	-	-	\$ 15,000	-
Williams St near Coups - east		Kaiapoi			\$ 20,000	-
Williams St near Ohoka Rd - east		Kaiapoi			\$ 20,000	-
Main North Rd near Holland Dr (east)		Kaiapoi			\$ 20,000	-
High St near King St (north)		Rangiora			\$ 20,000	-
Pegasus Blvd (north) - near infinity		Pegasus			\$ 20,000	-
Main North Road (near Williams Street) - 42260		Kaiapoi			\$ 20,000	
Main North Rd near Holland Dr (east)		Kaiapoi			\$ 20,000	
Adderly Tce near Sneyd St		Kaiapoi			\$ 20,000	-
Ashley St near Coldstream Rd (west)		Rangiora	-	-		\$ 20,000
Ashley St near River Rd (west)		Rangiora				\$ 20,000
Main North Rd (north of Woodend Rd (west)		Woodend				\$ 20,000
Main North Road (near Williams Street) - 42241		Kaiapoi				\$ 20,000
To be allocated			\$ 10,000	\$ 25,000	\$ 10,000	\$ 45,000
<b>Value of Work Programmed</b>			\$ 115,000	\$ 175,000	\$ 190,000	\$ 80,000
<b>Approved Annual Budget (including fees)</b>			<b>\$ 125,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 125,000</b>

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 / 240702106994**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 7 August 2024**AUTHOR(S):** Kay Rabe, Governance Advisor**SUBJECT:** Application to the Board's Discretionary Grant Fund 2024/25**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Chief Executive**1. SUMMARY**

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

Name of Organisation	Purpose	Amount requested
Oxford Football Club	Towards purchasing field marking paint	\$1,000
Oxford Community Trust	Towards catering costs for the Trust's Day Out event	\$750
<b>Total</b>		<b>\$1,750</b>

Attachments:

- i. An application from Oxford Football Club (Trim Ref: 240702106845).
- ii. An application from Oxford Community Trust (Trim Ref: 240717117601)
- iii. Spreadsheet showing the previous two years' grants.
- iv. Board funding criteria 2024/25 (Trim: +).

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

- (a) **Receives** report No. 240702106994.
- (b) **Approves** a grant of \$.....to the Oxford Football Club to purchase field marking paint to maintain the Junior and Senior pitches at Pearson Park and Cust Domain.

**OR**

- (c) **Declines** the application from the Oxford Football Club.
- (d) **Approves** a grant of \$.....to the Oxford Community Trust towards the catering costs for the Trust's Day Out event.

**OR**

- (e) **Declines** the application from the Oxford Community Trust.



### 3. **BACKGROUND**

- 3.1 The **Oxford Football Club** seeks funding to purchase field marking paint to maintain the Junior and Senior pitches at Pearson Park and Cust Domain.
- 3.2 The **Oxford Community Trust** is seeking funding to cover the catering costs for its Day Out event in October 2024.
- 3.3 The current balance of the Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund is \$4,932.

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

#### ***Oxford Football Club (the Club)***

#### 4.1 Information provided by the Club:

- 4.1.1 The Club was established in 2003 to provide opportunities for the communities of Oxford, Cust, West Eyreton, Sheffield, Springfield and Darfield to participate in Football. The Club is run by volunteers (Coaches, Managers, Committee, and Fundraising) and welcomes all who wish to join, regardless of age, skill, gender or ethnicity. The Club's teams play in local Saturday sporting fixtures as part of the Mainland Football League. The Club is based at Pearson Park in Oxford, where they use various pitches for all age groups, including two mini-pitches for very young players. Due to an increase in players, the Club is investigating moving some of its practices and matches to the Cust Domain.
- 4.1.2 The Club has commenced a programme of introductory team sports sessions within local junior schools. The Club is seeking funding to purchase field marking paint to maintain its pitch at Pearson Park and mark pitches at Cust Domain should it be successful in obtaining a lease to occupy. The marking will be essential for rural football in the Schools' Development Programme and the ethnic tournament to be held in October 2024.
- 4.1.3 The Club believes it is important for children to have access to affordable and accessible sports facilities and programmes within the Oxford area. By providing local facilities the Club hopes to increase the current low level of sports participation within rural schools and within the Oxford vicinity. It should be noted that ninety percent of the Club's members are from the Oxford Ohoka Ward.
- 4.1.4 The estimated cost for the field paint is \$1,728, and if this application is not successful, the Club and parents would need to keep fundraising. Rural fundraising is extremely challenging, and all the funds raised by volunteers are currently used for operational expenses. Rural Clubs face the same governance costs as urban clubs; however, they do not have the same local funding resource pool.

#### 4.2 Council Evaluation:

- 4.2.1 The application complies with the Board's Discretionary Grant criteria as it is from a local non-profit sports club. However, the Club requested \$1,000, which is higher than the general limit of \$750 usually considered by the Board. Nonetheless, the Board could consider granting more than \$750 in exceptional circumstances provided that detailed reasons for exceeding the present limit are provided.
- 4.2.2 The Club has previously received the following funding from the Board, and all Accountability Forms have been received.

<b>Date</b>	<b>Project</b>	<b>Funding</b>
August 2022	Uniforms for Junior Teams	\$500
May 2023	Purchase of new footballs	\$500
<b>Total</b>		<b>\$1,000</b>

### ***Oxford Community Trust (the Trust)***

#### 4.4 Information provided by the Club:

- 4.4.1 The Oxford Community Trust (the Trust) is a registered charitable trust established in 1994 to work alongside the Waimakariri Community Development Trust. However, since 2000, the Trust has operated independently and plays a key role in ensuring that community-based social services are provided in the Oxford area.
- 4.4.2 The Trust wishes to host a Day Out Event on 11 October 2024 to bring together all social service providers working and delivering social services in the Waimakariri and Hurunui Districts. The objective is for these people to network, interact, and get to know each other. Although these providers often work together to achieve positive outcomes for the districts, they seldom get to meet each other face-to-face. A similar event was hosted in 2021 and proved to be hugely successful.
- 4.4.3 The benefit for the participants who work on the front line with all sectors of our communities during stressful times in those people's lives. By bringing these providers together, they are able to share experiences and offer support and advice to others in the field, as well as collaborate and streamline systems, which will benefit clients. Some of the groups being invited to attend the event are Satisfy Food, Police, Wellbeing North Canterbury, Salvation Army and Comcare, all of which work in schools and homes around the districts.
- 4.4.4 The event is estimated to cost \$5,000 and is expected to draw approximately 80 participants, some from Christchurch and Hurunui. If this application is unsuccessful, the event will still take place.

#### 4.5 Council Evaluation:

- 4.5.1 The application for \$750 complies with the Board's Discretionary Grant criteria as it is from a not-for-profit organisation. Although the event is expected to draw approximately 80 participants, it is unclear from the application what percentage will be from the Oxford-Ohoka Ward.
- 4.5.2 Based on the viewpoint that social service providers serve the whole district and that any collaboration between the providers would benefit all communities, the Trust has requested \$750 from the Rangiora-Ashley, Kaiapoi-Tuahiwi, and Woodend-Sefton Community Boards, which will be considered during their August meetings. The Trust has also requested \$1,200 from the Creative Communities Scheme for this event.
- 4.5.3 The Trust has also previously received the following funding from the Board, and all Accountability Forms have been received.

<b>Date</b>	<b>Project</b>	<b>Funding</b>
December 2020	Towards hosting a Wellbeing Networking event (KTCB)	\$500
February 2021	Towards hosting a Wellbeing Networking event (OOCB)	\$500
	Towards hosting a Wellbeing Networking event (WSCB)	\$340
	Towards hosting a Wellbeing Networking event (RACB)	\$500
December 2021	Towards the purchase of a gazebo	\$500
<b>Total</b>		<b>\$2,340</b>

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

#### 4.7 **Implications for Community Wellbeing:**

There are social and cultural implications, as the Club and Trust provide opportunities for social interaction, which builds a sense of community. Participating in social events reduces feelings of isolation and encourages social connection.

4.8 The current balance of the Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund is \$4,932. If the applications are granted, the Board will have \$3,182 left for the remainder of the financial year.

4.9 The Management Team has reviewed this report.

### 5. **COMMUNITY VIEWS**

#### 5.1 **Mana Whenua**

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

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

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

#### 5.3 **Wider Community**

The wider community will likely be interested in the report's subject, as sports and social events encourage social interaction, which builds a sense of mental health and contributes to community well-being.

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

#### 6.1 **Financial Implications**

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

6.1.2 The current balance of the Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund is therefore \$4,932. If the applications are granted, the Board will have \$3,182 left for the remaining eleven months of the financial year.

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

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

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

#### 6.3 **Risk Management**

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

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

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

## 7. **CONTEXT**

### 7.1 **Consistency with Policy**

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

### 7.2 **Authorising Legislation**

Not applicable.

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

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

### 7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

## Groups applying for Board Discretionary Grants 2023/2024

Name of group: Oxford Football Club

Address: [REDACTED]

Contact person within organisation: Keith Gilby

Position within organisation: President

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)

Purchase of field marking paint to maintain Junior and Senior pitches at Pearson Park and Cust Domain, as well as to maintain pitches at Junior schools as part of our Rural Football in Schools Development Program. The paint will also provide for a Waimak Council supported ethnic tournament in October and a Summer 5 aside competition in Oxford. Note: Oxford FC have commenced a program of introductory team sports sessions within local junior schools. We have canvassed teachers/children at the schools whether they are part of a sports club or regularly play in a team. Less than 10% say they do, despite the national average being 79% for tamariki. We are currently seeking support at regional and national level to fund a local project to provide rural school children with local access to satellite community based sports options.

