

# Agenda

**Notice is hereby given of  
a Community Services and Development  
Committee Meeting**

**Tuesday 10 September 2019**

To follow the Environmental Services and Finance  
Committee Meeting

Waimate Event Centre  
Paul Street  
Waimate

[www.waimatedc.govt.nz](http://www.waimatedc.govt.nz)

**Notice is hereby given that a meeting of the Community Services and Development Committee will be held in the Waimate Event Centre, Paul Street, Waimate, on Tuesday 10 September 2019, to follow the Environmental Services and Finance Committee Meeting.**

**Committee Membership**

Peter Collins	Chairperson
David Owen	Deputy Chairperson
Craig Rowley	Mayor
Sharyn Cain	Deputy Mayor
David Anderson	Councillor
Jakki Guilford	Councillor
Miriam Morton	Councillor
Tom O'Connor	Councillor
Sheila Paul	Councillor

Quorum – no less than five members

**Significance Consideration**

Evaluation: Council officers, in preparing these reports have had regard to Council's Significance and Engagement Policy. Council and Committee members will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless Council or Committee explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

**Decision Making**

The Council, in considering each matter, must be:

- i. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decision;
- ii. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Stuart Duncan  
Chief Executive

## Order Of Business

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## OPENING

### 1 PUBLIC FORUM

Nil

### 2 APOLOGIES

### 3 VISITORS

1.00pm – Waimate Police

### 4 CONFLICTS OF INTEREST

As per the Local Authorities (Members' Interests) Act 1968 (as below), the Chair will enquire if there are any Conflicts of Interest to be declared on any item on the agenda, and if so, for any member to declare this interest.

#### **Local Authorities (Members' Interests) Act 1968**

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

### 5 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

1. The Chair will call for any major (urgent business) or minor items not on the agenda to be raised according to Standing Orders, as below:

#### **a. Standing Orders 3.7.5 – Major Items**

An item not on the agenda for a meeting may be dealt with at the meeting if the local authority by resolution so decides, and the presiding member explains at the meeting at a time when it is open to the public –

- i. The reason why the item was not listed on the agenda; and
- ii. The reason why discussion of the item cannot be delayed until a subsequent meeting.

#### **b. Standing Orders 3.7.6 – Minor Items**

An item not on the agenda for a meeting may be dealt with at the meeting if –

- i. That item is a minor matter relating to the general business of the local authority; and
- ii. The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- III. No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.



## MINUTES

### 6 CONFIRMATION OF MINUTES

<b>6.1 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING HELD ON 30 JULY 2019</b>
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**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Carolyn Johns, Community and Strategy Group Manager

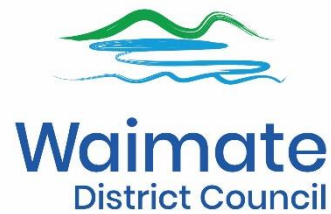
**Attachments:** 1. Minutes of the Community Services and Development Committee Meeting held on 30 July 2019

#### PURPOSE

To present the unconfirmed Minutes of the Community Services and Development Committee Meeting held on 30 July 2019 for confirmation.

<b>RECOMMENDATION</b>
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That the Minutes of the Community Services and Development Committee Meeting held on 30 July 2019 be adopted as a true and correct record.
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# **MINUTES**

## **Community Services and Development Committee Meeting**

**30 July 2019**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE ON TUESDAY 30 JULY 2019, COMMENCING AT 9.42AM**

**PRESENT:** Chair Peter Collins, Cr David Owen, Mayor Craig Rowley, Cr Sharyn Cain, Cr David Anderson, Cr Miriam Morton, Cr Tom O'Connor, Cr Sheila Paul

**APOLOGIES:** Cr Jakki Guilford

**IN ATTENDANCE:** Stuart Duncan (Chief Executive), Paul Cooper (Regulatory and Compliance Group Manager), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Melissa Thomson (Accountant), Karalyn Reid (Committee Secretary)

## **OPENING**

### **1 PUBLIC FORUM**

There was no members of the public attending the Public Forum

### **2 APOLOGIES**

#### **APOLOGY**

#### **COMMITTEE RESOLUTION 2019/21**

Moved: Cr Tom O'Connor

Seconded: Cr Sheila Paul

That the apology received from Cr Guilford be accepted.

**CARRIED**

### **3 VISITORS**

11.00am - Police

### **4 CONFLICTS OF INTEREST**

Nil

### **5 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA**

Nil

## MINUTES

### 6 CONFIRMATION OF MINUTES

#### 6.1 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING HELD ON 4 JUNE 2019

##### COMMITTEE RESOLUTION 2019/22

Moved: Cr Sharyn Cain

Seconded: Mayor Craig Rowley

That the Minutes of the Community Services and Development Committee Meeting held on 4 June 2019 be received and the recommendations therein be adopted.

**CARRIED**

## REPORTS

### 7 COMMUNITY AND STRATEGY GROUP REPORT

#### 7.1 MANAGEMENT REPORT - COMMUNITY AND STRATEGY GROUP

##### COMMITTEE RESOLUTION 2019/23

Moved: Cr Sharyn Cain

Seconded: Mayor Craig Rowley

That the Community Services and Strategy Group Manager's report is accepted.

**CARRIED**

##### Note:

For larger sporting events at the Waimate Event Centres staff were asked to consider providing publicity to members of the public.

### 8 EXECUTIVE SUPPORT MANAGER'S REPORT

#### 8.1 MANAGEMENT REPORT - EXECUTIVE SUPPORT

##### COMMITTEE RESOLUTION 2019/24

Moved: Chair Peter Collins

Seconded: Cr Sharyn Cain

That the Executive Support Manager's report is accepted.

**CARRIED**

**9 GENERAL REPORTS**

**9.1 PRESENTATION: POLICING IN THE WAIMATE DISTRICT - 11.00AM**

This item was not taken, as Sergeant Reynolds was unavailable due to an emergency.

**MEETING CLOSURE**

There being no further business, the Chair closed the meeting at 10.03am.

The minutes of this meeting are to be confirmed at the Community Services and Development Committee Meeting scheduled on 10 September 2019.

.....  
**CHAIRPERSON**

## REPORTS










### 7 GENERAL REPORTS

#### 7.1 PROPOSED DOG & AGILITY PARK

**Author:** Helen Strachan, Senior Administration Support Officer

**Authoriser:** Carolyn Johns, Community and Strategy Group Manager

**Attachments:**

1. Proposal to Councillors - Dog & Agility Park [↓](#) 
2. Dog Park Proposal [↓](#) 
3. Email from Southern Canterbury A&P Association [↓](#) 
4. Map of Proposed Dog and Agility Park - area to be fenced [↓](#) 
5. Proposed site photo 1 [↓](#) 
6. Proposed site photo 2 [↓](#) 
7. Proposed site photo 3 [↓](#) 
8. Proposed site photo 4 [↓](#) 
9. 318 Subdivision Recreation Reserve Contributions Fund Policy [↓](#) 

#### PURPOSE

1. The purpose of this report is to present to the Community Services and Development Committee a request from Dog Owners Collective and relevant information to enable the Committee to make a decision.

#### BACKGROUND

2. A request for a Dog Park was made to Council mid-2017. At the Ordinary Council on 14 November 2017, Council considered options for the location of a park near the Waimate urban area.
3. On 14 November 2017 Council resolved  
*“that Council approves the use of “Murrayfield, Knottingley Park for the purpose of a dedicated dog park and that the capital costs of \$18,900 are funded through the subdivision reserve fund and that operational and maintenance costs are retained to inform future budgeting activities”; and*  
*“that an invitation be extended to Friends of Knottingley Park Group and the Dog Owners Collective to establish a working group to meet with Council staff to establish the best design of the dog park.”*
4. At the meeting of the two groups, an alternative option was tabled.
5. A subsequent report suggesting a revised location was taken to Council on 19 December 2017. Council rescinded their previous resolution and resolved  
*“that Council will not allow any further redevelopment of Knottingley Park until an appropriate Reserve Management Plan is put into place for the asset; estimated by the middle of 2018”; and*  
*“that appropriate Memorandum of Understandings are agreed to and signed by all User Groups of Knottingley Park”; and*  
*“that a Dog Park be established in a suitable location at Knottingley Park as part of the Reserve Management Plan.”*
6. The draft General Reserves Policies and a draft Reserve Management Plan for Knottingley Park and Arboretum was open for consultation from 28 June 2019 until 30 August 2019.

**PROPOSAL**

7. On 8 August 2019, Council received an alternative suggestion from the Dog Owners Collective for the location and management of the Dog & Agility Park. The details are contained in attachment 1 & 2.
8. For clarity the Dog Owners Collective are requesting the \$18,250 as set aside by Council in November 2017. They would spend the money on 5 years lease of land = \$10,000 + GST, 5 years additional costs for fencing, water, maintenance and agility equipment = \$8,250 + GST.
9. For the information of the Committee:
  - a. The Dog Owners Collective consists of 4 committee members and 120 members.
  - b. The number of registered dogs in the Waimate District is 2895 (914 urban), and the number of registered dog owners is 1490 (666 urban). There is also the probability that visitors staying or travelling through Waimate would also use the Dog & Agility Park.
  - c. The Southern Canterbury A & P Association lease ground to the Dog Owners Collective for the Dog & Agility Park. The initial lease to be 5 years with a right of renewal.
  - d. The Dog & Agility Park be sited at the eastern corner of the showgrounds as shown on attachments 4 to 8.
  - e. An agreement will be written between Southern Canterbury A & P Association and the Dog Owners Collective.
  - f. The Dog Owners Collective will be responsible for maintenance of fencing, grounds and equipment.
  - g. The request can be accommodated from the Subdivision Recreation Contribution Reserve with consideration to the policy (attachment 9) and the balance of funds in the reserve.

**Options**

10. The Committee agree to fund the request in full; or  
The Committee agree to fund the request in part; or  
The Committee do not fund the request.

**ASSESSMENT OF SIGNIFICANCE**

11. This matter is not deemed significant under the Council's Significance and Engagement Policy.

**CONSIDERATIONS**

12. Council may prefer to make payment directly to the Southern Canterbury A & P Association. This suggestion has been discussed with the Dog Owners Collective and the Association who have agreed with the concept. Note the Association is GST registered.
13. Attachment 3 is an email from the Southern Canterbury A & P Association confirming their involvement.
14. Following one year of operation Council request that the Dog Owners Collective and Southern Canterbury A & P Association provide accountability on the project by presenting to either the Community Services and Development Committee or the Council.

**FINANCIAL**

15. The subdivision recreation contribution reserve balance as at 2 September 2019 is \$538,000 less \$25,000 committed, leaving a total of \$513,000 available.

**Cost-effectiveness**

16. Cost effectiveness has been considered. It is cost effective for Council to fund a third party to manage the Dog & Agility Park.

**RECOMMENDATION**

1. That the Proposed Dog & Agility Park report is accepted; and
2. That the Community Services and Development Committee consider the request from the Dog Owners Collective and agree to either provide funding or not provide funding towards a Dog & Agility Park to be located within leased Southern Canterbury A & P Association land.



Proposal to Councillors

16 July 2019

# DOG & AGILITY PARK

A&P Showgrounds | Mt John Road | Waimate

## Proposed

This document is a proposal for Waimate Councillors to allocate the \$18,000 funds set aside in December 2017 from the Subdivision Fund for a dog park on Council land, instead to Community Use land at SC A&P Showgrounds to establish a Dog & Agility Park.

## Land

SC A&P Association have offered three possible sites within their boundaries in Waimate. All include water, some fencing and car parking. They offer a lease for 5 years at a cost of \$2,000 pa plus gst pa. All sites meet the requirements of the Dog Owners Collective and the preferred being close to existing walking tracks and Waimate Creek.

## Fencing & Equipment

All sites have some existing fencing. The most suitable area requires 120m of fencing extension. Fencing, water, maintenance and removable agility equipment (which can be used anywhere) are an additional cost of \$1,650 pa plus gst over 5 years.

Total \$18,000 plus gst

Dog Owners Collective



## A Community Partnership

Dog Owners Collective have established that we and the A&P Association have similar aims and goals and are both excited about this opportunity to partner and create



a Dog and Agility Park which benefits both organisations and the community. We believe Council would benefit from this solution as the ongoing maintenance costs and any health and safety requirements, signage and equipment would be borne by the Dog Owner Collective and A & P Association. The vision and intention of both groups align and both are committed to benefitting our community.

Proposal to Councillors

16 July 2019



### Win Win

Our aim is that Waimate Council will be willing to work with us to solve the challenges of the Dog Park project.

If willing to allocate the funds to this new location, the Dog Owners Collective will make sure that we communicate clearly how Council have made this project possible with funding.

We already have 'Good citizen' courses ready to go for training and agility and behaviour trainers willing to commit their time. With the aim to reducing problem dogs and the demands on Animal Control.

A&P Association are keen to include more community activities, economic development and events within their boundaries and we hope to be able to support them in a number of ways.

Trackways do a brilliant job of walking tracks and the location of the Dog and Agility Park at Mt John Road will encourage more walkers to use the tracks.

With the NZMHA site being close and with many motor home owners having dogs Waimate can extend its motor home friendly options.

### Nuts and bolts

If approved;

Dog Owners Collective would provide an accountability document back to Council yearly reporting on use, benefits and activities of the Dog and Agility Park for a five year period.

Dog Owner Collective would sign a lease with A&P Association.

Bank account with signatories and minutes to support activities and spend.

Dog Owner Collective to arrange and pay for all fencing and maintenance of all equipment.

Council to make a decision and payment of the \$18,000 plus gst within 8 weeks being 16 September 2019.

Please read also read attached which was presented to SC A&P Association.



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We are hoping for a Dog Park which allows dog owners to exercise their dogs off-leash in a safe and secure environment.



**STAGE 1**  
LOW COST AGILITY  
EQUIPMENT



**STAGE 2**  
LONG LIFE SOLID  
AGILITY OPTIONS



**STAGE 3**  
COMPETITION  
QUALITY EQUIPMENT

## DOG PARK PROPOSAL



With pet ownership on the rise many communities have started introducing special amenities and advertising themselves as “pet friendly” to help attract new buyers and renters.