What is the timeframe of the project/event date? 2024

Overall cost of project: \$1,728.00 (paint) Amount requested: \$1,000

How many people will directly benefit from this project? >1,000

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

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

Preschool  School/youth  Older adults  Whole community/ward

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

Oxford-Ohoka 90% Rangiora-Ashley \_\_\_\_\_% Woodend-Sefton \_\_\_\_\_% Kaiapoi-Tuahiwi \_\_\_\_\_%

Other (please specify): Wider region 10%

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

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

As a community group, and as parents, we'll keep fundraising until we have affordable and accessible sports facilities for our children within the district.

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

Access to affordable and accessible sports facilities and programs within Oxford.

What is the benefit(s) to your organisation?

Rural community fundraising is extremely challenging. Clubs in rural communities face the same governance costs as urban clubs, yet they do not have the same local funding resource pool. Volunteer fundraising is directly for operational cashflow, whereas this type of grant allows for investment in development projects.

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

Together, we can start to turn around a very low level of sports participation within our schools and provide for ongoing accessible sports year round.

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.

Rural community fundraising is extremely challenging. Clubs in rural communities face the same governance costs as urban clubs, yet they do not have the same local funding resource pool. Volunteer fundraising is directly for operational cashflow, whereas this type of grant allows for investment in development projects.

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

If yes, please supply details:

The Ox-Oh Board has kindly provided grants towards new balls and shirts over the last two years.

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: Keith Gilby

Date: 02 July 2024

**Oxford Football Club**  
 Account Number : C24410  
 Att: Keith  
[president@oxfordfc.co.nz](mailto:president@oxfordfc.co.nz)

**QUOTE**  
 Page: 1 of 1  
 Date: 29/4/2024

Code	Description (Product & Size)	Colour	Qty	Account price Excl GST Per Item	Total Exclusive Price
7860210	Grass Marking Paint White 10L	White	20	\$83.90	\$1678.00
	Paintwise		200	\$0.25	\$50.00

<b>TOTAL EXCL GST</b>	<b>\$1728.00</b>
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**OXFORD FOOTBALL CLUB INCORPORATED (1475575)****Statement of Receipts and Payments****For the Year from 01 November 2022 to 31 October 2023**

<u>Per 2022 Accounts</u>	<u>Per 2022 Xero</u>		<u>Oct-23</u>
<u>Oct-22</u>	<u>Oct-22</u>		
<b>OPERATING RECEIPTS (INCOME)</b>			
<b>Donations, Fundraising &amp; other similar Receipts</b>			
\$ -	\$ -	Fundraising receipts - BBQ	\$ 503.50
\$ -	\$ -	Sponsorship	\$ -
\$ 250.00	\$ 250.00	Donations	See Note 4 \$ 16,961.87
\$ 4,275.00	\$ 4,275.00	Grant Funding	See Note 2b \$ 13,755.20
		Less Grant Refund	See Note 2b -\$ 375.82
\$ 92.00	\$ 92.00	Other Cash Income - Petty Cash Tin Dissolution	\$ -
<b>\$ 4,617.00</b>	<b>\$ 4,617.00</b>		<b>\$ 30,844.75</b>
<b>Fees &amp; Subscriptions from Members</b>			
\$ 3,232.30	\$ 3,232.30	Senior Player Membership Fees	\$ 3,800.00
\$ 3,709.60	\$ 3,709.60	Intermediate Player Membership Fees	\$ 1,920.00
\$ 4,179.45	\$ 4,179.45	Junior Player Membership Fees	\$ 2,000.00
-\$ 150.00	-\$ 150.00	Membership Refunds	-\$ 4,373.29
\$ 10,971.35	\$ 10,971.35	Total Membership Fees	\$ 3,346.71
\$ 6.00	\$ 6.00	Stripe Fee Recovery	\$ 272.25
<b>\$ 10,977.35</b>	<b>\$ 10,977.35</b>		<b>\$ 3,618.96</b>
<b>Receipts from Providing Goods or Services</b>			
\$ 455.00	\$ 455.00	Merchandise - Socks, etc	\$ -
\$ 50.00	\$ 50.00	Photographs	\$ -
<b>\$ 505.00</b>	<b>\$ 505.00</b>		<b>\$ -</b>
<b>Interest Receipts</b>			
\$ 95.97	\$ 95.97	Interest Received Savings Account 03	\$ 742.98
-\$ 31.70	-\$ 31.70	Residential Withholding Tax on Interest	-\$ 245.20
<b>\$ 64.27</b>	<b>\$ 64.27</b>		<b>\$ 497.78</b>
<b>\$ 16,163.62</b>	<b>\$ 16,163.62</b>	<b>TOTAL OPERATING RECEIPTS (INCOME)</b>	<b>\$ 34,961.49</b>



<b>OPERATING PAYMENTS (EXPENSES )</b>			
<b>Per 2022 Accounts</b>	<b>Per Xero 2022</b>		
		<b>Payments Related to Public Fundraising</b>	
\$ -	\$ -	Advertising	\$ -
\$ -	\$ -	Fundraising Expenses	\$ -
<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
		<b>Volunteer and Employee Related Payments</b>	
\$ -	\$ -	Entertainment - Committee Dinner	\$ 278.88
\$ -	\$ -	Gifts	\$ -
\$ 201.46	\$ 201.46	Prize Giving Day	\$ 473.20
\$ -	\$ -	Refreshments/After Match Hospitality	\$ -
<b>\$ 201.46</b>	<b>\$ 201.46</b>		<b>\$ 752.08</b>
		<b>Payments Related To Providing Goods or Services</b>	
\$ 140.00	\$ 140.00	Team Photos and General Prizegiving Shots	\$ -
<b>\$ 140.00</b>	<b>\$ 140.00</b>		<b>\$ -</b>
\$ -	\$ -	<b>Grants &amp; Donations Paid</b>	
		<b>Other Operating Payments</b>	
\$ 338.67	\$ 338.67	Auditor Fees	\$ 393.33
\$ 5.00	\$ 5.00	Bank Fees & Charges	\$ 5.00
\$ -	\$ -	Business Membership	\$ 40.00
\$ 24.07	\$ 24.07	POLI/Stripe Transaction Fees	\$ 442.19
\$ 608.35	\$ 608.35	Sporty CRM Subscription	\$ 608.35
\$ 324.33	\$ 324.33	Xero Software Fees	\$ 687.47
\$ 238.49	\$ 238.49	Certificates	\$ 281.02
\$ -	\$ -	Container Repairs	\$ 121.17
\$ -	\$ 1,114.46	Depreciation	See Notes 1 & 2 \$ 6,032.59
\$ -	\$ -	Depreciation Adjustment Prior Years 2021 & 2022	See Note 1d \$ 1,269.06
\$ 673.60	\$ 673.60	Engraving & Trophies	\$ 941.00
\$ -	\$ -	Equipment	See Note 5 \$ 3,220.12
\$ 114.84	\$ 114.84	Field Maintenance - Paint	\$ 130.84
\$ -	\$ -	Insurance	\$ -
\$ -	\$ -	Miscellaneous/General Expenses	\$ 89.30
\$ -	\$ -	Postage/Stationery/Inks (PO Box Renewal)	\$ -
\$ -	\$ -	Venue Hire	\$ 445.20
\$ -	\$ -	Signage	\$ -
\$ 5,037.00	\$ 5,037.00	Team Levies - Mainland Football	\$ 6,609.05
\$ -	\$ -	Penalties - Mainland Football	\$ -
\$ -	\$ -	Team Levies - Waimak United	\$ -
\$ -	\$ -	Team Uniforms	\$ 607.50
\$ 98.34	\$ 98.34	Domain Name renewal	\$ 170.55
<b>\$ 7,462.69</b>	<b>\$ 8,577.15</b>		<b>\$ 22,093.74</b>
<b>\$ 7,804.15</b>	<b>\$ 8,918.61</b>	<b>TOTAL OPERATING PAYMENTS (EXPENSES)</b>	<b>\$ 22,845.82</b>
<b>\$ 8,359.47</b>	<b>\$ 7,245.01</b>	<b>OPERATING SURPLUS/(DEFICIT) FOR YEAR</b>	<b>\$ 12,115.67</b>
\$ -	\$ -	Transfer In from Account 01	\$ 240.00
\$ -	\$ -	Transfer In from Account 02	\$ 1,905.00
\$ -	\$ -	Transfer In from Account 03	\$ 12,000.00
\$ 250.00	\$ 250.00	Transfers Out to Account 01	\$ -
\$ -	\$ -	Transfers Out to Account 02	\$ -
\$ 4,000.00	\$ 4,000.00	Transfers Out to Account 03	\$ 17,145.00
<b>\$ 4,109.47</b>	<b>\$ 2,995.01</b>	<b>TOTAL SURPLUS/(DEFICIT) FOR YEAR</b>	<b>\$ 9,115.67</b>
\$ -	\$ -	Add Capital Receipts (if any )	\$ -
\$ 4,337.00	\$ 4,337.00	Less Capital Payments (Portable Goals & Veo Cam System)	\$ 15,627.00
		Addback Expenses not yet paid for - Accounts Payable	\$ 279.35
	\$ 1,114.46	Addback Non Cash Expenses - Depreciation	\$ 6,032.59
<b>\$ 4,022.47</b>	<b>\$ 4,022.47</b>	<b>INCREASE/DECREASE IN BANK ACCOUNTS</b>	<b>\$ 2,800.61</b>
\$ 11,204.88	\$ 11,204.88	<b>BANK ACCOUNTS &amp; CASH AT BEGINNING OF THE YEAR</b>	<b>\$ 15,227.35</b>
<b>\$ 15,227.35</b>	<b>\$ 15,227.35</b>	<b>BANK ACCOUNTS &amp; CASH AT END OF THE YEAR</b>	<b>\$ 18,027.96</b>

**Represented By :-**

<u>Per 2022 Accounts</u>	<u>Per Xero 2022</u>	<u>00. Kiwibank Cheque Account -Transaction Summary</u>		
\$ 2,504.62	\$ 2,504.62	Opening Balance - 1 Nov	\$ 1,712.82	
\$ 15,749.35	\$ 15,749.35	Add: Income	\$ 34,961.49	(note2b)
		Less Income paid to Account 01	\$ -	
		Less Income paid to Account 02	-\$ 1,415.00	
		Less Income paid to Account 03	-\$ 384.00	
-\$ 7,954.15	-\$ 7,954.15	Less: Expenses	-\$ 22,845.82	
\$ -	\$ -	Addback Non Cash Expenses - Depreciation	\$ 6,032.59	
\$ -	\$ -	Addback Expenses paid from 02 account	\$ -	
-\$ 4,337.00	-\$ 4,337.00	Less Capital Payments (Portable Goal & Veo Cam System)	-\$ 15,627.00	
\$ -	\$ -	Add Transfers In from 01	\$ 240.00	
\$ -	\$ -	Add Transfers In from 02	\$ 1,905.00	
\$ -	\$ -	Add Transfers In from 03	\$ 12,000.00	
-\$ 250.00	-\$ 250.00	Less Transfers Out to 01	\$ -	
\$ -	\$ -	Less Transfers Out to 02	\$ -	
-\$ 4,000.00	-\$ 4,000.00	Less Transfers Out to 03	-\$ 17,258.78	
\$ -	\$ -	Less: Creditor Reversal	\$ -	
\$ -	\$ -	Addback: Creditors	\$ 279.35	
\$ -	\$ -	Less: Debtors (non payment of fees)	\$ -	
\$ -	\$ -	Plus: Petty Cash Decrease	\$ -	
<b>\$ 1,712.82</b>	<b>\$ 1,712.82</b>	<b>Closing Balance - 31 Oct</b>	<b>-\$ 399.35</b>	
		<b>01.Football in Schools Development Account (Was Floodlight Fund Account) Balance</b>		
\$ -	\$ -	Opening Balance - 1 Nov	\$ 250.00	
\$ -	\$ -	Transfer to Cheque Account 00	-\$ 240.00	
\$ 250.00	\$ 250.00	Transfer from Cheque Account 00	\$ -	
<b>\$ 250.00</b>	<b>\$ 250.00</b>	<b>Closing Balance - 31 Oct</b>	<b>\$ 10.00</b>	
		<b>02 Football for All ( Was Sponsorship Account) Balance</b>		
\$ -	\$ -	Opening Balance - 1 Nov	\$ 500.00	
\$ 500.00	\$ 500.00	Donation Received - Z Rangiora	\$ 915.00	
		Grant Received - Waimakariri District Council	\$ 500.00	
\$ -	\$ -	Transfer to Cheque Account	-\$ 1,905.00	
<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>Closing Balance - 31 Oct</b>	<b>\$ 10.00</b>	
		<b>03. OFC Savings Account Balance -Transaction Summary</b>		
\$ 8,700.26	\$ 8,700.26	Opening Balance - 1 Nov	\$ 12,764.53	
\$ 95.97	\$ 95.97	Add: Interest Savings Account	\$ 629.20	
-\$ 31.70	-\$ 31.70	Less Resident Withholding Tax Deducted from Interest	-\$ 245.20	
\$ -	\$ -	Add Grants	\$ -	
\$ -	\$ -	Add: Fundraising money made	\$ -	
\$ -	\$ -	Less: Money transferred to 00 account	-\$ 12,000.00	
\$ 4,000.00	\$ 4,000.00	Add Money Transferred in from 00	\$ 17,258.78	
<b>\$ 12,764.53</b>	<b>\$ 12,764.53</b>	<b>Closing Balance - 31 Oct</b>	<b>\$ 18,407.31</b>	
<b>\$ 15,227.35</b>	<b>\$ 15,227.35</b>	<b>TOTAL BANK ACCOUNTS &amp; CASH AT END OF THE YEAR</b>	<b>\$ 18,027.96</b>	

**OXFORD FOOTBALL CLUB INCORPORATED**  
**STATEMENT OF RESOURCES AND COMMITMENTS**  
**( BALANCE SHEET )**

**As At 31 October 2023**

**SCHEDULE OF RESOURCES ( ASSETS )**

<u>Per 2022 Accounts</u>	<u>Per Xero 2022</u>			
		<b>Bank Accounts And Cash</b>		
\$ 1,712.82	\$ 1,712.82	Kiwi Bank Cheque A/c	\$	869.71
\$ 250.00	\$ 250.00	Football For All ( Was Floodlight A/c)	\$	10.00
\$ 500.00	\$ 500.00	Football in Schools Development (Was Sponsors Account)	\$	10.00
\$ 12,764.53	\$ 12,764.53	Savings A/c	\$	18,407.31
\$ -	\$ -	Petty Cash	\$	-
<u>\$ 15,227.35</u>	<u>\$ 15,227.35</u>		<u>\$</u>	<u>19,297.02</u>
		<b>Other Resources - Fixed Assets</b>		
\$ 7,959.23	\$ 7,959.23	Club Storage Container Note 1b	\$	7,959.23
-\$ 1,262.08	-\$ 2,287.78	Less Accumulated Depreciation on Container	-\$	2,854.93
\$ 4,337.00	\$ 4,337.00	Club Playing Kit and Equipment	\$	4,337.00
-\$ 240.94	-\$ 484.30	Less Accumulated Depreciation	-\$	3,065.61
\$ -	\$ -	Pitch Equipment	\$	10,852.00
\$ -	\$ -	Less Accumulated Depreciation	-\$	1,817.71
\$ -	\$ -	Veo Cam System	\$	4,775.00
\$ -	\$ -	Less Accumulated Depreciation	-\$	1,066.42
<u>\$ 10,793.21</u>	<u>\$ 9,524.15</u>	(See also Note on Auditors Report )	<u>\$</u>	<u>19,118.56</u>
<u>\$ 26,020.56</u>	<u>\$ 24,751.50</u>	<b>TOTAL RESOURCES (NET ASSETS)</b>	<u>\$</u>	<u>38,415.58</u>

**SCHEDULE OF COMMITMENTS (LIABILITIES)**

<u>Per 2022 Accounts</u>	<u>Per Xero 2022</u>			
		<b>Monies Payable</b>		
\$ -	\$ -	Trade Creditors-Unpaid Invoices	\$	279.35
\$ -	\$ -	Other Liabilities	\$	-
<u>\$ -</u>	<u>\$ -</u>			<u>\$ 279.35</u>
<u>\$ 26,020.56</u>	<u>\$ 24,751.50</u>	<b>NET ASSETS</b>		<u>\$ 38,136.23</u>

<u>Per 2022 Accounts</u>	<u>Per Xero 2022</u>			
		<b>EQUITY</b>		
\$ 8,359.47	\$ 8,359.47	Current Year Earnings	\$	12,115.67
-\$ -	-\$ 1,114.46	2022 Depreciation now deducted		
	\$ 7,245.01	2022 Profit now reported by Xero		
\$ 11,204.88	\$ 17,506.49	Retained Earnings		
-\$ 4,337.00	\$ -	Less Expenditure - Uniforms		
\$ 10,793.21	\$ -	Club Fixed Assets Register		
<u>\$ 17,661.09</u>	<u>\$ 17,506.49</u>	<b>Total Retained Earnings</b>		

**Retained Earnings**

Per Published Accounts 2021	\$ 17,661.09	
Add Profit per Accounts 2022	\$ 8,359.47	
<b>Retained Earnings 2022 Xero</b>	<u>\$ 26,020.56</u>	\$ 26,020.56
(See also Note on Auditors Report )		
Depreciation Adjust shown in 2023 year	-\$ 1,269.06	See Note 1d
<b>Retained Earnings 2022 Xero</b>	<u>\$ 24,751.50</u>	

<u>\$ 26,020.56</u>	<u>\$ 24,751.50</u>	<b>Total Equity</b>	<u>\$ 38,136.23</u>
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**Notes To the Accounts****1. Changes to Accounting Methods**

a) In prior years Depreciation was calculated on a Straight Line Basis but NOT shown in the Income & Expenditure Report which was prepared on a Cash Basis only. Only shown as a Note to the Accounts

b) For the current 2023 year assets have been depreciated using Xero Asset Module and on a Diminishing Value Basis

c) Xero has reworked the Depreciation for all assets for both 2021 & 2022 Years

In doing so Xero has now changed the Profits and Reporting for prior years by deducting depreciation 2021 \$1,657.62 and 2022 Year \$1,114.46 Total Xero Adjustments \$2,772.08

<b><u>d) 2022 Retained Earnings Brought Forward Recalculated</u></b>		<b><u>Depreciation Adjustment</u></b>
Actual Accounts Presented 2022	\$ 17,661.09	
Addback 2022 Depreciation included in Accounts	\$ 1,503.02	\$ 1,503.02
Less Xero Recalculated Depreciation 2021	-\$ 1,657.62	-\$ 1,657.62
Xero Retained Earnings B/fwd 2022	\$ 17,506.49	
2022 Profit Reported per Presented Accounts	\$ 8,359.47	
(Note no allowance for Depreciation )		
Less Xero Recalculated Depreciation 2021	-\$ 1,114.46	-\$ 1,114.46
Xero Recalculated Profit 2022	\$ 7,245.01	-\$ 1,269.06
<b>2022 Xero Recalculated Retained Earnings Brought Forward</b>	<b>\$ 24,751.50</b>	

This depreciation adjustment \$1269.06 is shown as an Expense in the Revised 2023 Statement of Income & Expenses above.