One of the most popular amenities communities are beginning to offer are community dog parks.

Enjoyable for both residents and their pets, these safe and clean areas where residents can allow their dogs to run and play off-leash are drawing pet owners in and keeping them happy.

Establishing a dog park also works to reduce pet waste issues in a community by centralising doggie deposits in one designated area, which is a win for everyone.

### PROPOSED

The Waimate Dog Park is proposed to be 1.25 acres in size (5000m<sup>2</sup>) so for ease of visualising it will be the size of a rugby field. Perimeter fencing of approximately 300m fully fenced up to 1.8m high metal mesh but with double-gates and has some carparking, dog rinse area, rubbish bins, seating, agility equipment, water, and a dog grooming table.

‘Dog parks can provide an outlet for natural dog behaviours such as running, chasing, playing and barking with the result that the dog is less likely to engage in such nuisance behaviour at home’ (Larsen Bridge, 2009)



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## GENERALLY

A well-constructed dog park is 1-2 acres or larger, solidly fenced, ideally with amenities that include water, equipment to play on, and varied terrain, such as open fields, creeks, and woods, so dogs have plenty to keep them environmentally engaged, rather than just pestering each other. Parks that are small, overcrowded and boring greatly increase the likelihood of inappropriate canine behaviour (fights). Other important park features sometimes include separate areas for small and large dogs and double-gated entrances so dogs can't escape as newcomers arrive.

## LOCATION

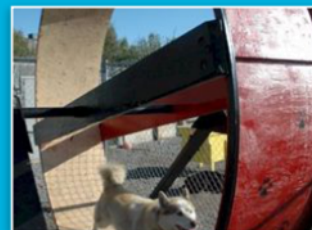
Location is the first and most important consideration to take into account when planning a dog park. Ideally, you want to identify an area situated off to the side and preferably towards the back of the community. Likewise, the proposed park should be easily accessible to all residents. Dog parks do not necessarily have to be located on perfectly flat areas. Is there a piece of land in your community that is not suitable for other uses due to a slope or rough terrain? Consider utilising this area for a dog park. This will allow you to make more use of available land in the community.

## SHAPE

The shape of a dog park is usually determined by the site availability, topography, vegetation, site boundaries and adjacent land uses and activities. The shape can have a significant influence on the layout and circulation patterns within the park.

Linear shapes encourage people to move through a space and promote exercise by walking rather than standing in one spot. This has the additional benefit of reducing the concentration of dogs in one location by dispersing dogs and people throughout the park.

Irregular (odd) shapes work better than rectangles. They provide more opportunities to create spaces for dogs to 'get out of the main flow of traffic and ways to take a break from or avoid high-energy body-slamming canines' (Smith, 2007: 26).



If you want to be part of this project please contact

Waimate Dog Park on Facebook

or Janelle on 021 1531140  
[janellebilcliffe@gmail.com](mailto:janellebilcliffe@gmail.com)

*"Giving dogs a secure, safe exercise area & helping dog owners have well behaved and socialised dogs."*

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## BENEFITS

Dog parks can provide many benefits for dogs, their owners and the community.

### Benefits for the community

- Responsible dog ownership. Dog parks can reduce the likelihood of dog owners letting their dog's off-leash in other recreational areas and infringing on the rights of other community residents and park users. They can also provide opportunities to educate dog owners about animal health and welfare and dog park etiquette.
- Affordable recreation option. A trip to the dog park is a free, outdoor activity where the family can take both their children and their pet (provided they are both under supervision by adults).
- Resting place for travelling community. Dog parks can provide a safe resting spot for those owners travelling with their pets 'pet friendly holidays'.

### Benefits for dogs

- Physical and mental exercise for dogs. Dog parks can provide opportunities where dogs can get physical and mental exercise. Well exercised dogs are less likely to behave in a destructive or annoying way such as excessive barking.
  - Socialisation for dogs. Dog parks can provide opportunities for dogs to have frequent interaction with other dogs and people.
- 'Dogs that are well socialised and exercised are healthier and happier as well as less likely to be aggressive' (Lee, 2007:17).
- Safe environment for dogs to play. Off-leash dog parks can provide a secure environment where dog owners can exercise their dogs off-leash and not encounter cars, bikes and other obstacles.



### What are the reasons that people visit a dog park?

- 92% exercise for dogs
- 83% socialisation for dogs
- 20% exercise for owners
- 20% socialisation for owners

Source: Dog Park Survey (Hazel & Thomsen, n.d.)

### Benefits for people

- Outlet for dog owners to socialise. Dog parks can provide a public space where dog owners can interact with each other and form community bonds. It has been established that pets 'act as a lubricant or social contact' and pet owners are 'more likely to exchange favours with neighbours, to be involved in community issues and to have higher levels of social capital' (Wood, 2009:5).
- Seniors and disabled owners have an accessible place to exercise their dogs. Dog parks can provide people with limited access

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such as the elderly and disabled with opportunities to exercise their dog and provide ongoing social contact (Petcare Information and Advisory Service, 1995).

- Social wellbeing and mental health. Dog parks can provide a space where dog owners can feel connected with other human beings improving their mental and emotional health (Planning Institute of Australia, 2013).

#### CIRCULATION PATHS

We hope to have walking paths and/or trails within the park encourage dog owners to walk with their dogs rather than standing in one place. This helps reduce congestion and the concentration of dogs in one particular location and the potential for dogs to form into loose groups (Smith, 2007).

'Many older dogs are really not that interested in playing with other dogs but do love to run and explore. Paths that encourage owners and dogs to keep walking are best for enhancing the dog/owner relationship and preventing dog to dog conflict' (Larsen Bridge, 2007:n.p).

DOG PARK CHECKLIST	
<b>PLANNING</b>	<b>DESIGN</b>
<ul style="list-style-type: none"> <li>■ How to get started</li> <li>■ Potential demand</li> <li>■ Stakeholder engagement</li> <li>■ Costs</li> <li>■ Location</li> <li>■ Parking and accessibility</li> <li>■ Connections to existing paths and trails</li> <li>■ Other facilities</li> <li>■ Size and shape</li> </ul>	<b>PARK LAYOUT</b> <ul style="list-style-type: none"> <li>■ Activity zones</li> <li>■ Circulation paths</li> <li>■ Fencing</li> <li>■ Entry/exit points</li> <li>■ Gates</li> <li>■ Surface materials</li> <li>■ Plants</li> </ul>
	<b>ESSENTIAL AMENITIES</b>
	<ul style="list-style-type: none"> <li>■ Drinking water and shade</li> <li>■ Seating</li> <li>■ Waste disposal</li> <li>■ Signs</li> </ul>
	<b>OPTIONAL AMENITIES</b>
	<ul style="list-style-type: none"> <li>■ Site lighting</li> <li>■ Dog equipment</li> <li>■ Notice board</li> <li>■ Picnic tables</li> </ul>
	<b>MANAGEMENT AND OPERATIONS</b>
	<ul style="list-style-type: none"> <li>■ Maintenance</li> <li>■ Waste management</li> <li>■ Park rules and etiquette</li> <li>■ Dog park education</li> <li>■ Evaluation</li> </ul>

#### FENCING

Secure perimeter fencing should be provided to discourage dogs escaping under, over or through the fence.

- The fence should be around 1.7-1.8m in height to discourage dogs jumping over it.
- Constructing the fence with a concrete plinth will also assist with maintenance and prevent smaller dogs escaping under the fence and also serves as a mow strip.
- It is desirable to select a fencing material that provides good visibility so that park users can see activity inside and around the park.



#### ENTRY/EXIT POINTS

Providing multiple entry/exit points serves to minimise dog and human congestion at these locations and reduces wear and tear on surface materials. If there is only one main entry/exit point, dogs tend to converge on the newcomer, which can be a potential source of conflict.



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- Entry/exit points should be clear of physical structures and amenities such as shelters, benches or drinking fountains to discourage dogs and people congregating.

#### GATES

We hope for double-gates should be provided to prevent dogs escaping from the park. The double gates provide a 'safety airlock' where park users transition from the external, on-leash environment to the internal, off-leash environment of the dog park.

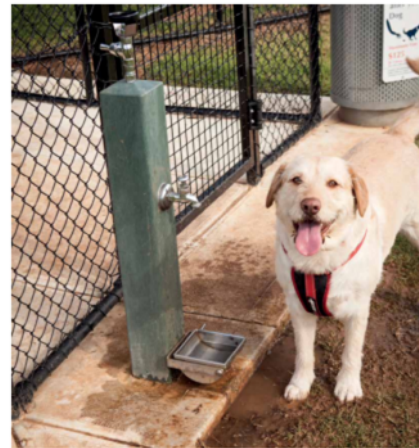
Gates would ideally in the long term be fitted with self-closing child-proof locks to prevent dogs escaping and unsupervised children entering the park.

#### WATER AND SHADE

Drinking water for both dogs and humans is required inside the dog park. Dogs cannot cool themselves as efficiently as humans, therefore, they must have access to water and shade. It is recommended that one drinking water fountain be provided in the park.

We will consider:

- Adequate drainage around the water bowl to reduce water logging and mud
- Location of the water bowl away from the main entry gates to discourage dogs congregating
- Suitable water bowls that are large enough for all dogs to use and easy to clean and maintain.



Trees as a natural source of shade are preferable, although they may need protection from urinating dogs until established.

#### SEATING

Seating location and materials are an important consideration in the design stage. Some considerations include:

- Seating should be located away from entry/exit gates to avoid congestion
- Keep seating to a minimum, as people tend to sit down, socialize, and do less interacting with their dog. It is better to encourage dog owners to keep moving through the park, interacting and staying connected with their dog (also see circulation paths)
- Seating should be positioned to provide unobstructed views of the dog play areas

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## WASTE

We aim for bag dispensers and waste bins to be appropriate locations in and around the park for cleaning up after dogs.

- Consider bag dispensers with a locking device to prevent bags being pulled continuously and scattered in the park.
- Provide waste bins of a sufficient size and number to accommodate the expected demand.



## NOTICE BOARD

Providing a public notice board can assist park users to obtain useful information on animal health, welfare and safety and community events in the dog park e.g. dog park education sessions. A notice board also provides an opportunity for the community to exchange information.

## PICNIC TABLES

Picnic tables should not be located inside the dog park as they encourage food in the park.

## PROPOSED RULES.

To ensure the Dog Park would be a fun, safe place for everyone, the following rules are suggested, based on other South Island dog parks.

- Dogs must be on a lead when entering and exiting the dog park and wear a collar with a current Local Authority registration tag at all times.
- Owners must carry a lead at all times.
- Dogs and children must be accompanied and supervised by an adult at all times. Be a responsible parent and do not bring your small children into the dog park.
- Equipment in the dog park is for dogs only. Please do not let your children climb on the equipment or use the grounds as a play area.
- Dogs and puppies must be fully vaccinated and healthy.





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- Owners are required to pick up and dispose of their dog's poo.
- No bicycles, skateboards or motorised vehicles allowed.
- Dogs that show signs of aggression must either be muzzled or removed from the park.
- Dogs that are sick or in-season are prohibited.
- Owners use the park at their own risk.

#### AGILITY EQUIPMENT

The aim is for the Dog Park to feature dog exercise and agility equipment such as hurdles, jumps, balance beams, pole weave, bollards, ramps, a tunnel and more. Ideally there would be a small pond, dog wash area and a grooming table.

The agility equipment is particularly suited to dogs that are well socialised, need stimulation and have good recall off lead.

Initially to keep costs low a selection of wooden exercise and agility equipment would be used such as wooden cable reels, posts and wooden ramps, with upgrades as fundraising allows.



An agility course is like an obstacle course with standard elements that each dog must pass through in order to complete the run. The basic elements.

\* The Weave Poles are a series of thin poles attached to a straight plank base. The dog must enter the weave at the first two poles and pass through the space between every pole in quick succession. It's truly amazing to watch a dog moving left and right at breakneck speed on its way through the poles and then buzz off to the next element its handler is directing it to. Six to 12 poles.

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\* The A Frame is a ramp with a strong incline and equal decline. The ramp is colored with contact zones where the dog's feet must touch to assure it is fully using the element and not just jumping it.

\* The Teeter is a long plank on a fulcrum that each dog must mount at one end and walk across to the other end. The dog must pause momentarily until the opposite end of the teeter touches the ground before it can dismount and run to the next obstacle.

\* The Tunnel is a long tube each dog must run through

\* The Chute is similar to the tube at the entry point, but the rest of the chute is simply nylon without the hoops to support it, so dog are basically running blind through this element.

\* Jumps are the same as you would find at and the pole height is set according to the size of the dog.

\* The Tire is suspended on a frame and each dog must jump through it on its way around the course.

\* The Dog Walk is another type of ramp. The dog enters at one end on an incline, runs along a narrow, but level plank and then takes the decline back to the ground.



#### FUNDING

Council have indicated \$18,000 was allocated from the Subdivisional Contribution Fund for a Dog Park, but a location on Council owned land could not be agreed upon.

If you want to contribute land, funds or energy to this project please contact Waimate Dog Park on Facebook or phone 0211531140 or [janellebilcliffe@gmail.com](mailto:janellebilcliffe@gmail.com)

---

**From:** info@scshow.co.nz <info@scshow.co.nz>  
**Sent:** Tuesday, 27 August 2019 9:48 AM  
**To:** Carolyn Johns <CAROLYN@waimatedc.govt.nz>  
**Cc:** Tomothy Julian Mehrrens <springhillsfarm@farmside.co.nz>; Janelle Bilcliffe <janellebilcliffe@gmail.com>  
**Subject:** RE: Dog/Agility Park on our Southern Canterbury A&P Associations Ground

Morning Carolyn,

Great to meet you and your team on our grounds yesterday. This mail is just to confirm the various points we discussed yesterday

- SC A&P Association is happy to lease some part of land at the Showgrounds to establish a Dog & Agility Park
- We will arrange directly with the Dog Owners Collective all necessary contracts in regards of lease, insurance and ownership of this park
- SC A&P Association is happy to receive the available funds from the Waimate District Council for the implementation of the Project "Waimate Dog/Agility Park"
- SC A&P Association also confirms that the access to the "Waimate Dog/Agility Park" will remain open to all public, at any times

I would like to thank you and your team once again on behalf of our Association for your support and continuous commitment for establishing such a great park.