**2. Assets**

Assets have now been depreciated in Xero Asset Module on a diminishing value basis

Assets purchased during the year were a pair Full sized portable Continental Goals \$10,852 and Veo Cam System \$4,775 (See also Note on Auditors Report )

**3. Grants Received During the year**

a) Aotearoa Gaming Trust (for new portable goals )	\$ 10,000.00
Less Refunded Aotearoa Gaming Trust	-\$ 375.82
	\$ 9,624.18
b) Ohoka Board Paid Directly to Football for All Account	\$ 500.00
c) Malvern Vet ClubInc - towards Junior Entry Fees	\$ 3,255.20
<b>Total Grants</b>	<b>\$ 13,379.38</b>

**4. Donations Received During the Year**

Ashley Industrial Estate	\$ 250.00
Challenge Oxford	\$ 500.00
Christchurch Casino	\$ 500.00
Christchurch Holiday Homes	\$ 250.00
Fonterra	\$ 5,000.00
Grey Ghost Ltd - First Kicks Donation	\$ 500.00
Mainpower Ltd	\$ 2,000.00
NZ Football Foundation - NZFF World Cup Lottery	\$ 590.00
Oxford Early Learning Centre	\$ 500.00
Oxford Lions - Junior Football	\$ 1,000.00
Oxford Pharmacy	\$ 1,000.00
Super Liquor - Donations Senior Team	\$ 500.00
Z Petrol Rangiora - Good in the Hood	\$ 915.00
	\$ 13,505.00
Others - Early Bird Specials Subs donated also for old shirts	\$ 3,456.87
<b>Total Donations</b>	<b>\$ 16,961.87</b>

The Club thanks everyone for their generous donations

**5. Equipment Expense**

Annear	Ice Packs/ Pump Needles	\$ 131.80
Canterbury Sports Wholesale	Senior Team Balls & Equip	\$ 775.10
Discount Safety Signs	Container Ball Crate Sign	\$ 59.85
Mr K J Gilby	Senior Team Pop Up Shelter	\$ 159.00
Mr K J Gilby	Reimbursement Purchase Football	\$ 521.25
Paul Dillon	Goalkeeping Gloves	\$ 48.75
Paul Dillon	Referee Cards & Wallet	\$ 39.00
Perennial Sports & Turf	Bazooka pop up goals	\$ 1,485.37
	<b>TOTAL EQUIPMENT SPEND</b>	<b>\$ 3,220.12</b>

**DISCLAIMER**

**Accountant's Statement & Disclaimer**

The attached statements have been audited from information and instructions furnished to us

A compilation is limited to the collection, classification and summarisation of financial information supplied by OXFORD FOOTBALL CLUB INCORPORATED

Further, the statements have been prepared at the request of and for the purposes of OXFORD FOOTBALL CLUB INCORPORATED and neither we nor any of our employees accept any responsibility on any ground whatsoever, including liability in negligence, to any other person.

Dave Trayner  
Accountancy Task Force Limited

Dated 31/01/2024



## **Accountancy Task Force Limited**

9a Bay Road  
Oxford  
Ph/Fax : 03-312-4878  
Email : atfoxford@outlook.com

Oxford Football Incorporated  
P.O. Box 45  
Oxford 7443

02/02/2024

### **REVIEWERS REPORT TO MEMBERS**

Thank you again for our appointment as Reviewer to the club

### **Accounts for 12 Months Period to 31 October 2023**

To the readers of the Financial Statements of the Oxford Football Incorporated

### **REVIEWERS REPORT**

As a Reviewer I have a fiduciary duty to focus my report on the Clubs Financials. Other aspects of the Clubs operation, membership numbers, community involvement etc are outside of that remit. However, it is very pleasing to see they are in great shape as will be revealed in the other pages of the Annual Report, being Chairmans Report and the Statement of Service Performance.

### **Income**

The Oxford Football Club Inc has changed it's business model from prior years by offering Fee Free Registrations for children under 16. This has impacted on Members Subscriptions down being \$3,619 for 2023 compared to \$10,977 in 2022. This was partly offset by Donation of \$2000 from Mainpower, as part of their encouragement of removing barriers to sport.

Those members who had already paid as Early Bird Specials were able to choose to have their fee refunded or to give it as Donations of \$3,457 to the Club. In future years however this will not happen as with Fee Free Registrations no monies will be received.

In addition, the Club received Donations from other parties totaling \$13,505 so total donations were \$16,962 compared to 2022 total \$250.

Grants Received also increased to \$13,379 for 2023, compared to \$4,275 in 2022. Of which \$9.624 was from Aotearoa Trust towards Portable Goals.

**Overall Income for 2023 was \$34,961. 2022 was \$16,163.  
An outstanding achievement as Income has doubled !!  
Which has resulted in a Profit of \$12,116; in 2022 was \$7,245.**

### **Recommendation**

That the Club should also consider ways to generate other regular income streams so that whilst pursuing Grants and Receiving Donations are fine, they cannot be relied upon as a regular source of income.

**Expenses**

Total \$22,846 for 2023 (2022 \$7,245) an increase of 215 %

Major items were : -

Depreciation \$6,033 compared to Revised 2022 Accounts total \$1,114

Adjustment \$1,269 to record Depreciation Adjustment in Xero for 2021 & 2022

Equipment \$3,220 (2022 \$ Nil) – Details are given in Note 5 to the Accounts.

Venue Hire \$ 445 (2022 \$Nil ) – Hire of venues to play indoors due to weather

Team Uniforms\$607(2022 \$ Nil ) – Committee polo shirts & goalkeepers jersey

**Reimbursement of Expenses**

The Club has a very robust policy for the processing and approval of expense claims. It was noted however that a very small number of expenses claims forms namely 6 only did not include original copy vouchers to verify the claim. These have now been corrected and verified. In all other cases the procedure had been applied correctly.

**Capital Expenses**

Total \$15,627 (2022 \$4,337 ) See Note 2 to Accounts - Purchase of pair of full sized continental portable goals \$10,852 and Veo Cam System \$4,775

**Fixed Assets**

The Club changed it's method of Depreciation to Diminishing Value (as recommended in my report last year). The Xero Asset program however when implementing this change, inadvertently changed the reporting for prior years 2021 & 2022 also.

Resulting in different Profit totals for those years from those actually reported at AGMs.

Accordingly, the Statement of Resources and Commitments this year shows 3 columns of figures. Being Actual 2022 Year Accounts totals as previously reported at last year's AGM.

Revised Xero 2022 Year Accounts now reported by Xero

And 2023 Actuals to incorporate adjustments to arrive at same totals for Xero reporting of 2023.

The Difference being a Depreciation Adjustment for prior years 2021 & 2022 to Retained Earnings of \$(1,269)

As per the Notes to the Accounts 1 a – d & 2.

**Outcome**

The club has ended the 2023 year with a very healthy cash surplus of \$19,697

Comprising

Profit \$12,116 and adding back Depreciation \$7,302 and Creditors \$279 Total \$19,697

Of which \$15,627 was used to purchase portable goals and Veo Cam System

Leaving a surplus of \$4,070 increase in bank accounts

**Bank Accounts**

The Club has renamed its bank accounts as follows

Old Name	New Name	Opening Balance	Closing Balance	Increase (Decrease)
OFC Cheque	OFC Cheque	\$ 1,712.82	\$ 869.71	\$ ( 843.11 )
OFC Savings	OFC Savings	\$12,764.53	\$18,407.31	\$5,642.78
Sponsorship Account	Football for All	\$ 500.00	\$ 10.00	\$ (490.00)
Floodlight Fund Account	Football in Schools	\$ 250.00	\$ 10.00	\$ (240.00)
	<b>Totals</b>	<b>\$15,227.35</b>	<b>\$19,297.02</b>	<b>\$4,069.67</b>

**Transfers Between Bank Accounts**

These were originally incorrectly recorded in Xero as being Receive Money and Spend Money with ledger accounts being set up for the purpose, as Income and Expenses.

Transfers between bank accounts do not result in an additional income or expense for the club as essentially you are only moving your own money around.

Instead, these should have been recorded as being Transfers in Xero when reconciling the bank account. This has now been corrected.

**Recommendation**

That further training on Xero be undertaken using their excellent modules to be found under help Located by clicking on ? top right of screen then Learn Xero on pop up menu will direct you various self-paced learning modules.



## **Summary Reviewers Report**

We have completed the review of the attached financial statements. The financial statements provide information about past financial performance of the Oxford Football Incorporated and its financial position at 31 October 2023.

Oxford Football Incorporated is registered as an Incorporated Society No 1475575.

It is my responsibility as Reviewer to express an opinion on the financial statements as presented.

### **Basis of Opinion**

A Review consists of examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements.

I conducted my Review in accordance with generally accepted auditing standards in New Zealand except that my work was limited as below.

I planned and performed my Review so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error.

Though the purpose of the Review is not to detect fraud.

In forming my opinion I also evaluated the overall adequacy of the presentation of the information in the financial statements.

Other than in my capacity as accountant and reviewer I have no relationship with or interests in the club.

### **Qualified Opinion**

As the matters raised in my letter above which have now been corrected in the set of Financial Accounts presented there is no need for me to qualify my opinion of the accounts.

It is pleasing to see the Club has a very comprehensive set of policies to cover most situations.

In my opinion the attached financial statements fairly reflect the results of operations for the period ended 31 October 2023.

In my opinion the financial statements fairly reflect the financial position of the Oxford Football Incorporated as at 31 October 2023.