In case of any query feel free to contact us any time



**Reto Oswald** Association juggler

---

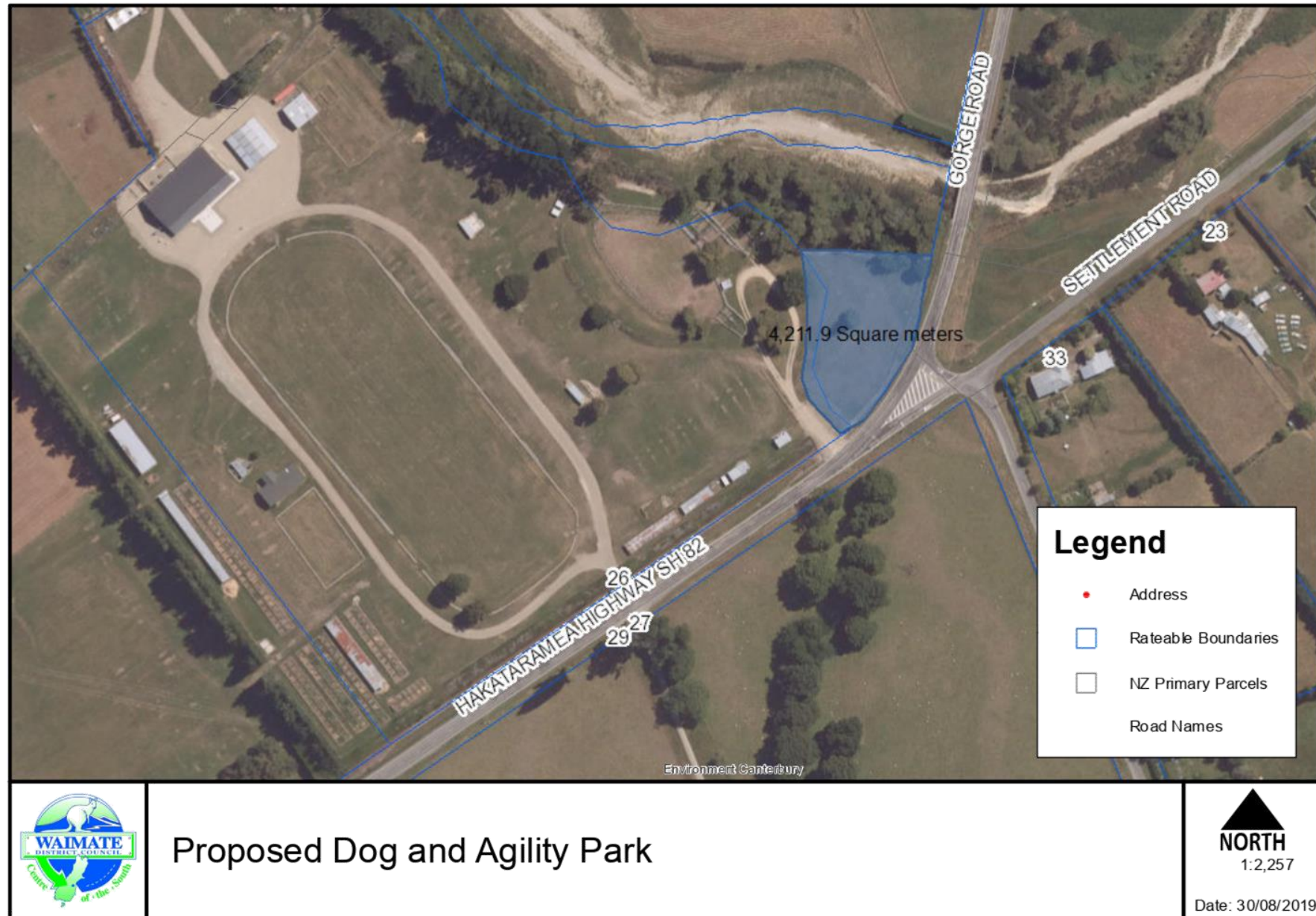
**Southern Canterbury A&P Association**  
P.O. Box 153  
Waimate 7960  
t: 027 523 7878  
e: [info@scshow.co.nz](mailto:info@scshow.co.nz)

[www.info@scshow.co.nz](http://www.info@scshow.co.nz)



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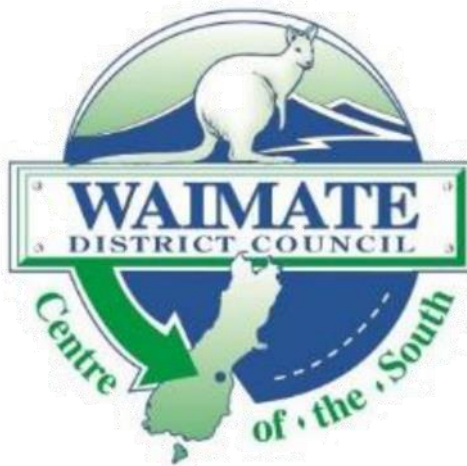






## WAIMATE DISTRICT COUNCIL

### Subdivision Recreation Reserve Contributions Fund Policy 318



## **Contents**

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<b>2. Policy Statement.....</b>	<b>3</b>
<b>3. Strategy .....</b>	<b>4</b>
<b>4. Publication Details.....</b>	<b>5</b>

## 1. Scope

Reserve Contributions should generally be applied to:

A conveniently distributed and accessible range of public open space and recreation areas and facilities that meet the diverse needs of residents and visitors to the district including, but not limited to the following:

- Purchase of new reserves
- Vesting of new reserves from subdivision
- Development of reserves and levels of service to meet new needs

These reserves may include:

- Neighbourhood parks – small to medium sized reserves to provide for informal, local, passive and active recreation and open space;
- Reserves for amenity purposes within and adjoining non-residential areas;
- Pedestrian and cycling linkages linking areas of interests or between other reserves and community facilities;
- Sports and Events parks;
- Garden and heritage parks;
- District or regional parks;
- Protection and conservation of natural, cultural and heritage areas and features while providing for passive recreation.

Reserves may contain plantings or hard landscaping, along with associated infrastructure such as seating, lighting, play equipment, toilets, water features and artworks.

## 2. Policy Statement

The following matters are to be taken into account in deciding whether and how reserve contributions are to be utilised:

- a Where possible the use of contributions should be in accordance with the Council's reserves, open space and recreation strategy.
- b Until a reserves, open space and recreation strategy is in place Council will take into account 2.C to 2.G below.
- c Where possible, reserve contributions should be spent either in the general locality where they were collected from or on recreation or open space assets that will provide benefit for residents of that area, e.g. a district facility.
- d Whether the local area is sufficiently well served with the amount and quality of open space and recreation opportunities now and in the future.
- e Whether any lack of open space and recreation opportunities now and in the future, is best addressed by purchase of land or reserves, establishment of new facilities on Council land or upgrading of existing reserves and facilities, or some other form of provision.
- f Whether community or privately owned facilities or land will provide a satisfactory alternative to publicly owned land and facilities with regards to provision of good quality, conveniently located open space and recreation opportunities and their

level of public accessibility and likely utilisation and therefore whether funding of such facilities is appropriate.

- g Whether maintenance of existing reserves, open space and recreational facilities will provide a satisfactory level of open space and recreational opportunities for communities now and in the future.

### 3. Strategy

That Council ensure that recreational open spaces are 'forward looking' and will provide for the existing and likely future needs of the residents and visitors to Waimate, that Council develop, by the 30th November 2017, a reserves, open space and recreation strategy. This strategy will provide a basis for the development of all parks, gardens and green space reserves and should include:

- i Inventory of existing reserves and recreation land and facilities owned by the Council including the functions they fulfil, capital and operational maintenance needs.
- ii Inventory of other community owned open space and recreation facilities that are used by the public and considered to be a general benefit to the District.
- iii Assessment of the open space and recreation needs of residents within Waimate, and the smaller townships such as Morven, Makikihi, Glenavy, St Andrews and Hakatamea and whether the local area is adequately served with the amount and quality of open space and recreation opportunities now and in the future.
- iv Assessment of whether any lack of open space and recreation opportunities now and in the future, is best addressed by purchase of land or reserves, establishment of new facilities, on Council land or upgrading of existing reserves and facilities or some other form of provision.
- v Whether community or privately owned facilities or land will provide a satisfactory alternative to publicly owned land and facilities with regard to provision of good quality, conveniently located open space and recreation opportunities and to their level of public accessibility and likely utilisation and therefore whether funding of such facilities is appropriate.
- vi How the strategy should be funded and in particular the role of reserve contributions in this funding.

#### 4. Publication Details

All inquiries or suggestions regarding this Document should be referred to:	Corporate Services Manager
Revision:	Final Version
Revision Dates:	16 June 2009 14 March 2017
Effective Date:	14 March 2017
Minimum Review by:	March 2020 (3 yearly)
Document Owner – Release Signature: Corporate Services Manager	
Chief Executive Officer – Release Signature:	Stuart Duncan
Policy can only be amended by:	Resolution of Council
Policy filed at:	<a href="#">L:\POLICIES, MOU's &amp; STRATEGIES\Policies\300 policy - General Council</a>
Policy Writer:	Andy Hilton (Amended by) Stuart Duncan Chief Executive

<b>7.2      PRESENTATION: POLICING IN THE WAIMATE DISTRICT - 1.00PM</b>
---

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor


**Authoriser:** Carolyn Johns, Community and Strategy Group Manager

**Attachments:** Nil

**PURPOSE**

Sergeant Kevin Reynolds will give the Community Services and Development Committee an update on policing in the Waimate District.

**7.3 HERITAGE GRANT APPLICATION - WAIMATE EDWARDIAN HERITAGE GROUP**

**Author:** Donna van der Byl, Information Officer  
**Authoriser:** Carolyn Johns, Community and Strategy Group Manager  
**Attachments:** 1. Waimate Edwardian Heritage Group [↓](#) 

**PURPOSE**

1. To provide the relevant information for the Community Services and Development Committee to consider the attached funding application from the Waimate Edwardian Heritage Group.

**BACKGROUND**

2. The Heritage Fund is open for projects that include archaeological and traditional sites, buildings and sites with Historic Place classifications, notable and heritage trees and other buildings or sites Council consider worthy of assistance.
3. There are two rounds per year February and August. A maximum of \$1,000 plus GST if applicable, and not more than 50% of the total cost of the project can be granted per application.

**PROPOSAL**

4. The Waimate Edwardian Heritage Group are seeking funding to refurbish a 90-year-old historic building to be part of the Bushtown development. The building is to be used for heritage bush clothing worn in the early 1900's for the public to dress up in and have photos taken.
5. The total cost of the project is \$2,211.69 plus 80 hours voluntary time. The applicant is requesting \$1,000 (exclusive of GST).

**OPTIONS**

6. The Committee supports the applicant up to \$1,000; or
7. The Committee does not support the grant application.

**ASSESSMENT OF SIGNIFICANCE**

8. This matter is not deemed significant under the Council's Significance and Engagement Policy.

**FINANCIAL**

9. Community and Strategy Group Manager, Carolyn Johns holds this budget. Community Support, Heritage Fund 111033512
10. The Reserve Fund has a balance of \$9,687.32 as at 1 June 2019, therefore this proposal can be accommodated.

**COST-EFFECTIVENESS**

11. Cost-effectiveness consideration is not applicable.

**RECOMMENDATION**

1. That the Heritage Grant Application – Waimate Edwardian Heritage Group report is accepted; and
2. That the Community Services and Development Committee consider the funding application from the Waimate Edwardian Heritage Group.



1. Full name of organisation, group, or individual:

Waimate Edwardian Heritage Group

2. Address of organisation, group, or individual:

c/o J.G. Coles 90 Shearman Street, Waimate

3. Name and address of contact person:

John Coles 90 Shearman Street, Waimate.

Telephone number: Day

021 134 5073

Night

689 6577

Email

john.coles@farmerside.co.nz

4. Are you GST registered?

Yes

Do NOT include GST in your budget\*

No

✓ Include GST in your budget

GST number:

5. Objectives of your organisation (use separate sheet if necessary).

To enjoy and take pride in the Heritage assets and history of the Waimate District. To be beneficial to the community by promoting the districts Edwardian Heritage and preservation of the districts Edwardian architecture and places of historic interest

6. Describe the project for which you are seeking financial assistance (use separate sheet if necessary).

To refurbish a 90 year old historic building which needs rotten timber replaced, then building is to be painted inside & outside after sanding down & filling where necessary. Mr Taylor of Willowbridge used the building to sell strawberries & raspberry some years ago

7. Project timeline.

Start date:

When Funding is available

Completion date:

August 2020

\*If you are GST registered we will contact you for a GST invoice after the grant decision has been made



8. What is your organisation's contribution to the project  
(please include both financial and volunteer contribution)?
- |                                |                        |
|--------------------------------|------------------------|
| Volunteer Hours - 80 hours     |                        |
| Raffles                        | 706.90                 |
| Bushtown Steam Up Day stall    | 287.70                 |
| Wardrobe Clothing hire         | 50.00                  |
| <b>Total own contribution:</b> | <b>(8) \$ 1,044.60</b> |

9. Please detail all other sources of funding received relevant to this project  
N/A

**Total other funding:** (9) \$NIL

10. Have you applied to any other organisation for funding for this project?

Result date (if known)	Grant	Amount Requested
N/A		

11. Please detail the complete costs of the project. Please include at least two quotes where relevant.  
(If you are GST registered do not include the GST.)

Transport from Willowbridge to Bushtown	264.50
Consumables for kitchen building	854.54
Timber, nails and paint (ITM \$1,092.65 or Great Southern \$1,241.78)	1,092.65

Total project cost:	\$ 2,211.69
Less own contribution:	(8) \$ 1,044.60
Less other funding:	(9) \$NIL
<b>Total requested from Council:</b>	<b>\$ 1,000.00</b>

12. Has your organisation previously received a grant from Council within the last five (5) years?  
If so, state years received and amounts.