Accountancy Task Force Limited

Director *Dave Trayner* ATBA

## Groups applying for Board Discretionary Grants <sup>50</sup> 2023/2024

Name of group: Oxford Community Trust

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: [REDACTED]

Contact phone number: [REDACTED]

Email: [REDACTED]

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

The Oxford Community Trust's Day Out has been designed to include social service providers working and delivering services in the Waimakariri and Hurunui districts. The purpose of the project is to bring together as many providers as possible to let these individuals meet and interact with other providers that they often collaborate with but never get to meet in person. The Objective of this day for the social service providers is to get to know one another while participating in activities in a friendly and creative environment. The event took place in 2021 and proved to be hugely successful. This fund will be used to make a partial payment towards catering for food and refreshments. Venue hire and entertainment inclusive of activities will be paid from funds raised by selling tickets to invitees.

What is the timeframe of the project/event date? 11 October 2024

Overall cost of project: 5000.00

Amount requested: \$750.00

How many people will directly benefit from this project? 80

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

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

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

Oxford-Ohoka 100 %    Rangiora-Ashley 100 %    Woodend-Sefton 100 %    Kaiapoi-Tuahiwi 100 %

Other (please specify): Christchurch and Hurunui

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?

Those invited to this event are the people who work on the front line with members of our community during a difficult time. The event's purpose is to allow these workers to have time away from their work but use this opportunity to learn more about their colleagues and others working in the same environment. This relationship-building will eventuate into streamlined collaborations that will benefit clients.

What is the benefit(s) to your organisation?

51

Our objective is to use this opportunity to strengthen our relationship with providers and build on that relationship in such a way that it will bring services into Oxford. The Oxford community will be the ones benefitting from having more social services in the Oxford area.

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

Satisfy Food, Police, Wellbeing North Canterbury, Salvation Army, Comcare, Cancer Society are just a few of the organisations working in schools and homes in the Oxford – Ohoka ward. Members of these organisations will be invited to the event in Oxford. Having an opportunity to strengthen relationships across sectors that work collaboratively will benefit members of communities directly.

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

If yes, name of parent group: N/A

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.

Kaiapoi Tuahiwi Community Board = \$750.00  
Rangiora Ashley Community Board = \$750.00  
Woodend Sefton Community Board = \$750.00  
Creative Communities Scheme = \$1200.00

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

If yes, please supply details:

N/A

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: Ronel Stephens

Date: 17 July 2024



Oxford Trust

37 Main Street

Oxford

Tel: 312-3006

Oxford Community Trust is organising a fun and pamper day for those in our community who work on the front line with vulnerable people. This fun day replicates a successful day hosted by the Trust in 2021. The event date is 11 October 2024. Below is a preliminary budget for the event. We have secured a venue and the assistance of Jo Seagar who will do the catering as she did in 2021. Some of the activities are still being finalised and we will do our best to secure the providers of the activities for the amounts we have in our budget. We will submit a fund application to the Creative Communities Scheme for the art part of the event in late July. We will also ask for a \$20 contribution from each of the people invited to the event to help cover the cost of vehicle hire, petrol, and other unforeseen expenses. Volunteers will do most of the work such as transportation, preparation and serving refreshments, cleaning and set up and facilitation on the day. The venue is free except for the kitchen that needs to be hired separately.

### **Preliminary Budget for Oxford Community Trust Day Out:**

<b>Activity</b>	<b>Provider</b>	<b>Quote</b>
Food and Beverage	Jo Seagar (\$35 x 70)	\$2450.00
Kitchen Hire	Oxford Workman's Club	\$300.00
Hand Pamper Pack	Grace Johnstone	\$250.00
Hair Pamper Pack	Donna	\$300.00
Pendant Making	Oxford Art Gallery	\$1200.00
Massage Packs	To be advised	\$500.00
	<b>TOTAL</b>	<b>\$5000.00</b>

Quote for community trust

70 persons for morning and afternoon tea and luncheon

\$35 per head

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**Oxford Community Trust**  
**Profit & Loss**  
 July 2023 through June 2024

	Jul 23 - Jun 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
I0100 Rent Income	328.26
I0150 Counselling	21.74
I0300 Mini Bus Income	4,843.33
I0400 Family Supervision	1,318.70
I0500 OSCAR Income	17,329.10
I0600 Youth Events Income	1,422.60
I0650 SIQ Food Parcels	720.00
I0700 Travel Income	11,916.11
I0750 Equipment Hire Income	556.53
I0800 Small Donations	23,932.98
I0900 Udrive Fee Income	1,347.85
I1000 Funders Income - Grants	
I1100 COGS Grant	35,000.00
I1200 WDC Council Grant	27,490.00
I1300 Lotteries Grant	57,920.59
I1400 MSD OSCAR Grant	5,805.00
I1500 Other Grants	3,752.83
I1600 Rata Foundation	45,000.00
I1700 Udrive Grant	943.41
<b>Total I1000 Funders Income - Grants</b>	<b>175,911.83</b>
I2000 Funders Income - Donation	
I2200 Other Donations	32,809.43
<b>Total I2000 Funders Income - Donation</b>	<b>32,809.43</b>
<b>Total Income</b>	<b>272,458.46</b>
<b>Expense</b>	
E1100 Premises & Equipment	
E1120 Vehicle Expenses	
E1121 Trailer Expenses	102.15
E1122 NC Mini Bus Donations	12,079.27
E1223 NC Mini Bus Expenses	9,058.33
E1224 Udrive Car Expenses	3,600.52
<b>Total E1120 Vehicle Expenses</b>	<b>24,840.27</b>
E1130 Rent	3,165.24
E1140 Repairs	
E1142 Equipment Repairs	300.00
<b>Total E1140 Repairs</b>	<b>300.00</b>
E1150 General & Motor Insurance	4,502.59
E1160 Utilities	
E1161 Power/Gas/Water	5,326.23
E1162 Telephone & Internet	1,875.00
E1163 Mobile Phone	1,105.30
E1164 Web Hosting	360.00
<b>Total E1160 Utilities</b>	<b>8,666.53</b>
<b>Total E1100 Premises &amp; Equipment</b>	<b>41,474.63</b>
E1200 Office Administration	
E1210 Stationery & Supplies	2,425.80
E1240 Software Expense	3,192.05
<b>Total E1200 Office Administration</b>	<b>5,617.85</b>
E1300 Promotional	
E1310 Advertising	3,223.00
E1300 Promotional - Other	87.82
<b>Total E1300 Promotional</b>	<b>3,310.82</b>
E1400 Activities & Events	
E1410 Wonderland Project	5,485.67
E1440 IGYB Project	341.61
E1400 Activities & Events - Other	10,358.78
<b>Total E1400 Activities &amp; Events</b>	<b>16,186.06</b>
E1500 Family Support	5,158.62
E1525 Food Bank	4,718.56
E1575 SIQ	879.59
E1600 Volunteers Expenses	7,395.84

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**Oxford Community Trust**  
**Profit & Loss**  
 July 2023 through June 2024

	Jul 23 - Jun 24
<b>E1700 Financial</b>	
<b>E1710 Bank Service Charges</b>	
E1711 Kiwibank Charges	430.70
<b>Total E1710 Bank Service Charges</b>	430.70
<b>E1720 Professional Fees</b>	
E1721 Accounting/Auditing Fees	2,651.53
E1722 Legal Fees	44.44
<b>Total E1720 Professional Fees</b>	2,695.97
<b>Total E1700 Financial</b>	3,126.67
<b>E1800 Payroll Expenses</b>	
E1810 Salaries	162,875.06
E1820 PAYE/SL/KWS	4,472.29
E1890 Holiday Pay Accrual	-791.39
E1800 Payroll Expenses - Other	56.78
<b>Total E1800 Payroll Expenses</b>	166,612.74
<b>E1900 Other Expenses</b>	
E1910 Training	816.96
E1920 Travel/Mileage	7,170.04
E1930 Subscriptions	442.61
E1940 Meals & Refreshments	1,260.22
E1950 Cleaning	1,387.47
E1960 Petrol Vouchers	909.67
E1970 Depreciation	6,581.14
E1980 Miscellaneous	29.30
<b>Total E1900 Other Expenses</b>	18,597.41
<b>Total Expense</b>	273,078.79
<b>Net Ordinary Income</b>	-620.33
<b>Other Income/Expense</b>	
<b>Other Income</b>	
<b>I3000 Other Income</b>	
I3100 Interest Earned	19,171.62
I3200 Miscellaneous Income	2.00
<b>Total I3000 Other Income</b>	19,173.62
<b>Total Other Income</b>	19,173.62
<b>Other Expense</b>	
<b>E2000 Other Expenses</b>	
E2100 Gifts & Donations	745.24
E2200 Loss on Asset Disposal	124.00
E2300 Refunds	130.00
<b>Total E2000 Other Expenses</b>	999.24
<b>Total Other Expense</b>	999.24
<b>Net Other Income</b>	18,174.38
<b>Net Income</b>	17,554.05

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**Oxford Community Trust**  
**Balance Sheet**  
**As of June 30, 2024**

	Jun 30, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
A0100 Kiwibank General	6,374.87
A0200 Kiwibank Bus Online Call	40,414.24
A0300 KWB 90 Day Notice Saver	272,342.46
A0600 Petty Cash	20.00
A0700 Vouchers	4,640.00
<b>Total Chequing/Savings</b>	<b>323,791.57</b>
<b>Accounts Receivable</b>	
A0800 Accounts Receivable	1,279.06
<b>Total Accounts Receivable</b>	<b>1,279.06</b>
<b>Total Current Assets</b>	<b>325,070.63</b>
<b>Fixed Assets</b>	
<b>A1000 Non-Current Assets</b>	
A1100 Furniture	10,474.93
A1200 Equipment	66,208.74
A1300 Vehicles	15,569.30
A1400 Buildings	19,500.00
A1000 Non-Current Assets - Other	-3,980.00
<b>Total A1000 Non-Current Assets</b>	<b>107,772.97</b>
<b>A1500 Accumulated Depreciation</b>	
A1510 Accum Dep'n Furniture	-5,465.44
A1520 Accum Dep'n Equipment	-19,239.43
A1530 Accum Dep'n Vehicles	-14,965.49
A1540 Accum Dep'n Buildings	-5,623.22
<b>Total A1500 Accumulated Depreciation</b>	<b>-45,293.58</b>
<b>Total Fixed Assets</b>	<b>62,479.39</b>
<b>TOTAL ASSETS</b>	<b>387,550.02</b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
L0100 Accounts Payable	3,445.41
<b>Total Accounts Payable</b>	<b>3,445.41</b>
<b>Credit Cards</b>	
L0200 Credit Cards	
L0210 Jo Ealam Bus Visa	1,699.98
L0230 Youth Bus Visa	1,021.57
L0240 OSCAR Bus Visa	4.17
<b>Total L0200 Credit Cards</b>	<b>2,725.72</b>
<b>Total Credit Cards</b>	<b>2,725.72</b>
<b>Other Current Liabilities</b>	
L0300 GST Payable	-4,362.81
<b>L1000 Funders</b>	
L1300 Lotteries Grant	61,950.00
L1400 MSD OSCAR Grant	1,935.00
L1500 Rata Foundation Donation	10,000.00
L1700 Other Donations	1,098.47
<b>Total L1000 Funders</b>	<b>74,983.47</b>
L8050 Oxford Dementia Support	1,017.18



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**Oxford Community Trust**  
**Balance Sheet**  
**As of June 30, 2024**

	<u>Jun 30, 24</u>
<b>L9000 Payroll Liabilities</b>	
L9010 PAYE Liability	2,589.48
L9020 Student Loan Liabilities	53.76
L9030 KWS Employee Liabilities	584.72
L9040 KWS Employer Liabilities	272.60
L9050 ESCT Liabilities	83.56
L9900 Holiday Pay Accrual	11,210.42
<b>Total L9000 Payroll Liabilities</b>	<u>14,794.54</u>
<b>Total Other Current Liabilities</b>	<u>86,432.38</u>
<b>Total Current Liabilities</b>	<u>92,603.51</u>
<b>TOTAL LIABILITIES</b>	<u><b>92,603.51</b></u>
<b>NET ASSETS</b>	<u><b>294,946.51</b></u>
<b>EQUITY</b>	
<b>P0100 Trustees Funds</b>	
P0110 Skurr Bequest	27,888.71
P0100 Trustees Funds - Other	133,348.02
<b>Total P0100 Trustees Funds</b>	<u>161,236.73</u>
<b>P0200 Retained Earnings</b>	116,155.73
Net Income	17,554.05
<b>TOTAL EQUITY</b>	<u><b>294,946.51</b></u>

		2022/23 <sup>58</sup> \$5,990 + Carryover \$ = \$					\$5,990 + \$549 = 6539
Jul	Swannanoa Volunteer fire brigade	Purchase a BBQ	7.2.22	\$999	\$500	\$	6,039.00
Jul	Waimakariri Dog Training Club Inc.	Towards the cost of purchasing a new BBQ.	29.08.22	\$500	\$500	\$	5,539.00
Jul	Oxford Senior Citizens Club	Towards the cost of hiring transport during the year.	12.01.23	\$500	\$500	\$	5,039.00
Jul	Declined Tasman Young Farmers Region	Towards the cost of hosting a Hauora Health and Wellbeing Event		\$500	Declined		
Aug	Oxford Football Club	Towards the cost of uniforms for junior teams	1.11.22	\$500	\$500	\$	4,539.00
Sep	Oxford Arts Trust	Sensor Flood Lights for Oxford Gallery	4.4.23	\$500	\$500	\$	4,039.00
Sep	Oxford IFG Adventure	Towards running ICONZ for girls programme	1-Feb-24	\$500	\$500	\$	3,539.00
Sep	Canterbury Endurance & Trail Riding Club	Towards hosting an endurance and trail riding event		\$500	\$500	\$	3,039.00
Dec	West Eyreton School	Towards purchase of bark for junior play area		\$500	Declined	\$	3,039.00
Feb	Tasman Young Farmers	Towards hosting the Young Farmers Tournament		\$500	Declined as no financial info supplied	\$	3,039.00
15-Feb	Clarkville Playcentre	First Aid Courses	12.06.2023	\$387	\$500	\$	2,539.00
15-Feb	Waimakariri Dog Training Club Inc.	Purchase of gazebos	30.04.23	\$500	\$500	\$	2,039.00
6-Apr	Waimakariri Kennel Association Inc	Repainting the Club rooms		\$500	\$500	\$	1,539.00
1-May	North Canterbury Adventure Club Home School Club	Sporting Equipment		\$900	Declined		
1-May	Oxford Football Club	Footballs		\$500	\$500	\$	1,039.00
1-May	Oxford Community Garden	gravel		\$200	Declined		
1-May	West Eyreton School	Literacy kits		\$500	\$	500.00	\$ 539.00
1-May	Oxford Promotions Action Committee	Advertising Matariki Winter Lights Festival		\$	500.00	\$	500.00 \$ 39.00

		59 2023/24 \$6,120 + Carryover \$ 39 = \$6,159					\$ 6,159.00
2-Aug	Oxford Land Search and Rescue	Radio handset, protective case and charger	5.9.2023	\$540	\$540	\$	5,619.00
2-Aug	Coastguard North Canterbury	towards upgrading the swift water rescue vessel		\$500	\$500	\$	5,119.00
2-Aug	Mandeville Bowling Club	purchase of office credenza	15-May-24	\$404	\$404	\$	4,715.00
6-Sep	Waimakariri Dog Club	Purchase of two measuring wheels	11-Oct-23	\$500	\$500	\$	4,215.00
6-Sep	Oxford Dark Sky Group	purchase light metre	12/20/2023	\$500	\$500	\$	3,715.00
6-Sep	West Eyreton Friends of the school	shade sail		\$1,000	Withdrawn	\$	3,715.00
6-Sep	Waimakariri Access Group	Towards running an Inclusive Sports Event	9-May-24	\$500	\$278.84	\$	3,436.16
6-Sep	Standardbred Stable to Stirrup Charitable Trust	Towards monogrammed patches for clothing and horse gear	10.10.2023	\$470	\$470	\$	2,966.16
6-Dec	Ohoka Rugby Club	Towards replacement weights		\$500	Declined	\$	2,966.16
6-Dec	Clarkville Playcentre	Towards a replacement printer/copier	2-Apr-24	\$469	\$469	\$	2,497.16
3-Apr	North Canterbury Pony Club	Towards St John's Ambulance services		\$500	\$500	\$	1,997.16
8-May	Swannanoa Home and School Committee	towards picnic tables		\$760	\$750	\$	1,247.16
5-Jun	Oxford Football Incorporated	towards hiring the hockey turf at Mainpower Stadium		\$1,000	withdrawn	\$	1,247.16
5-Jun	Oxford Promotion Action Committee	Towards lighting the tree by the library for Matriki	24-Jul-24	\$750	\$750	\$	497.16

Oxford-Ohoka  
Community Board  
10.139.100.2410



## GOVERNANCE

# Oxford-Ohoka Community Board Discretionary Grant Application

### Information to assist groups with their application

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

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs. 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	

## Criteria for application

- The Board supports a wide range of community activities, but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- Applications will only be accepted from community-based project groups, not-for-profit organisations, registered charities or incorporated societies. 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. Schools themselves are not regarded as non-profit community-based organisations.
- The Community Board will consider grant applications every month. Applications should be submitted at least four weeks before the Board meeting date so they can be processed on time.
- 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/area.
- Grants will be generally limited up to \$750 with a maximum of \$1,000 in any financial year (July to June), but a group can apply twice a year, providing it is for different projects. The Board will only consider granting more than \$750 in exceptional circumstances provided that detailed reasons for exceeding the present limit are provided.
- The application should clearly state the purpose for which the money will be used. Groups requesting funding for an annual expenditure will only receive funding for one year i.e. this would be a one-off grant and the group would not be funded for the same expenditure in following years.
- The applicant should submit relevant financial information to prove they can deliver the project. Financial information should include a balance sheet/profit and loss (for audited groups) and a bank statement so the Governance Team can verify groups/organisations' bank details before the Community Board considers an application. (Bank statements will remain confidential).
- Applications will only be processed once the financial information is received. The Community Board reserves the right to request additional financial information on any application if deemed necessary.
- Organisations 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.
- Applicants must declare other funding sources for the proposed project for which funding is being sought, including information about other Council funding sources, such as Community Grants, other Community Boards, and Enterprise North Canterbury.
- The Council must receive an Accountability Form outlining how the funds were applied within 20 working days after an event, completion of the project, or when the funds were spent. Relevant proof of purchase, such as receipts, bank statements, or invoices, must be included in the Form.
- Photo submissions of events or projects are encouraged as part of accountability. Where possible, Boards request permission to use these photos on their Facebook pages, the Council website, or other social media to encourage participation by other community groups.
- If the activity/event for which funds have been granted does not occur or if the group does not provide the information to enable the grant to be paid within three months of approval, the application will be regarded as closed, and the Board will reallocate funds.
- If funds are not spent on the specific project or activity applied for within six months of the date of the event/project, the recipient will be required to return the grant funding to the Council.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

**What happens now?**

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

**What happens next?**

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board’s decision and if successful an invoice and your organisation’s bank account details will be requested. 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? \_\_\_\_\_

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

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

Who are the 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"/> Older 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?

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What is the benefit(s) to your organisation?

What are the benefits, economic or otherwise, to the Oxford-Ohoka community or wider district?

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

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

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

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

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

If yes, please supply details:



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 a simple Accountability Report.