Year	Grant	Amount
2017	Heritage Grant	556.13

13. Who will benefit from the grant to your organisation?

The building is to be part of Bushtown development which is to grow public interest on attractions at Bushtown. The building is to be used for heritage, bush clothing worn in the early 1900 for the public to dress up in and have their photos taken.

**YOUR DECLARATION**

We hereby declare that the information supplied in this application is correct. If the application is successful, we agree to provide an accountability report with receipts (which will be sent to us with our grant) stating that the funding received has been spent on the project/programme/service or activity stated in this application. We also agree to participate in any funding audit of our organisation conducted by Waimate District Council.

We also consent to Waimate District Council collecting, retaining and using the personal contact details of the persons listed in this application. We confirm that we obtained the consent of the persons listed in this application to provide these details and we have the authority to commit the organisation to this application. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name:

John Colas

Signature of applicant:

John G. Colas

Position of signatory:

President

Date:

15-8-19

**Checklist**

Have you:

- Answered every question?
- Attached at least two quotes where relevant?
- Attached a copy of your most recent reviewed Annual Accounts (not older than 12 months)?
- Attached proof of bank account number (printed/verified deposit slip or bank statement)?
- Attached all other relevant documents?
- Returned your accountability form (if you have previously received a grant)?

**QUESTIONS AND COMPLETED APPLICATIONS**

Grant Administrator

Phone: 03 689 7771

Email: [info@waimatedc.govt.nz](mailto:info@waimatedc.govt.nz)

Drop into:

Waimate Information Centre

15 Paul Street

Waimate

Post to:

Waimate District Council

P.O. Box 122

Waimate 7960

# HERITAGE GRANT CRITERIA AND ELIGIBILITY



## ELIGIBLE PROJECTS

- Archaeological and traditional sites.
- Buildings and sites with Heritage New Zealand classifications and/or listed in the Waimate District Plan.
- Other buildings or sites the Council consider worthy of assistance.
- Notable and heritage trees.

## ELIGIBLE WORK

- In the case of heritage value buildings, preference will be given to assisting with the restoration or strengthening of the structure or fabric.
- In the case of heritage or notable trees, preference will be given to work to enable conservation or protection of the tree/s.
- Recording any aspect of the District's heritage.
- Funding priority will be given to buildings and sites that are in public ownership, eg community enhancement groups, incorporated societies, trusts etc.

## INELIGIBLE APPLICATIONS

- Projects for ordinary maintenance and repair of heritage buildings and sites, with the exception of war memorials.
- Projects for Council owned heritage buildings or heritage sites.
- Ongoing operational costs e.g. office rental, salaries.
- Costs that cannot be verified with appropriate quotes.
- Activities that have already begun and/or been completed (unless of a staged nature).
- Fundraising activities.
- Any other reason the Council considers not appropriate for funding.

## CONDITIONS OF ASSISTANCE

- The projects for which grants are sought **must** be capable of completion within one year of receiving the grant. Refunds **may be** requested if the project is not completed within the one year.
- Applicants will be asked for proof of their project being finalised by completing an **accountability form**.
- Future applications **will not** be considered by Council unless a project accountability form has been completed by the original applicant for previous funding within two months of project completion.
- Applications must include two (2) written quotes.
- Applicants may be requested to supply additional information.

You may also be asked to:

- Agree to registration of the heritage building, tree or site in the Waimate District Plan; and/or
- A Heritage New Zealand Pouhere Taonga Act covenant; and/or
- A QEII National Trust covenant.

## MISCELLANEOUS

- Not more than 50% of the total cost of a project will be granted from the fund, up to a maximum of \$1,000.

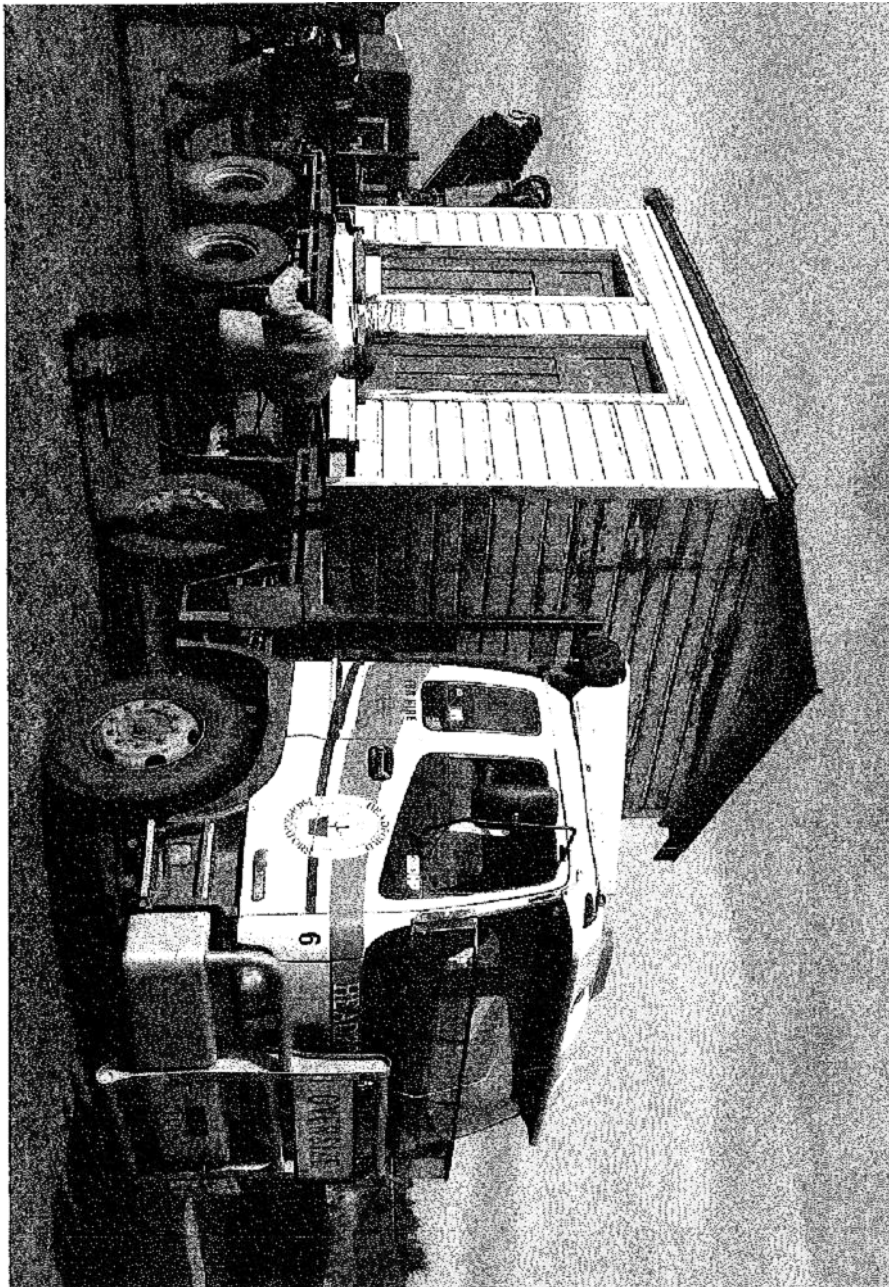
## FURTHER INFORMATION

For assistance in applying for a Heritage Grant please contact:

Grant Administrator  
Phone: 03 689 7771  
Email: [info@waimatedc.govt.nz](mailto:info@waimatedc.govt.nz)

Drop into:  
Waimate Information Centre  
15 Paul Street  
Waimate

Post to:  
Waimate District Council  
P O Box 122  
Waimate 7960



**Waimate Edwardian Heritage Group**  
**Receipts & Payments to 31.03.2019**  
**Cheque 00 Account**

**Receipts**

Balance 01.04.18 1561.40  
Membership subs 370.00 ✓

**Miscellaneous**

Bank Interest 0.00  
Donations 111.20  
Raffle float 100.00  
Raffles 706.90  
Wardrobe hire 50.00  
TePapa grant 450.00  
Tfr from rapid save 1000.00

2418.99 ✓

**Events**

Mia Flora 150.00  
Harvest Lunch 250.00  
Forks Hotel 311.00  
Armistice dinner 900.00  
Christmas Lunch 451.00  
Heritage weekend 420.00  
Bus Trip 1230.00  
Stall etc Bushtown 287.70

3999.70 ✓

**Payments**

**General**

Printing 129.28  
Reviewer 80.00  
Advertising 84.40  
stationery 13.99  
gifts 125.72  
Web site 39.99  
Historical Socy.sub 20.00

493.38 ✓

**Events**

Harvest Lunch 425.35  
Forks Hotel 336.00  
Suffrage celebration 705.89  
Armistice Dinner 980.00  
M.Cruikshank wreath 115.00  
MiaFlora lunch 437.00  
Raffle Float 100.00  
Studholme Hotel 420.00  
Bus Trip 413.00

3932.24 ✓

**Miscellaneous**

Donation 300.00  
Info Board 172.50  
Cottage expenses 720.80  
Lawnmowing 40.00  
Acrylic wall covering 486.50  
Tfr.to Rapid save a/c 120.00

1839.80 ✓

Bank Balance at 31.03.2019

2084.67 ✓

8350.09 ✓

8350.09 ✓

*Receipts & Payments reviewed for year ended  
31/3/2019 & found correct.*

*Holmes*

*7/5/2019*

**Waimate Edwardian Heritage Group**

**Receipts & Payments to 31.03.2019**

**Rapid Saver 97 Account**

Balance at 01-04-2018 3848.86

Bank Interest 68.36 <sub>A</sub>

Tfr.from chq.a/c 120.00 <sub>A</sub>

188.36 -

**Payments**

Transfer to Cheque a/c 1000.00 <sub>A</sub>

**Bank balance at 31.03.2019 3037.22 <sub>A</sub>**

*Reviewed & found correct as at 31/3/2019  
H. Holmes.*

*7/5/2019*



**Customer Details**

Customer No: 0046554330

The following customer information is held on our files as at 15th August 2019

Customer name: WAIMATE EDWARDIAN HERITAGE GROUP

Physical address: WAIMATE EDWARDIAN HERITAGE GRP  
C/O CLAIRE SAUNDERS-TACK  
19 BATHGATES ROAD  
RD 10  
WAIMATE 7980

Mailing address: WAIMATE EDWARDIAN HERITAGE GRP  
C/O CLAIRE SAUNDERS-TACK  
19 BATHGATES ROAD  
RD 10  
WAIMATE 7980

Business phone:

Business fax:

Mobile:

Work email:

After hours phone: 03 689 1422

After hours fax:

Account number

Product

02-0892-0012313-000

Non Profit Org A/C

For Bank of New Zealand

BANK STAMP

Date: 15/08/2019 Time: 2:13PM  
BNZ, Waimate

Page 1 of 1





## HEADFORD PROPAGATORS LTD

24 Horsnells Road, Morven, 10 R.D., Waimate 7980  
Telephone (03) 689 4813, Facsimile (03) 689 4812  
Email: office@headfordprop.co.nz  
Web: www.headfordprop.co.nz

- Suppliers of G.O.L.'s
- Contract Propagation
- Re-vegetation Contracts
- Plant Transport Specialists
- 'Haul n' Hiab' Service

Bill To:  
*Waimate Education Heritage Group*  
C/o John & Sandra Coles  
90 Shearman Street  
Waimate 7924

Tax Invoice No.: 00050937

Date: 17/06/2019

Order Number:

GST No: 82 861 300

DATE	DESCRIPTION	AMOUNT
14/07/2019	8927 - 2 Hour Hiab Hire to Shift Building from Keilors Rd, Morven to Bush Town Waimate	\$230.00
COMMENT	PAYMENT DUE:  0% 20th Net 20th after EOM  Bank account details: Westpac: 03-0104-0194153-00	SALE AMOUNT
		GST:
		Total Amount:
		Amount Applied:
		Balance Due:
		\$230.00
		\$34.50
		\$264.50
		\$0.00
		\$264.50



No.1 for Posts & Timber

**Aaron Phillips**

Site Manager Waimate

2 William Street, Waimate 7924  
Web [www.greatsouthern.net.nz](http://www.greatsouthern.net.nz)

Phone 03 689 6369  
Mobile 027 687 6744  
Fax 03 689 6347  
Email [aaron@greatsouthern.net.nz](mailto:aaron@greatsouthern.net.nz)

**TIMBER FOR KITCHEN BUILDING**

On behalf of the "Waimate Edwardian Heritage Group"

Description	Number	Length	Total Metre	Price	Total
100mm x 25mm Rough Sawn H4	15	2.8	42	2.03/m	85.26
100mm x 25mm Rough Sawn H4	1	5.6	5.6	2.03/m	11.36
150mm x 25mm Rough Sawn H4	1	6.4	6.4	3.13/m	20.03
100mm x 50mm Rough Sawn H3.2	4	3.2	12.8	3.79/m	48.51
Rusticated 135mm	7	4	28	9.45/m	264.60
Rusticated 135mm	15	3.2	48	9.45/m	453.60
100mm x 100mm Rough Sawn H4	1	6	6	69.30/ea	69.30
200mm x 50mm Rough Sawn SG8 H3.2	1	2.2	2.2	10.07/m	22.15
75mm x 3.15mm FH Nails 5KG	2			35	70.00
100mm x 4.00mm FH Nails 5KG	1			35	35.00
Undercoat paint	1	4Lts		N/A	N/A
				Total Excluding	1,079.81
				GST	161.97
				Total Including	1,241.78

**Please note:** All above pricing is exclusive of GST & ex Waimate Yard.  
We do cut to length when it come to Rough Sawn we just sell by the stick which come in 4.8m & 6.0m lengths

Waimate Edwardian Heritage Group  
C/o John Coles  
90 Shearman Street,  
Waimate.

[john.c@farmside.co.nz](mailto:john.c@farmside.co.nz)

**WAIMATE ITM**  
97 QUEEN STREET  
WAIMATE 7924

Phone: 03 689 7427  
Facsimile: 03 689 7426  
Email: admin@waimateitm.co.nz

**Quote**

Reference:	Q10015
Date:	03/07/2019
Customer:	2644
Order Number:	John Coles
GST Regn:	40-858-305

Charge To:  
WAIMATE EDWARDIAN HERITAGE GROUP  
C/- C Sauders-Tack  
Wattle Grove  
19 Bathgates Road  
RD 10  
WAIMATE 7980

Deliver To:  
WAIMATE EDWARDIAN HERITAGE GROUP

Code	Description	Quantity	Unit Price	Discount	Total
01003061	TIMBER H4 RS 100*25 15@2.8	42.0000	1.70000	7.14	64.26
01003061	TIMBER H4 RS 100*25 1@5.6	5.6000	1.70000	0.00	9.52
01003060	TIMBER H4 RS 150*25	6.4000	2.54000	0.00	16.26
01003054	TIMBER H3 RS 100*50 4@3.2	12.8000	3.48000	0.00	44.54
01003082	TIMBER W/BOARD RUST 190 7@4.0	28.0000	8.00000	0.00	224.00
01003082	TIMBER W/BOARD RUST 190 15@3.2	48.0000	8.00000	0.00	384.00
01009771	TIMBER H4 RS 100*75	4.0000	6.30000	0.00	25.20
01003052	TIMBER H3 RS 200*50	2.2000	6.84000	0.00	15.05
01039046	NAILS GF 75*3.15 5KG NZNL	1.0000	38.45000	0.00	38.45
01038875	NAILS GJ 100*4 2KG NZNL	1.0000	25.37000	0.00	25.37
01006075	U/PROOF ACRY PRMR UNCT 4L	1.0000	103.48000	0.00	103.48




This quote is valid for 30 days.

<b>Sub Total:</b>	<b>950.13</b>
<b>Plus GST of:</b>	<b>142.52</b>
<b>Invoice Total:</b>	<b>1,092.65</b>

**Cosumables for Kitchen Building - ITM prices**

Materials	Number	Cost/Ea	Cost
Generator Hire	2	80.00	160.00
Sanding Paper	4	6.85	27.40
No More Gaps	1	7.20	7.20
PVA	1	1.46	1.46
Dead Lock	2	60.20	120.40
10 Lts Yellow Paint	1	180.00	180.00
Flat Straps	4	1.12	4.48
2x4.8x1.75 Treated Skid Poles	2	151.80	303.60
Other consumables	1	50.00	50.00
Edwardian to Pay for			<u>854.54</u>

**7.4 RECREATIONAL TRACK GRANT APPLICATIONS**

**Author:** Donna van der Byl, Information Officer  
**Authoriser:** Carolyn Johns, Community and Strategy Group Manager  
**Attachments:** 1. Waituna Creek School Application [↓](#)   
2. Waimate Trackways Inc. Knottingley Park Application [↓](#)   
3. Waimate Trackways Inc. Whitehorse Application [↓](#) 

**PURPOSE**

1. To provide the relevant information for the Community Services and Development Committee to consider the attached funding applications, one application from Waituna Creek School and two from the Waimate Trackway Inc for funding from the Recreational Track Grant.

**BACKGROUND**

2. Council acknowledges that the ongoing development of recreational tracks is important for the wellbeing of local residents and an attraction to visitors. The Waimate District Council has therefore agreed to allocate \$20,000 per annum towards a contestable grant to support clubs and/or groups to develop new tracks and maintain/improve existing tracks.
3. Council receive applications on a six monthly basis in February and August each year with \$10,000 available for each round. Applications are to be decided by a Council Committee and will be considered along with the Heritage Grant applications.
4. The Recreational Track Grant is open for projects including track signage, GIS mapping and/or be for the development of new recreational tracks and/or the improvement of existing tracks and/or maintenance of existing tracks.

**PROPOSAL**

5. Waituna Creek School are seeking funding to develop a new community bike track on school grounds for the school and community to use. The total cost of the project is \$8,550.00, excluding GST. The applicant is requesting \$6,550.00, excluding GST.
6. Waimate Trackways Inc. are seeking funding to improve the safety of the Whitehorse Walkway by reducing the gradient (just below the red seat through an area of native bush) and therefore making it accessible to more people. They are also applying for signage. The total cost of the project is \$8,265.84, excluding GST. The applicant is requesting \$8,265.84, excluding GST.
7. Waimate Trackways Inc. are seeking funding to upgrade the surface of the existing Knottingley Park walking/cycling track. The total cost of the project is \$8,650.00, excluding GST. The applicant is requesting \$8,650.00, excluding GST.

**ASSESSMENT OF SIGNIFICANCE**

8. This item is not deemed significant under Council's Significant and Engagement Policy.

**Budget**

9. Community and Strategy Group Manager, Carolyn Johns holds this budget. G/L 111033520.
10. Budget allocation (current year): \$20,000 plus \$10,000 brought forward from last year. Total available this round \$20,000.

**RECOMMENDATION**

1. That the Recreational Track Grant Applications report is received; and
2. That the Community Services and Development Committee consider the funding applications for:
  - a. Waituna Creek School – Community Bike Track application
  - b. Waimate Trackway Inc. – Whitehorse application
  - c. Waimate Trackway Inc. – Knottingley Park application



RECEIVED

20 AUG 2019

WAIMATE DISTRICT COUNCIL

**WAITUNA CREEK SCHOOL**

178 Waituna School Road RD6 Waimate 7878  
T: 03 689 7438 e: [office@waitunacreek.school.nz](mailto:office@waitunacreek.school.nz)  
[www.waitunacreek.school.nz](http://www.waitunacreek.school.nz)

20 August 2019

Grants Administrator  
Waimate Information Centre  
PO Box 122  
WAIMATE 7960

RE: Recreational Track Grant Application 2019

We are applying for the Recreational Track Grant so that we can develop a new community bike track in the Waituna–Waimate District. Waituna Creek School has an unused paddock across the road from the school and we would like to develop a bike track for the school and community to use. We see ourselves training staff and children in bike skills and safety with a view to children using these skills on other bike tracks in the district.

We believe that many children today do not ever experience the joy of biking or the social and health benefits attached. As well as developing an active interest in cycling at school, the local community will be able to use it outside school hours.

We have an enthusiastic group of parents and mountain biking members of the community who support the new bike track and are very keen to help develop this area with the children of Waituna Creek. The idea is to create a track for all ages to develop their skills and progress to independence in the community.

Our key objectives for the bike track development are:

- To develop children's bike safety education, focussing on biking outside of school grounds.
- Inclusive opportunities to develop bike skills.
- Encouraging children to be more active, which reinforces physical activity messages.
- Children learn safety skills, spatial awareness and risk assessment.
- Community spirit, with children helping each other and shared learning.

If we were lucky enough to receive funding from this grant we would publicly thank the Waimate District Council. Thank you for taking the time to consider our application. We look forward to hearing from you.

Yours sincerely

Tiffany Ottley  
Principal

# RECREATIONAL TRACK GRANT APPLICATION



1. Full name of organisation or group:

Waituna Creek School

2. Address of organisation or group:

178 Waituna School Road, RD8, Waimate 7978

3. Name and address of contact person:

Tiffany Otley

178 Waituna School Road, RD8, Waimate 7978

Telephone number: Day 03 689 7438 (Waituna Creek School)

Night 03 689 7958 (Home)

Email principal@waitunacreek.school.nz

4. Are you GST registered?

Yes ☒ Do NOT include GST in your budget\*

No ☐ Include GST in your budget

GST number: 059497613

5. Objectives of your organisation (use separate sheet if necessary).

The objectives of our school is to provide a nurturing environment where all learners can thrive, strengthen our community partnership and excellent achievement in literacy and numeracy.

6. Describe the project for which you are seeking financial assistance (use separate sheet if necessary).

Please see attached letter.

7. Project timeline.

Start date:

October 14<sup>th</sup> 2019 (Term 4)

Completion date:

January 2020

\*If you are GST registered we will contact you for a GST invoice after the grant decision has been made.



8. What is your organisation's contribution to the project (please include both financial and volunteer contribution)?

Funds raised to date - raffles and bake sales \$1000.00

Total own contribution: (8) \$ 1000.00

9. Please detail all other sources of funding received relevant to this project

BOT funding \$1000.00

Total other funding: (9) \$ 1000.00

10. Have you applied to any other organisation for funding for this project?

Result date (if known)	Grant	Amount Requested
N/A		

11. Please detail the complete costs of the project. Please include at least two quotes where relevant. (If you are GST registered do not include the GST.)

Pre quote site visit, Establishment of plant, traffic management, supply, cartage and shaping of track. \$8,550.00

Total project cost: \$ 8,550.00

Less own contribution: (8) \$ 1000.00

Less other funding: (9) \$ 1000.00

Total requested from Council: \$ 6550.00

12. Has your organisation previously received a grant from Council within the last five (5) years? If so, state years received and amounts.

Year	Grant	Amount
2016	Sports Grant - Rugby Posts	\$555.00
2017	Rural Travel - Swimming	\$1500.00
2017	Creative Communities	\$1500.00
2018	Creative Communities	\$1000.00
2019	Sports Grant - Hockey	\$981.20

13. Who will benefit from the grant to your organisation?

This grant will benefit all the Waituna and Waimate Community young and old. It will be used for recreational biking and a place to develop biking skills for our young children.

#### YOUR DECLARATION

We hereby declare that the information supplied in this application is correct. If the application is successful, we agree to provide an accountability report with receipts (which will be sent to us with our grant) stating that the funding received has been spent on the project/programme/service or activity stated in this application. We also agree to participate in any funding audit of our organisation conducted by Waimate District Council.

We also consent to Waimate District Council collecting, retaining and using the personal contact details of the persons listed in this application. We confirm that we obtained the consent of the persons listed in this application to provide these details and we have the authority to commit the organisation to this application. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name:

Tiffany Otley

Signature of applicant:



Position of signatory:

Principal Waituna Creek School

Date:

20/08/2019

#### Checklist

Have you:

- Answered every question?
- Attached at least two quotes where relevant?
- Attached a copy of your most recent reviewed Annual Accounts (not older than 12 months)?
- Attached proof of bank account number (printed/verified deposit slip or bank statement)?
- Attached all other relevant documents?

#### QUESTIONS AND COMPLETED APPLICATIONS

Grant Administrator

Phone: 03 689 7771

Email: [info@waimatedc.govt.nz](mailto:info@waimatedc.govt.nz)

Drop into:

Waimate Information Centre

15 Paul Street

Waimate

Post to:

Waimate District Council

P.O. Box 122

Waimate 7960



19 August 2019

Waltuna Creek School  
Waituna School Road  
RD 8  
Waimate  
Attn. Matt Gardner

Dear Matt

Thank you for the opportunity to provide a quote for the building of a BMX bike track in the paddock opposite the school grounds.

We are pleased to provide the following quote:

Scope of works

Import fill on to site opposite the school grounds, form banks, jumps, and track shaping etc.

Included in this quote:

- Pre quote site visit
- Establishment and Disestablishment of plant
- Traffic management
- Supply, cartage and shaping of imported fill.

Not included in this quote

Anything outside the above scope of works

For the sum of \$8,550.00 excluding GST.

A handwritten signature in black ink, appearing to read "Mark Haywood", followed by a horizontal line.

Mark Haywood

Operations Manager – Leathwick Contracting

Waimate

027 548 7021

# James Davis

*Contracting Ltd Waimate*

RD7, Serpentine Valley Road, Waimate  
027 2280584

21<sup>st</sup> September 2019

**Quote: Waituna Creek School**

## BIKE TRACK

Cart in material (Truck) 18HRs @ \$155ph	\$2790.00
Digger Hire (20T) loading material and spreading around track 23HRs @ \$155ph	\$3565.00
30m2 Road Chip @ \$30	\$900.00
Digger Hire (3T) levelling and prep track 12HRs @ \$100ph	\$1200.00
<b>TOTAL</b>	<b>\$8455.00</b>

*All Prices are excluding GST.*

We are happy to assist the Waituna Creek School in amazing opportunities like this, creating outdoor learning spaces that can be enjoyed by all.

Any questions please don't hesitate to contact me.

Many thanks

James Davis



## ANNUAL REPORT

**FOR THE YEAR ENDED 31 DECEMBER 2018**

Ministry Number:	3579
Principal:	Tiffany Otley
School Address	Waltuna School Road, Waimate
School Postal Address:	Waltuna School Road, RD 8, Waimate, 7978
School Phone:	03 689 7438
School Email:	<a href="mailto:office@waltunacreek.school.nz">office@waltunacreek.school.nz</a>

**Solutions & Services**  
Collaborative School Administration



# WAITUNA CREEK SCHOOL

Annual Report - For the year ended 31 December 2018

## Index

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1	Statement of Responsibility
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	Kiwisport

## Waituna Creek School

### Statement of Responsibility

For the year ended 31 December 2018

The Board of Trustees accepts responsibility for the preparation of the annual financial statements and the judgements used in these financial statements.

The management (including the principal and others as directed by the Board) accepts responsibility for establishing and maintaining a system of internal controls designed to provide reasonable assurance as to the integrity and reliability of the school's financial reporting.

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2018 fairly reflects the financial position and operations of the school.

The School's 2018 financial statements are authorised for issue by the Board.