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

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

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

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

**FILE NO and TRIM NO:** GOV-26-08-06 / 240515077971

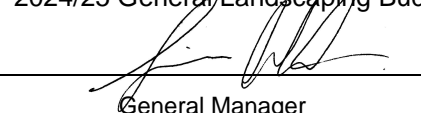
**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD


**DATE OF MEETING:** 7 August 2024

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

**SUBJECT:** Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund and 2024/25 General Landscaping Budget

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

  
 General Manager

  
 Chief Executive

**1. SUMMARY**

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

**Attachments:**

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

**2. RECOMMENDATION**

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 240515077971.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2024/25 is \$14,330, with a carry forward from the 2023/24 financial year of \$13,680, being a total of \$28,010.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2024/25 is \$6,330.
- (d) **Approves** the Board's 2024/25 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089866).
- (e) **Approves** the Board's 2024/25 Discretionary Grant Accountability Form (Trim No. 210603089980).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2024/25 financial year (July 2024 to June 2025).

### 3. **BACKGROUND**

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

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

#### 4.1 **2024/25 General Landscaping Budget**

- 4.1.1 The General Landscaping Budget's allocation for the 2024/25 financial year approved by the Council for the Board is \$14,330. However, the Board did not allocate its 2023/24 landscaping budget from the 2023/24 financial year of \$13,680, which has been carried forward therefore the Board has a total of \$28,010 to allocate this financial year.
- 4.1.2 Staff will hold a Board workshop in November to identify potential projects of interest and priority for the Ward for this financial year's allocation which will include the wetland planting at West Eyreton pit which was a project identified by the Board earlier in the year. Staff will then refine details and costings before providing a report to the February 2025 meeting for the Board to allocate funding. This timing will enable any planting projects to occur during autumn and prior to the end of the financial year. The workshop can not occur earlier than November due to staffing resource.
- 4.1.3 Community Boards often identify community landscaping enhancement projects for which this budget can be used. Equally, local community members often suggest minor landscaping improvements, such as additional seating, paving, signage, or something similar.

#### 4.2 **2024/25 Discretionary Grant Funding**

- 4.2.1 The Council reviewed the Community Boards' Discretionary Grant Fund allocations as part of the 2024-34 Long Term Plan process. The revised allocation was based on \$0.51c per head of population in the Board's geographical areas. The Board's Discretionary Grant Fund allocation for the 2024/25 financial year was, therefore, \$6,330.
- 4.2.2 At the end of each financial year, the Board reviews its Community Board Discretionary Grant Criteria, Application Form, and Accountability Form. Therefore, the Community Boards held individual workshops during July 2024 to discuss a strategic approach to managing Discretionary Grant funding and ensure consistency of understanding among Board members. At the workshops, the Community Boards confirmed that the allocation of Discretionary Grant Funding should be at the discretion of each Board as they are familiar with the needs of community groups/organisations in their area. However, they suggested the following amendment to the Discretionary Grant Fund criteria:
- Applications from schools should not be supported unless significant community benefit is shown.
  - Access to other Council funding sources, such as Community Grants, other Community Boards, and Enterprise North Canterbury, should be considered.
  - Applicants should be requested to provide a bank statement as part of their application so that the Governance Team can verify their bank details before Community Boards consider applications. The bank statement will be kept confidential and not included in Community Board agendas (but mentioned in the report).
  - Community Boards should not fund applications for recurring annual expenditures.

4.2.3 The Board's 2024/25 Application and Accountability Forms and its template for Informal Community Groups' Financial Requirements have been updated to include the abovementioned suggestions. It is acknowledged that the Boards are familiar with the needs of the community groups/organisations within their areas and any funds dispersed would be up to the discretion of each board, especially when dealing with requests from school committee/funding organisations and when dealing with groups applying to more than one community board for funding for the same project/event.

4.2.4 The Board considers applications from non-profit community-based organisations, registered charities, or incorporated societies. However, not all eligible groups may be aware of the fund. It is, therefore, essential that Board members continue to be proactive in promoting the funds through networking with community groups.

4.2.5 Staff will periodically advertise the Discretionary Grant through the Community Notice Board page in the Northern Outlook and Chatter. Application Forms are also available on the Council website, from Service Centres, or by contacting the Council.

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

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

4.4 The Management Team has reviewed this report.

### 5. **COMMUNITY VIEWS**

#### 5.1 **Mana Whenua**

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

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

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

#### 5.3 **Wider Community**

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

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

#### 6.1 **Financial Implications**

6.1.1 The decisions sought by this report have financial implications. The Council has approved an allocation of \$14,330 to the Board's General Landscaping Budget for the 2024/25 financial year. The Board did not allocate its 2023/24 landscaping budget from the 2023/24 financial year of \$13,680, which has been carried forward therefore the Board has a total of \$28,010 to allocate this financial year.

6.1.2 The Council resolved not to carry over any unspent funding from the Community Boards Discretionary Grants from the 2023/24 financial year. However, it has reviewed the Community Boards' Discretionary Grant Fund allocations as part of the 2024-34 Long Term Plan process. The revised allocation was based on \$0.51c per head of population in the Board's geographical areas. The Board's Discretionary Grant Fund allocation for the 2024/25 financial year is, therefore, \$6,330.

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

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

**6.3 Risk Management**

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

**6.4 Health and Safety**

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

**7. CONTEXT****7.1 Consistency with Policy**

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

**7.2 Authorising Legislation**

Not applicable.

**7.3 Consistency with Community Outcomes**

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

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

**7.4 Authorising Delegations**

The Community Boards have delegated authority for both funds.

## GOVERNANCE

# Oxford-Ohoka Community Board Discretionary Grant Application

### Information to assist groups with their application

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

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs. 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	

## Criteria for application

- The Board supports a wide range of community activities, but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- Applications will only be accepted from community-based project groups, not-for-profit organisations, registered charities or incorporated societies. 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. Schools themselves are not regarded as non-profit community-based organisations.
- The Community Board will consider grant applications every month. Applications should be submitted at least four weeks before the Board meeting date so they can be processed on time.
- 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/area.
- Grants will be generally limited up to \$750 with a maximum of \$1,000 in any financial year (July to June), but a group can apply twice a year, providing it is for different projects. The Board will only consider granting more than \$750 in exceptional circumstances provided that detailed reasons for exceeding the present limit are provided.
- The application should clearly state the purpose for which the money will be used. Groups requesting funding for an annual expenditure will only receive funding for one year i.e. this would be a one-off grant and the group would not be funded for the same expenditure in following years.
- The applicant should submit relevant financial information to prove they can deliver the project. Financial information should include a balance sheet/profit and loss (for audited groups) and a bank statement so the Governance Team can verify groups/organisations' bank details before the Community Board considers an application. (Bank statements will remain confidential).
- Applications will only be processed once the financial information is received. The Community Board reserves the right to request additional financial information on any application if deemed necessary.
- Organisations 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.
- Applicants must declare other funding sources for the proposed project for which funding is being sought, including information about other Council funding sources, such as Community Grants, other Community Boards, and Enterprise North Canterbury.
- The Council must receive an Accountability Form outlining how the funds were applied within 20 working days after an event, completion of the project, or when the funds were spent. Relevant proof of purchase, such as receipts, bank statements, or invoices, must be included in the Form.
- Photo submissions of events or projects are encouraged as part of accountability. Where possible, Boards request permission to use these photos on their Facebook pages, the Council website, or other social media to encourage participation by other community groups.
- If the activity/event for which funds have been granted does not occur or if the group does not provide the information to enable the grant to be paid within three months of approval, the application will be regarded as closed, and the Board will reallocate funds.
- If funds are not spent on the specific project or activity applied for within six months of the date of the event/project, the recipient will be required to return the grant funding to the Council.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

**What happens now?**

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

**What happens next?**

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board’s decision and if successful an invoice and your organisation’s bank account details will be requested. 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? \_\_\_\_\_

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

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

Who are the 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"/> Older 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): \_\_\_\_\_



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 a simple Accountability Report.

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

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

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

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

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What is the benefit(s) to your organisation?

What are the benefits, economic or otherwise, to the Oxford-Ohoka community or wider district?

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

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

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

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

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

If yes, please supply details:

**GOVERNANCE**

# Oxford-Ohoka Community Board

## Accountability Form for 2024/2025

### Discretionary Grant Recipients

**For funding provided during the period July 2024 – June 2025**

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

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

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

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

Date: \_\_\_\_\_ Amount allocated: \$ \_\_\_\_\_

Purpose for grant: \_\_\_\_\_

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

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

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

*(Use additional pages if necessary)*

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

*Continued over page*

Two authorised signatories to complete the details below<sup>76</sup>

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

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

First contact name: \_\_\_\_\_

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

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

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

Position: \_\_\_\_\_

Position: \_\_\_\_\_

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

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

**Return to:**

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

OR

IM@wmk.govt.nz

DRAFT

Our Ref: LTC-03-20-04/240216022707

28 June 2024

Sarah Barkle  
Chairperson  
Oxford-Ohoka Community Board

## **A Prudent Plan that Enables Growth – Council’s Long Term Plan**

Thank you for making a submission to Council’s Long-Term Plan 2024-2034 (LTP). We value receiving submissions from the community to inform our decision making.

This LTP has been particularly challenging for Council given the cost-of-living crisis currently being experienced by our community. We have had to weigh up balancing rates affordability while continuing to deliver the services and infrastructure that makes Waimakariri a great place to live – for residents now and in the future.

We received over 330 submissions to the LTP, with the majority being on the major issues we sought feedback on. The result of our deliberations on these major issues are:

### **(1) Funding flood resilience and improvements**

Climate change exposes our District more severe weather and Waimakariri is particularly prone to flooding. As a result, the Council is establishing an Infrastructure Resilience Team as well as a Flood Recovery and Resilience Fund so when a problem arises with stormwater management we have money put aside to address this.