Kevin Sodle  
Full Name of Board Chairperson

Tiffany Otley  
Full Name of Principal

[Signature]  
Signature of Board Chairperson

[Signature]  
Signature of Principal

21/5/19  
Date:

21/5/2019  
Date:

## **Waituna Creek School**

### **Members of the Board of Trustees**

For the year ended 31 December 2018

<b>Name</b>	<b>Position</b>	<b>How Position Gained</b>	<b>Held Until</b>
Kelvin Sadler	Chairperson	Elected	June 2019
Tiffany Ottley	Principal		June 2019
David Sleigh	Parent Rep	Elected	June 2019
Andy Saunders-Tack	Parent Rep	Elected	June 2019
Johnny Sutherland	Parent Rep	Elected	June 2019
Rachael Studholme	Finance	Elected	June 2019
Jane Medlicott	Staff Rep	Elected	Jan 2019

**Waituna Creek School**  
**Statement of Comprehensive Revenue and Expense**

For the year ended 31 December 2018

		2018	2018	2017
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
<b>Revenue</b>				
Government Grants	2	440,586	481,894	488,644
Locally Raised Funds	3	46,828	33,084	21,776
Interest Earned		2,036	3,000	2,074
		<u>489,450</u>	<u>518,078</u>	<u>512,493</u>
<b>Expenses</b>				
Locally Raised Funds	3	19,795	12,350	12,716
Learning Resources	4	299,354	335,363	341,882
Administration	5	42,644	42,600	40,048
Finance Costs		944	-	363
Property	6	114,244	117,038	111,199
Depreciation	7	14,292	16,000	12,400
Loss on Disposal of Property, Plant and Equipment		56	-	4,801
		<u>491,329</u>	<u>523,351</u>	<u>523,409</u>
<b>Net (Deficit)</b>		<b>(1,879)</b>	<b>(5,273)</b>	<b>(10,916)</b>
Other Comprehensive Revenue and Expenses		-	-	-
<b>Total Comprehensive Revenue and Expense for the Year</b>		<b><u>(1,879)</u></b>	<b><u>(5,273)</u></b>	<b><u>(10,916)</u></b>

The above Statement of Comprehensive Revenue and Expense should be read in conjunction with the accompanying notes.

**Waituna Creek School**

**Statement of Changes in Net Assets/Equity**

For the year ended 31 December 2018

	Actual 2018 \$	Budget (Unaudited) 2018 \$	Actual 2017 \$
<b>Balance at 1 January</b>	<u>224,601</u>	<u>224,601</u>	<u>231,817</u>
Total comprehensive revenue and expense for the year	(1,879)	(5,273)	(10,916)
Capital Contributions from the Ministry of Education			
Contribution - Furniture and Equipment Grant	-	-	3,700
<b>Equity at 31 December</b>	<u>222,722</u>	<u>219,328</u>	<u>224,601</u>
Retained Earnings	222,722	219,328	224,601
<b>Equity at 31 December</b>	<u>222,722</u>	<u>219,328</u>	<u>224,601</u>

The above Statement of Changes in Net Assets/Equity should be read in conjunction with the accompanying notes.



**Waituna Creek School**  
**Statement of Financial Position**  
As at 31 December 2018

	Notes	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
<b>Current Assets</b>				
Cash and Cash Equivalents	8	68,369	69,454	58,727
Accounts Receivable	9	15,235	11,244	11,244
GST Receivable		438	-	-
Prepayments		1,965	1,264	1,264
Investments	10	59,207	57,257	57,257
Funds owing for Capital Works Projects	15	-	1,420	1,420
		<u>145,114</u>	<u>140,639</u>	<u>129,912</u>
<b>Current Liabilities</b>				
GST Payable		-	1,369	1,369
Accounts Payable	12	28,529	22,026	22,026
Finance Lease Liability - Current Portion	14	3,480	2,773	2,773
		<u>32,009</u>	<u>26,167</u>	<u>26,167</u>
<b>Working Capital Surplus/(Deficit)</b>		<b>113,105</b>	<b>114,472</b>	<b>103,745</b>
<b>Non-current Assets</b>				
Property, Plant and Equipment	11	<u>137,166</u>	<u>131,452</u>	<u>147,452</u>
		<b>137,166</b>	<b>131,452</b>	<b>147,452</b>
<b>Non-current Liabilities</b>				
Provision for Cyclical Maintenance	13	20,534	17,467	17,467
Finance Lease Liability	14	7,015	9,129	9,129
		<u>27,549</u>	<u>26,596</u>	<u>26,596</u>
<b>Net Assets</b>		<u><b>222,722</b></u>	<u><b>219,328</b></u>	<u><b>224,601</b></u>
<b>Equity</b>		<u><b>222,722</b></u>	<u><b>219,328</b></u>	<u><b>224,601</b></u>

The above Statement of Financial Position should be read in conjunction with the accompanying notes.



**Waituna Creek School**  
**Statement of Cash Flows**  
For the year ended 31 December 2018

		2018	2018	2017
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
<b>Cash flows from Operating Activities</b>				
Government Grants		129,731	98,223	111,536
Locally Raised Funds		46,598	33,084	24,229
Goods and Services Tax (net)		(1,807)	-	776
Payments to Employees		(91,708)	(52,700)	(64,306)
Payments to Suppliers		(68,253)	(69,880)	(78,736)
Cyclical Maintenance Payments in the Year		-	(1,000)	-
Interest Received		2,024	3,000	3,455
Net cash from / (to) the Operating Activities		16,585	10,727	(3,046)
<b>Cash flows from Investing Activities</b>				
Purchase of PPE (and Intangibles)		7,916	-	1,447
Purchase of Investments		(1,950)	-	(3,372)
Net cash from / (to) the Investing Activities		5,966	-	(1,925)
<b>Cash flows from Financing Activities</b>				
Furniture and Equipment Grant		-	-	3,700
Finance Lease Payments		(14,329)	-	(10,469)
Funds Held for Capital Works Projects		1,420	-	(1,420)
Net cash from Financing Activities		(12,909)	-	(8,189)
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>9,642</b>	<b>10,727</b>	<b>(13,160)</b>
Cash and cash equivalents at the beginning of the year	8	58,727	58,727	71,887
<b>Cash and cash equivalents at the end of the year</b>	<b>8</b>	<b>68,369</b>	<b>69,454</b>	<b>58,727</b>

The statement of cash flows records only those cash flows directly within the control of the School. This means centrally funded teachers' salaries and the use of land and buildings grant and expense have been omitted.

The above Cash Flow Statement should be read in conjunction with the accompanying notes.

## Waituna Creek School

### Notes to the Financial Statements

#### 1. Statement of Accounting Policies

For the year ended 31 December 2018

##### 1.1. Reporting Entity

Waituna Creek School (the School) is a Crown entity as specified in the Crown Entities Act 2004 and a school as described in the Education Act 1989. The Board of Trustees (the Board) is of the view that the School is a public benefit entity for financial reporting purposes.

##### 1.2. Basis of Preparation

###### Reporting Period

The financial reports have been prepared for the period 1 January 2018 to 31 December 2018 and in accordance with the requirements of the Public Finance Act 1989.

###### Basis of Preparation

The financial statements have been prepared on a going concern basis, and the accounting policies have been consistently applied throughout the period.

###### Financial Reporting Standards Applied

The Education Act 1989 requires the School, as a Crown entity, to prepare financial statements in accordance with generally accepted accounting practice. The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand, applying Public Sector Public Benefit Entity (PBE) Standards Reduced Disclosure Regime as appropriate to public benefit entities that qualify for Tier 2 reporting. The school is considered a Public Benefit Entity as it meets the criteria specified as "having a primary objective to provide goods and/or services for community or social benefit and where any equity has been provided with a view to supporting that primary objective rather than for financial return to equity holders".

###### PBE Accounting Standards Reduced Disclosure Regime

The School qualifies for Tier 2 as the school is not publicly accountable and is not considered large as it falls below the expenditure threshold of \$30 million per year. All relevant reduced disclosure concessions have been taken.

###### Measurement Base

The financial statements are prepared on the historical cost basis unless otherwise noted in a specific accounting policy.

###### Presentation Currency

These financial statements are presented in New Zealand dollars, rounded to the nearest dollar.

###### Specific Accounting Policies

The accounting policies used in the preparation of these financial statements are set out below.

###### Critical Accounting Estimates And Assumptions

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, revenue and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

###### Useful lives of property, plant and equipment

The School reviews the estimated useful lives of property, plant and equipment at the end of each reporting date. The School believes that the estimated useful lives of the property, plant and equipment as disclosed in the Significant Accounting Policies are appropriate to the nature of the property, plant and equipment at reporting date. Property, plant and equipment is disclosed at note 11.

Waituna Creek School Annual Report and Financial Statements



***Critical Judgements in applying accounting policies***

Management has exercised the following critical judgements in applying accounting policies:

***Classification of leases***

The School reviews the details of lease agreements at the end of each reporting date. The School believes the classification of each lease as either operation or finance is appropriate and reflects the nature of the agreement in place. Finance leases are disclosed at note 14.

***Recognition of grants***

The School reviews the grants monies received at the end of each reporting period and whether any require a provision to carryforward amounts unspent. The School believes all grants received have been appropriately recognised as a liability if required. Government grants are disclosed at note 2.

**1.3. Revenue Recognition**

***Government Grants***

The school receives funding from the Ministry of Education. The following are the main types of funding that the School receives;

Operational grants are recorded as revenue when the School has the rights to the funding, which is in the year that the funding is received.

Teachers salaries grants are recorded as revenue when the School has the rights to the funding in the salary period they relate to. The grants are not received in cash by the School and are paid directly to teachers by the Ministry of Education.

Use of land and buildings grants are recorded as revenue in the period the School uses the land and buildings. These are not received in cash by the School as they equate to the deemed expense for using the land and buildings which are owned by the Crown.

***Other Grants***

Other grants are recorded as revenue when the School has the rights to the funding, unless there are unfulfilled conditions attached to the grant. In which case the amount relating to the unfulfilled conditions is recognised as a liability and released to revenue as the conditions are fulfilled.

***Donations, Gifts and Bequests***

Donations, gifts and bequests are recorded as revenue when their receipt is formally acknowledged by the School.

***Interest Revenue***

Interest Revenue earned on cash and cash equivalents and investments is recorded as revenue in the period it is earned.

**1.4. Use of Land and Buildings Expense**

The property from which the School operates is owned by the Crown and managed by the Ministry of Education on behalf of the Crown. The School's use of the land and buildings as occupant is based on a property occupancy document as gazetted by the Ministry. The expense is based on an assumed market rental yield on the value of land and buildings as used for rating purposes. This is a non-cash expense that is offset by a non-cash grant from the Ministry.

**1.5. Operating Lease Payments**

Payments made under operating leases are recognised in the Statement of Comprehensive Revenue and Expense on a straight line basis over the term of the lease.

**1.6. Finance Lease Payments**

Finance lease payments are apportioned between the finance charge and the reduction of the outstanding liability. The finance charge is allocated to each period during the lease term on an effective interest basis.

**1.7. Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, bank balances, deposits held at call with banks, and other short term highly liquid investments with original maturities of 90 days or less, and bank overdrafts. The carrying amount of cash and cash equivalents represent fair value.

**1.8. Accounts Receivable**

Accounts Receivable represents items that the School has issued invoices for or accrued for, but has not received payment for at year end. Receivables are initially recorded at fair value and subsequently recorded at the amount the School realistically expects to receive. A receivable is considered uncollectable where there is objective evidence the School will not be able to collect all amounts due. The amount that is uncollectable (the provision for uncollectibility) is the difference between the amount due and the present value of the amounts expected to be collected.

**1.9. Investments**

Bank term deposits for periods exceeding 90 days are classified as investments and are initially measured at the amount invested. Interest is subsequently accrued and added to the investment balance. After initial recognition bank term deposits are measured at amortised cost using the effective interest method less impairment.

Investments that are shares are categorised as "available for sale" for accounting purposes in accordance with financial reporting standards. Share investments are recognised initially by the School at fair value plus transaction costs. At balance date the School has assessed whether there is any evidence that an investment is impaired. Any impairment, gains or losses are recognised in the Statement of Comprehensive Revenue and Expense.

After initial recognition any investments categorised as available for sale are measured at their fair value without any deduction for transaction costs the school may incur on sale or other disposal.

The School has met the requirements under section 28 of schedule 6 of the Education Act 1989 in relation to the acquisition of securities.

**1.10. Property, Plant and Equipment**

Land and buildings owned by the Crown are excluded from these financial statements. The Board's use of the land and buildings as "occupant" is based on a property occupancy document.

Improvements to buildings owned by the Crown are recorded at cost, less accumulated depreciation and impairment losses.

Property, plant and equipment are recorded at cost or, in the case of donated assets, fair value at the date of receipt, less accumulated depreciation and impairment losses. Cost or fair value as the case may be, includes those costs that relate directly to bringing the asset to the location where it will be used and making sure it is in the appropriate condition for its intended use.

Property, plant and equipment acquired with individual values under \$500 are not capitalised, they are recognised as an expense in the Statement of Comprehensive Revenue and Expense, except for sets of like items with a collective worth exceeding \$500.

Gains and losses on disposals (i.e. sold or given away) are determined by comparing the proceeds received with the carrying amounts (i.e. the book value). The gain or loss arising from the disposal of an item of property, plant and equipment is recognised in the Statement of Comprehensive Revenue and Expense.

**Leased Assets**

Leases where the School assumes substantially all the risks and rewards of ownership are classified as finance leases. The assets acquired by way of finance lease are measured at an amount equal to the lower of their fair value and the present value of the minimum lease payments at inception of the lease, less accumulated depreciation and impairment losses. Leased assets and corresponding liability are recognised in the Statement of Financial Position and leased assets are depreciated over the period the School is expected to benefit from their use or over the term of the lease.



#### **Depreciation**

Property, plant and equipment except for library resources are depreciated over their estimated useful lives on a straight line basis. Library resources are depreciated on a diminishing value basis. Depreciation of all assets is reported in the Statement of Comprehensive Revenue and Expense.

The estimated useful lives of the assets are:

Building improvements – Crown	8-50 years
Furniture and equipment	10-20 years
Information and communication technology	4-10 years
Leased assets held under a Finance Lease	3-5 years
Library resources	12.5% Diminishing value

#### **1.11. Impairment of property, plant and equipment and intangible assets**

The school does not hold any cash generating assets. Assets are considered cash generating where their primary objective is to generate a commercial return.

#### **Non cash generating assets**

Property, plant, and equipment and intangible assets held at cost that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable service amount. The recoverable service amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is determined using an approach based on either a depreciated replacement cost approach, restoration cost approach, or a service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

If an asset's carrying amount exceeds its recoverable service amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the surplus or deficit.

#### **1.12. Accounts Payable**

Accounts Payable represents liabilities for goods and services provided to the School prior to the end of the financial year which are unpaid. Accounts Payable are recorded at the amount of cash required to settle those liabilities. The amounts are unsecured and are usually paid within 30 days of recognition.

#### **1.13. Employment Entitlements**

##### **Short-term employee entitlements**

Employee benefits that are due to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned to but not yet taken at balance date.

##### **Long-term employee entitlements**

Employee benefits that are due to be settled beyond 12 months after the end of the period in which the employee renders the related service, such as long service leave and retirement gratuities, have been calculated on an actuarial basis. The calculations are based on:

- likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement, and contractual entitlement information; and
- the present value of the estimated future cash flows

#### **1.14. Revenue Received in Advance**

Revenue received in advance relates to fees received from students where there are unfulfilled obligations for the School to provide services in the future. The fees are recorded as revenue as the obligations are fulfilled and the fees earned.

**1.15. Provision for Cyclical Maintenance**

The property from which the School operates is owned by the Crown, and is vested in the Ministry. The Ministry has gazetted a property occupancy document that sets out the Board's property maintenance responsibilities. The Board is responsible for maintaining the land, buildings and other facilities on the School site in a state of good order and repair.

Cyclical maintenance, which involves painting the interior and exterior of the School, makes up the most significant part of the Board's responsibilities outside day-to-day maintenance. The provision for cyclical maintenance represents the obligation the Board has to the Ministry and is based on the Board's ten year property plan (10YPP).

**1.16. Financial Assets and Liabilities**

The School's financial assets comprise cash and cash equivalents, accounts receivable, and investments. All of these financial assets, except for investments that are shares, are categorised as "loans and receivables" for accounting purposes in accordance with financial reporting standards.

Investments that are shares are categorised as "available for sale" for accounting purposes in accordance with financial reporting standards.

The School's financial liabilities comprise accounts payable, borrowings, finance lease liability, and painting contract liability. All of these financial liabilities are categorised as "financial liabilities measured at amortised cost" for accounting purposes in accordance with financial reporting standards.

**1.17. Goods and Services Tax (GST)**

The financial statements have been prepared on a GST exclusive basis, with the exception of accounts receivable and accounts payable which are stated as GST Inclusive.

The net amount of GST paid to, or received from, the IRD, including the GST relating to investing and financing activities, is classified as a net operating cash flow in the statements of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

**1.18. Budget Figures**

The budget figures are extracted from the School budget that was approved by the Board at the start of the year.

**1.19. Services received in-kind**

From time to time the School receives services in-kind, including the time of volunteers. The School has elected not to recognise services received in kind in the Statement of Comprehensive Revenue and Expense.

2. Government Grants

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Operational grants	97,095	80,639	98,242
Teachers' salaries grants	225,773	299,533	281,237
Use of Land and Buildings grants	85,082	84,238	83,313
Other MoE Grants	27,196	17,584	18,331
Other government grants	5,438	-	7,521
	<u>440,586</u>	<u>481,994</u>	<u>488,644</u>

3. Locally Raised Funds

Local funds raised within the School's community are made up of:

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
<b>Revenue</b>			
Donations	26,276	22,500	14,013
Bequests & Grants	600	600	-
Other revenue	11,453	7,434	6,885
Trading	1,943	250	778
Activities	4,556	2,300	-
	<u>46,828</u>	<u>33,084</u>	<u>21,776</u>
<b>Expenses</b>			
Activities	6,977	6,000	2,399
Trading	2,620	350	849
Fundraising (costs of raising funds)	6,216	-	5,087
Transport (local)	3,902	6,000	4,381
	<u>19,795</u>	<u>12,350</u>	<u>12,716</u>
<i>Surplus for the year Locally raised funds</i>	<u>27,033</u>	<u>20,734</u>	<u>9,059</u>

4. Learning Resources

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Curricular	5,620	5,180	12,405
Information and communication technology	1,175	1,500	1,198
Extra-curricular activities	-	-	5,483
Library resources	429	650	836
Employee benefits - salaries	290,208	326,033	321,821
Staff development	1,922	2,000	139
	<u>299,354</u>	<u>335,363</u>	<u>341,882</u>

5. Administration

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Audit Fee	2,450	2,790	3,290
Board of Trustees Fees	3,645	3,500	4,090
Board of Trustees Expenses	760	800	401
Communication	981	1,100	870
Consumables	1,021	1,200	979
Operating Lease	511	840	818
Other	6,826	10,170	5,789
Employee Benefits - Salaries	18,727	17,300	19,043
Insurance	2,014	1,900	2,017
Service Providers, Contractors and Consultancy	2,710	3,000	1,950
	<u>42,844</u>	<u>42,600</u>	<u>40,048</u>

6. Property

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Cyclical Maintenance Provision	3,067	1,000	3,087
Adjustment to the Provision	-	-	(4,500)
Grounds	2,037	1,300	1,265
Heat, Light and Water	6,172	8,600	9,027
Rates	-	900	-
Repairs and Maintenance	7,838	12,100	10,114
Use of Land and Buildings	85,082	84,238	83,313
Employee Benefits - Salaries	10,048	8,900	8,915
	<u>114,244</u>	<u>117,038</u>	<u>111,199</u>

The use of land and buildings figure represents 8% of the school's total property value. This is used as a 'proxy' for the market rental of the property. Property values are established as part of the nation-wide revaluation exercise that is conducted every 30 June for the Ministry of Education's year-end reporting purposes.

7. Depreciation of Property, Plant and Equipment

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Building Improvements	5,660	7,000	5,589
Furniture and Equipment	2,204	3,000	2,234
Information and Communication Technology	2,873	5,000	3,324
Leased Assets	3,132	700	789
Library Resources	423	300	454
	<u>14,292</u>	<u>16,000</u>	<u>12,400</u>



8. Cash and Cash Equivalents

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Bank Current Account	12,299	69,454	4,569
Bank Call Account	56,070	-	54,158
Net cash and cash equivalents and bank overdraft for Cash Flow Statement	<u>68,369</u>	<u>69,454</u>	<u>58,727</u>

The carrying value of short-term deposits with maturity dates of 90 days or less approximates their fair value.

9. Accounts Receivable

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Receivables	430	200	200
Interest Receivable	195	183	183
Teacher Salaries Grant Receivable	14,610	10,862	10,862
	<u>15,235</u>	<u>11,244</u>	<u>11,244</u>
Receivables from Exchange Transactions	625	393	393
Receivables from Non-Exchange Transactions	14,610	10,861	10,861
	<u>15,235</u>	<u>11,244</u>	<u>11,244</u>

10. Investments

The School's investment activities are classified as follows:

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Current Asset			
Short-term Bank Deposits	59,207	57,257	57,257



11. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2018	\$	\$	\$	\$	\$	\$
Building Improvements	110,392	2,320	-	-	(5,660)	107,052
Furniture and Equipment	12,765	-	-	-	(2,204)	10,561
Information and Communication	9,104	-	-	-	(2,873)	6,231
Leased Assets	12,013	1,472	-	-	(3,132)	10,353
Library Resources	3,178	270	(56)	-	(423)	2,969
Balance at 31 December 2018	147,452	4,062	(56)	-	(14,292)	137,166

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2018	\$	\$	\$
Building Improvements	207,985	(100,933)	107,052
Furniture and Equipment	57,808	(47,247)	10,561
Information and Communication Technology	54,998	(48,765)	6,231
Leased Assets	14,274	(3,921)	10,353
Library Resources	19,231	(16,262)	2,969
Balance at 31 December 2018	354,294	(217,128)	137,166

The net carrying value of equipment held under a finance lease is \$10,353 (2017: \$12,013)

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2017	\$	\$	\$	\$	\$	\$
Building Improvements	115,991	-	-	-	(5,589)	110,392
Furniture and Equipment	14,670	582	(253)	-	(2,234)	12,765
Information and Communication	9,012	3,416	-	-	(3,324)	9,104
Leased Assets	10,224	12,802	(10,224)	-	(789)	12,013
Library Resources	4,225	221	(814)	-	(454)	3,178
Balance at 31 December 2017	154,122	17,021	(11,291)	-	(12,400)	147,452

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2017	\$	\$	\$
Building Improvements	205,665	(95,273)	110,392
Furniture and Equipment	57,807	(45,042)	12,765
Information and Communication	54,995	(45,891)	9,104
Leased Assets	12,802	(789)	12,013
Library Resources	19,302	(16,124)	3,178
Balance at 31 December 2017	350,571	(203,119)	147,452

12. Accounts Payable

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Operating creditors	1,355	1,975	1,975
Accruals	3,737	2,864	2,864
Banking staffing overuse	3,500	-	-
Employee Entitlements - salaries	18,611	15,556	15,556
Employee Entitlements - leave accrual	1,326	1,631	1,631
	<u>28,529</u>	<u>22,026</u>	<u>22,026</u>

Payables for Exchange Transactions	28,529	22,026	22,026
	<u>28,529</u>	<u>22,026</u>	<u>22,026</u>

The carrying value of payables approximates their fair value.

13. Provision for Cyclical Maintenance

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Provision at the Start of the Year	17,467	17,467	18,900
Increase to the Provision During the Year	3,067	-	3,067
Adjustment to the Provision	-	-	(4,500)
Provision at the End of the Year	<u>20,534</u>	<u>17,467</u>	<u>17,467</u>
Cyclical Maintenance - Term	20,534	17,467	17,467
	<u>20,534</u>	<u>17,467</u>	<u>17,467</u>

14. Finance Lease Liability

The School has entered into a number of finance lease agreements for computers. Minimum lease payments payable:

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
No Later than One Year	4,251	3,682	3,682
Later than One Year and no Later than Five Years	7,735	10,420	10,420
Later than Five Years	-	-	-
	<u>11,986</u>	<u>14,102</u>	<u>14,102</u>

15. Funds Held for Capital Works

During the year the School received and applied funding from the Ministry of Education for the following capital works projects:

	2018	Opening Balances	Receipts from MoE	Payments	BOT Contribution/ (Write-off to R&M)	Closing Balances
		\$	\$	\$		\$
Internal Alterations & Refurbish	Completed	(1,420)	-	-	1,420	-
Totals		(1,420)	-	-	1,420	-

	2017	Opening Balances	Receipts from MoE	Payments	BOT Contribution/ (Write-off to R&M)	Closing Balances
		\$	\$	\$		\$
Internal Alterations & Refurbish	In progress	-	-	1,420	-	(1,420)
Totals		-	-	1,420	-	(1,420)

16. Related Party Transactions

The School is a controlled entity of the Crown, and the Crown provides the major source of revenue to the school. The school enters into transactions with other entities also controlled by the Crown, such as government departments, state-owned enterprises and other Crown entities. Transactions with these entities are not disclosed as they occur on terms and conditions no more or less favourable than those that it is reasonable to expect the school would have adopted if dealing with that entity at arm's length.

Related party disclosures have not been made for transactions with related parties that are within a normal supplier or client/recipient relationship on terms and condition no more or less favourable than those that it is reasonable to expect the school would have adopted in dealing with the party at arm's length in the same circumstances. Further, transactions with other government agencies (for example, Government departments and Crown entities) are not disclosed as related party transactions when they are consistent with the normal operating arrangements between government agencies and undertaken on the normal terms and conditions for such transactions.

17. Remuneration

*Key management personnel compensation*

Key management personnel of the School include all trustees of the Board, and the Principal.

	2018 Actual \$	2017 Actual \$
<i>Board Members</i>		
Remuneration	3,645	4,090
Full-time equivalent members	0.24	0.24
<i>Leadership Team</i>		
Remuneration	95,456	95,961
Full-time equivalent members	1.00	1.00
Total key management personnel remuneration	99,101	100,051
Total full-time equivalent personnel	1.24	1.24

The full time equivalent for Board members has been determined based on attendance at Board meetings, Committee meetings and for other obligations of the Board, such as stand downs and suspensions, plus the estimated time for Board members to prepare for meetings.

*Principal*

The total value of remuneration paid or payable to the Principal was in the following bands:

	2018 Actual \$000	2017 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	90 - 100	90 - 100
Benefits and Other Emoluments	0 - 0	2 - 3
Termination Benefits	0 - 0	0 - 0

*Other Employees*

The number of other employees with remuneration greater than \$100,000 was in the following bands:

Remuneration \$000	2018 FTE Number	2017 FTE Number
110 - 120	-	-
100 - 110	-	-
	-	-

The disclosure for 'Other Employees' does not include remuneration of the Principal.

**18. Compensation and Other Benefits Upon Leaving**

The total value of compensation or other benefits paid or payable to persons who ceased to be trustees, committee member, or employees during the financial year in relation to that cessation and number of persons to whom all or part of that total was payable was as follows:

	2018 Actual	2017 Actual
Total	\$ -	\$ -
Number of People	-	-

**19. Contingencies**

There are no contingent liabilities (except as noted below) and no contingent assets as at 31 December 2018 (Contingent liabilities and assets at 31 December 2017: nil).

**Holidays Act Compliance – schools payroll**

The Ministry of Education performs payroll processing and payments on behalf of school boards of trustees, through payroll service provider Education Payroll Limited.

The Ministry has commenced a review of the schools sector payroll to ensure compliance with the Holidays Act 2003. The initial phase of this review has identified areas of non-compliance, however the potential impact on any specific school or individual and any associated historical liability will not be known until further detailed analysis has been completed.

To the extent that any obligation cannot reasonably be quantified at 31 December 2018, a contingent liability for the school may exist.

**20. Commitments**

**(a) Capital Commitments**

As at 31 December 2018 the Board has not entered into any contract agreements for capital works.

(Capital commitments at 31 December 2017: nil)

**(b) Operating Commitments**

As at 31 December 2018 the Board has entered into the following contracts:

**(a) operating lease of Computers;**

	2018 Actual	2017 Actual
No later than One Year	\$ -	\$ 2,217
Later than One Year and No Later than Five Years	-	-
Later than Five Years	-	-
	<u>-</u>	<u>2,217</u>

**21. Managing Capital**

The School's capital is its equity and comprises capital contributions from the Ministry of Education for property, plant and equipment and accumulated surpluses and deficits. The School does not actively manage capital but attempts to ensure that income exceeds spending in most years. Although deficits can arise as planned in particular years, they are offset by planned surpluses in previous years or ensuing years.