### **(2) Plans for Rangiora Eastern Link road and Skew Bridge**

The community is keen to see the Rangiora Eastern Link road built. The Council will now lobby NZ Transport Agency (NZTA) to commit its share of the project. This, along with a replacement of Skew Bridge in West Kaiapoi, are our main priorities when advocating for funding from NZTA. These projects, if they receive co-funding from NZTA, would take place in the outer years of the LTP and help solve traffic congestion significantly.

We are also pleased central Government has committed to the Woodend Bypass – this is long overdue and essential as our community in Woodend, Ravenswood and Pegasus grow. The Council will also be strongly advocating for walking and cycling to be included with the Bypass.

### **(3) Building the right community facilities at the right time**

Our community is growing rapidly and will have 30,000 new residents by 2050 with an estimated population of 100,000. The Council must plan for this future growth – this includes looking at how and when we build community, sporting, and aquatic facilities – so there are always plenty of places for leisure and recreation that enhance community wellbeing.

#### **(4) An extension to the Trevor Inch Memorial Rangiora Library**

The Council supported the extension of the current library in the outer years of the LTP. This is a great way of ensuring this key community facility continues to meet the needs of our community without over committing financially. We also want to investigate the possibility of including the museum in any future development. This outcome illustrates the balance the Council has been trying to make through this LTP.

#### **(5) Plans to prioritise the natural environment**

The Natural Environment Strategy was supported. This exciting strategy will result in more natural places to play, improved biological awareness, the development of more reserves, and a lot of planting. It will prioritise nature, connect people with the environment, improve knowledge about our biodiversity, and sustain and create resilient ecosystems.

The final rates increase following Council deliberations is 9.39%, which is 0.45% higher than we consulted on. This is primarily due to a larger increase in insurance costs than had been budgeted. While this increase is more than any of us would like to see, it is lower than the average 16% across Local Government.

Council will continue to explore all opportunities to maintain rates affordability as we look to balance the needs of the community in future. Our forecasts currently have rates increases of around 4% in future years, but of course are subject to market conditions at the time.

We are encouraged that overall our community has indicated that we're on the right track with our planning and we look forward to delivering great outcomes for the community.

If you made a submission outside of the engagement topics you will receive a follow up letter in the coming months addressing any specific points you made.

Until then, if you'd 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 Gordon  
**MAYOR**

## OXFORD-OHOKA COMMUNITY BOARD

### Chairs Report

For the month of July 2024

MEMBERS' DAIRY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
8 July	Meeting with Ohoka Resident	Met with a resident in Ohoka to discuss what they knew about the land, springs and flooding in Ohoka.
10 July	Meeting with Ohoka Residents and Storm Water expert.	Arranged a meeting with some Ohoka residents and the boards storm water expert. Purpose of this meeting was to explain the unique nature of the areas ground resurgence and how they are not accounted for within storm water modelling. Also the springs and downstream impacts of water flow. This was a very valuable meeting.
11 July	MRA held a Water Zone nitrate testing event	<p>A good turn out to this. There were a number of samples bought in for testing. Interestingly our water test result was down from what it usually is. Need to record the weather, time of year and the weather patterns leading up to this testing date to be able to qualify the data more accurately.</p> <p>Have arranged to have Sophie Allan come and speak to us in our September meeting about the newly updated private well owners information pack that the council has.</p>
22 July	Meeting with Jeff CEO, Kelly from planning, governance and Thomas re WQ.	Arranged this meeting so that we could discuss the boards options in terms of the WQ appeal to the Environment Court. This is still to be confirmed. Also discussed producing a simple explanation of the environment court process and what the communities options are. Arranged a public meeting for the residents of Oxford to attend to help explain the process. Planning staff will also attend to answer any questions.
22 July	Meeting with Alistair from Comms, Kay and Thomas	Meeting to discuss the boards presence at Oxford AMP show and Swannanoa Fair. We will discuss any other events that the board may see value in attending at next meeting. We will also discuss how you would like to be represented at these meetings and resources to go with it. Our initial thoughts were to make it about the board. Showcase who we are, what we offer and what we have done. Also discussed the possibility of having an incentive such as go into the draw to

		<p>win an Easter hamper for all people who sign up to our Facebook page between certain dates.</p> <p>I have emailed the Swannanoa School Fair stall holder rep and asked for 2x sites for 2025. Yet to hear back.</p>
<b>29 July</b>	<b>Community Meeting Oxford</b>	<p>I was unable to attend this meeting which was unfortunate timing. Hopefully the resources provided were valuable and community members know a way forward.</p>

**Other work/Updates.**



**OXFORD-OHOKA COMMUNITY BOARD**  
**MEMBERS INFORMATION EXCHANGE**

*For the month of July 24*

Members Name: Mark Brown

<b>MEMBER'S DIARY</b>		<b>DISCUSSION POINTS</b>
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
22/7/24	Oxford Promotion Action Committee (OPAC) Monthly Meeting	<p>Secretary and Treasurer resigned but both roles covered meantime</p> <p>Garage sale trail on Sunday 4 August 2024 is fully sold out</p>
25/7/24	Eyre Community Environmental Safety Society Inc (ECESS)	<p>Attended AGM, small core group left and looking to attract new members, spoke to them about board grants etc.</p> <p>According to ECESS, WIL dam project is still alive with WIL now looking to sell its land for the dam/design and consents to a new company that will fund/build/own and operate the ponds. WIL existing shareholders will be offered shares in the new company.</p> <p>Funding for the scheme will be based on 30% shareholder equity and 70% bank funded.</p> <p>WIL's existing Infrastructure will be used to distribute the water.</p> <p>The residents of Eyrewell still have the concessions ECESS won in the Environment Court, that court ruled that ECESS would be part of the Wrights Road Storage Ponds . Community Liaison Group which will provide a voice for the residents of Eyrewell.</p>
	Eyrewell Forest Residents	I was informed that they had a meeting about drones, I have reached out to the group to see what support they may need from the Board.

3/7/24	Oxford-Ohoka Community Board (OOCB) Meeting	
23/7/24	Oxford Health Charitable Trust Oxford Health Ltd	I have been accepted as a director of the Trust and Oxford Health Ltd as from 1 August 2024.

**Other:**

- ✓ Earth works for Washington Place flooding are progressing, new culvert planned for Early Road late August.
- ✓ Attended North Canterbury Vintage fair at the Rangiora Racecourse 28/7/24.
- ✓ Youths have been doing burnouts in the area i.e. Early's/Tram Road intersection.

**Coming up**

- ✓ 29 July-Public meeting Oxford reference Woodstock quarries.
- ✓ 4<sup>th</sup> August -OPAC garage sale trail.
- ✓ OPAC meeting Aug.
- ✓ OOCB meeting Aug.
- ✓ Work with WDC staff on a public meeting to look at a community hub for West Eyreton.

**OXFORD-OHOKA COMMUNITY BOARD**

**MEMBERS INFORMATION EXCHANGE**

*For the month of August 2024*

Members Name: Tim Fulton

<b>MEMBER'S DIARY</b>		<b>DISCUSSION POINTS</b>
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
4.7.24	North Canterbury Neighbourhood Support	Finalising grant applications
9.7.24	Council Workshop Rangiora	
9.7.24	Nitrate meeting Sefton, privately hosted by farm consultant/facilitator Carlyne Latham	A good insight into the different water management challenges of coastal WDC
10.7.24	Water Race Drainage Advisory - Oxford	Race improvements and maintenance and closure of a small section of race in the Eyrewell area near the Waimakariri
11.7.24	Mandeville Residents Association nitrate testing at Mandeville Sports Centre	A good community turnout with a variety of test results
11.7.24	Inquiry by Design meeting for South of High developments. Rangiora	
12.7.24	District Planning portfolio holder pre-agenda meeting Rangiora	
16.7.27	Utilities and Roading; District Planning and Regulation - Rangiora	DP&R – staff provided an update/overview on the district plan hearings process
19.7.24	North Canterbury Neighbourhood Support – finance and grants sub committee meeting Rangiora	
22.7.24	OPAC - Oxford	
23.7.24	Kaingaroa housing Open Home Williams Street Kaiapoi	

29.7.27	Woodstock Quarry public meeting – OOCB hosting. Oxford	
29.7.24	Oxford Health and Fitness Centre Trust, Oxford	Progressing gym extension
30.7.24	Council briefing Rangiora	
1.8.24	Residents meeting, Threlkelds Road Ohoka	Considering flooding issues
2.8.24	View Hill Take Back the Night, school fundraiser (weather allowing)	
5.8.24	Waimakariri Water Zone Committee, Rangiora	About to consider applications for the Environment Awards
6.8.24	Council meetings, Rangiora	

**Other:**

Building a group of supporters for the Wolffs Road Suspension Bridge

Responding to resident concern about roading on Bush Road, Oxford

**OXFORD-OHOKA COMMUNITY BOARD****MEMBERS INFORMATION EXCHANGE***For the month of July 2024*

Members Name: Pete Merrifield

<b>MEMBER'S DIARY</b>		<b>DISCUSSION POINTS</b>
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
3/07	O-OCB District Plan Change	
11/07	Mandeville Sports Club	Nitrate testing, reasonable interest
19/07	Oxford Museum June Meeting	Flag purchased, need to organise mounting as current one not fit for purpose.
29/07	Oxford Town Hall	Public meeting re Woodstock Quarry appeal

**Other:**

Posted the information regarding Oxford Football Club using Cust Domain. Generated quite a bit of online discussion

Posted the 7-day parking changes soon to happen in Rangiora Town Centre

Contacted Sharon Nu'u, a Malvern Community Board member for Selwyn District. I rang re her Facebook Post which indicated we had been approached by one of our local residents, however we didn't do any follow up.