**22. Financial Instruments**

The carrying amount of financial assets and liabilities in each of the financial instrument categories are as follows:

**Loans and Receivables**

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Cash and Cash Equivalents	68,369	69,454	58,727
Receivables	15,235	11,244	11,244
Investments - Term Deposits	59,207	57,257	57,257
Total Loans and Receivables	<u>142,811</u>	<u>137,955</u>	<u>127,229</u>

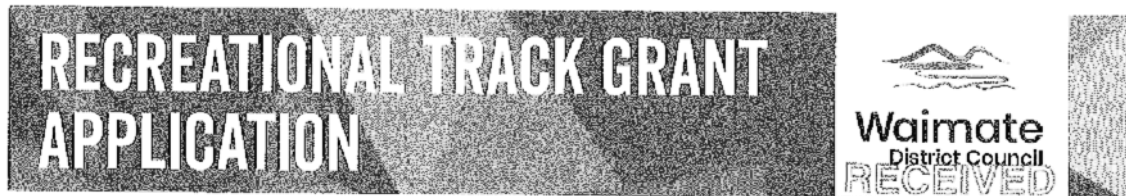
**Financial liabilities measured at amortised cost**

Payables	28,529	22,026	22,026
Finance Leases	10,495	11,902	11,902
Total Financial Liabilities Measured at Amortised Cost	<u>39,024</u>	<u>33,928</u>	<u>33,928</u>

**23. Events After Balance Date**

There were no significant events after the balance date that impact these financial statements.





1. Full name of organisation or group:

Waimate Trackways Inc.

2. Address of organisation or group:

14 Gorge Road, Waimate

3. Name and address of contact person:

Glenda Begg  
14 Gorge Road  
Waimate

Telephone number: Day

027 748 8096

Night

"

Email

g.m.begg@gmail.com

4. Are you GST registered?

Yes ☒

Do NOT include GST in your budget\*

No

Include GST in your budget

GST number:

101 065 634

5. Objectives of your organisation (use separate sheet if necessary).

To raise the awareness of the benefits of walking and cycling by developing walking and cycling tracks in and for the Waimate District

6. Describe the project for which you are seeking financial assistance (use separate sheet if necessary).

To upgrade the surface of the present Kneeling Park walking/cycling track. Parts of the track have been spoilt by trees falling. One part of the track is damp and needs a shingle bed to lift it. We plan to resurface the complete track to even out tree roots which can cause falls.

7. Project timeline.

Start date:

when funds become available

Completion date:

\*If you are GST registered we will contact you for a GST invoice after the grant decision has been made

8. What is your organisation's contribution to the project  
(please include both financial and volunteer contribution)?

Trackways have done all work on this  
track, signage and spraying for many  
years. reserve

As this is on WDC land we work with parks and reserves team

Total own contribution: (8) \$

9. Please detail all other sources of funding received relevant to this project

none

Total other funding: (9) \$

10. Have you applied to any other organisation for funding for this project?

Result date (if known) Grant Amount Requested

\_\_\_\_\_ No \_\_\_\_\_

11. Please detail the complete costs of the project. Please include at least two quotes where relevant.  
(If you are GST registered do not include the GST.)

1.2 meter - Supply of AP 30 shingle on track  
Application of shingle  
Labour

Total project cost: \$ 8,650.00

Less own contribution: (8) \$

Less other funding: (9) \$

Total requested from Council: \$ 8,650.00

12. Has your organisation previously received a grant from Council within the last five (5) years?  
If so, state years received and amounts.

Year Grant Amount

Not in the last 5 years

Please Note we have another request for track development  
funding for the Whitehorse Walkway which is our priority project.

A. PO Box 122, Waimate 7960 | P. +64 3 689 7771 | E. info@waimatedc.govt.nz | W. waimatedc.govt.nz | Page 2 of 3

However if funding is available for both projects the  
contractor has indicated that he can complete Knottingly  
park track in the next two months.

13. Who will benefit from the grant to your organisation?

All walkers  
dog walkers  
runners  
bikers  
Groups & visitors using Kneathingly Park.

**YOUR DECLARATION**

We hereby declare that the information supplied in this application is correct. If the application is successful, we agree to provide an accountability report with receipts (which will be sent to us with our grant) stating that the funding received has been spent on the project/programme/service or activity stated in this application. We also agree to participate in any funding audit of our organisation conducted by Waimate District Council.

We also consent to Waimate District Council collecting, retaining and using the personal contact details of the persons listed in this application. We confirm that we obtained the consent of the persons listed in this application to provide these details and we have the authority to commit the organisation to this application. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name:

Glenda Begg

Signature of applicant:

Glenda Begg

Position of signatory:

Chairperson for Trackways

Date:

19-8-2019

**Checklist**

Have you:

- Answered every question?
- Attached at least two quotes where relevant?
- Attached a copy of your most recent reviewed Annual Accounts (not older than 12 months)?
- Attached proof of bank account number (printed/verified deposit slip or bank statement)?
- Attached all other relevant documents?

**QUESTIONS AND COMPLETED APPLICATIONS**

Grant Administrator

Phone: 03 689 7771

Email: [info@waimatedc.govt.nz](mailto:info@waimatedc.govt.nz)

Drop into:

Waimate Information Centre

15 Paul Street

Waimate

Post to:

Waimate District Council

P O Box 122

Waimate 7960

**Waimate Information Centre**

**From:** G.m.begg <g.m.begg@gmail.com>  
**Sent:** Wednesday, August 21, 2019 8:58 AM  
**To:** Waimate Information Centre  
**Subject:** Re: files for Trackways application

Hi Donna,

I would like to clarify that the application to the Track Development Fund from Trackways is firstly for the Whitehorse walkway. This is a track that is desperate for adjustments for safety reasons and is used by many different groups. Last week a group of people from the South Canterbury tramping club walked this and on another day a group of Ara students also used the track as well as our usual harrier runners and the many daily walkers. Trackways received \$1057 from the Big Easy Event last year which has been used to reshingle some of the track above the native bush area.

The second application is for the Knottingly Park Track upgrade. We have submitted this application and wish for it to be only considered if there are no other applicants and the committee wish to use more of the allotted funds. We have held off our work at this park while waiting for the publication of the WDC parks and reserve management plan. This plan will help us to make future plans for the track work in the park.

Working with the WDC parks and reserve manager we have continued our spray programme and now wish to resurface the track to reduce some hazards such as raised tree roots and boggy areas.

I hope this will make clearer our actions.

Regards  
Glenda Begg

On 20/08/2019, at 12:31 PM, Waimate Information Centre <[info@waimatedc.govt.nz](mailto:info@waimatedc.govt.nz)> wrote:

Hi Glenda

Definitely unable to open this document as it says – 'not a supported file type or the file is damaged (eg it was sent as an email and not correctly decoded)'.

If you could either email me a copy later on or bring in tomorrow.

Thank you.

Kind Regards

**Donna van der Byl** | Information Centre Officer/Grant Administrator  
**Waimate Information Centre**  
@ The Event Centre | 15 Paul Street Waimate 7924 | New Zealand  
☎: +64 3 689 7771  
✉: [info@waimatedc.govt.nz](mailto:info@waimatedc.govt.nz) | 🌐 [www.waimatedc.govt.nz](http://www.waimatedc.govt.nz)



19 August 2019

Waimate Track-Ways

Glenda Begg

14 Gorge Road

Waimate

Dear Glenda

Thank you for the opportunity to provide a quote for top coursing the existing walking track at Knottingley Park, Waimate.

We are pleased to provide the following quote:

**Scope of works**

Import Ap20 shingle to the site at Knottingley Park, Lay AP20 shingle over the existing walking track to form a track 1200mm wide at an average depth of 50mm, grade out and compact with roller.

**Included in this quote:**

- Establishment and Disestablishment of plant
- Supply AP20 shingle
- Application of Ap20 shingle, Grader & Roller hours
- Labour on site
- Pre quote site visit.

**Not included in this quote**

Any other work outside the scope of works

For the sum of \$ 8,650.00 excluding GST.

Mark Haywood

Operations Manager – Leathwick Contracting

Waimate

027 548 7021

Waimate Trackways Incorporated

DRAFT Statement of Income & Expenditure

For the Year Ended 30th June 2019

Last year		This year	
**** The following Income was received ****			
<u>General Income Received</u>			
220	Membership	155	
6,640	General Donations	6,051	
0	Raffles	0	
0	Advertising (Glenavy Noticeboard)	0	
258	Interest Received	766	
0	Sale of Goods and Services	400	
<u>7,118</u>			<u>7,372</u>
<u>Grants &amp; Donations Received</u>			
0	Southern Trust	0	
0	S.C. Community Trust	0	
24	Waimate District Council	807	
0	Ecan Enhancement Fund	0	
10,500	Meridian Energy Ltd	0	
0	Waimate Rotary	0	
<u>10,524</u>			<u>807</u>
<u>17,642</u>	<b>Total Income Received</b>		<u><b>8,179</b></u>
**** Deduct the following Expenses ****			
<u>Operating Expenditure</u>			
0	Advertising	53	
0	Accounting Admin	44	
0	Promotions	0	
0	Map Booklets	0	
45	Stationery etc	0	
213	Insurance	213	
0	Miscellaneous	0	
<u>258</u>			<u>310</u>
<u>Project Expenditure</u>			
0	Glenavy Track	3,764	
2,057	Garlands Road Track	0	
0	Whitehorse Link Track	0	
0	Whitehorse Walking & MBT	0	
0	Wainono Track	0	
0	Queen Street Extension	0	
0	Knottingly Park Track	0	
21	Combined Tracks	702	
0	Plant & Equipment	0	
<u>2,077</u>			<u>4,468</u>
<u>2,335</u>	<b>Total Expenditure</b>		<u><b>4,775</b></u>
<u>15,307</u>	<b>Net Surplus (Deficit)</b>		<u><b>3,403</b></u>

\*\* The Society had the following Assets \*\*



<b>Current Assets</b>		
18,823	BNZ Cheque Account	5,986
4,159	BNZ Rapid Save Account	14,552
6,308	BNZ Term Deposit	11,685
312	GST Refundable	0
0	Accrued Interest	0
<u>29,601</u>		<u>32,223</u>
<b>** Deduct the following Liabilities **</b>		
<b>Current Liabilities</b>		
0	Sundry Creditors	0
0	GST Payable	26
<b>Deferred Income Transferred</b>		
0	Glenavy Track	0
5,053	Combined Tracks	4,246
<u>5,053</u>		<u>4,272</u>
<u>24,548</u>	<b>Total Assets</b>	<u>27,951</u>
<b>** Accumulated Funds **</b>		
9,240	Balance from Prior Years	24,548
15,308	Surplus this Year	3,403
<u>24,548</u>	<b>Closing Balance</b>	<u>27,951</u>

# RECREATIONAL TRACK GRANT APPLICATION



1. Full name of organisation or group:

Waimate Trackway Inc

2. Address of organisation or group:

ct- 14 Gorge Road, Waimate

3. Name and address of contact person:

Glenda Begg  
14 Gorge Road  
Waimate

Telephone number: Day 027 748 8096

Night "

Email g.m. begg@gmail.com

4. Are you GST registered?

Yes ☒ Do NOT include GST in your budget\*

No Include GST in your budget

GST number: 101 065 634

5. Objectives of your organisation (use separate sheet if necessary).

To raise the awareness of the benefits  
of walking and cycling by developing  
walking and cycling tracks in and for the  
Waimate District.

6. Describe the project for which you are seeking financial assistance  
(use separate sheet if necessary).

We want to improve the safety of the Whitehorse Walkway and reduce  
the gradient to make it accessible to more people. Just below the  
red sand the track cuts through native bush at a steep rate. The track  
has slipped & a rope has had to be put up to keep walkers and runners  
safer. This is specialised work that goes beyond volunteers and therefore we

7. Project timeline. Have chosen to get quotes from 2 specialised professional track  
building firms.

Start date: Sept 2019

Completion date: March 2020

\*If you are GST registered we will contact you for a GST invoice after the grant decision has been made

8. What is your organisation's contribution to the project  
(please include both financial and volunteer contribution)?

Volunteer:- 2 trucks of AP20 shingle (already done) 596.00  
10 people @ 6 hrs spreading shingle by wheelbarrow 60 hrs labour  
2 people @ 9 hrs project planning (appl. for funding,  
resource sourcing, design signage, organise  
volunteers 18 hrs labour  
Total own contribution: (8) \$

9. Please detail all other sources of funding received relevant to this project

None

Total other funding: (9) \$

10. Have you applied to any other organisation for funding for this project?

Result date (if known)	Grant	Amount Requested
DECLINED in June	Rotary	\$18,195,000

11. Please detail the complete costs of the project. Please include at least two quotes where relevant.  
(If you are GST registered do not include the GST.)

Realignment of track in 3 sections with steps	7575.00
Signage	600.00
Posts & bolts for signage	90.84

Total project cost:	\$ 8265.84
Less own contribution:	(8) \$
Less other funding:	(9) \$
Total requested from Council:	\$ 8265.84

12. Has your organisation previously received a grant from Council within the last five (5) years?  
If so, state years received and amounts.

Year	Grant	Amount
Not in the last 5 years		

March 2014	from WDC for Kaitiaki Park Track	\$1,777.90
" "	Community Grant	4.76.84

13. Who will benefit from the grant to your organisation?

By removing some steep areas of the track we are confident that this will ensure this iconic and well used track is available to less fit members of our community & visitors.  
This track is regularly used by visitors, heavier runners, family groups, schools, The Whitehorse Big Easy Event, walking groups etc

**YOUR DECLARATION**

We hereby declare that the information supplied in this application is correct. If the application is successful, we agree to provide an accountability report with receipts (which will be sent to us with our grant) stating that the funding received has been spent on the project/programme/service or activity stated in this application. We also agree to participate in any funding audit of our organisation conducted by Waimate District Council.

We also consent to Waimate District Council collecting, retaining and using the personal contact details of the persons listed in this application. We confirm that we obtained the consent of the persons listed in this application to provide these details and we have the authority to commit the organisation to this application. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name:

Glenda Begg

Signature of applicant:

Glenda Begg

Position of signatory:

Chairperson for Trackways Inc

Date:

19-8-2019

**Checklist**

Have you:

- Answered every question?
- Attached at least two quotes where relevant?
- Attached a copy of your most recent reviewed Annual Accounts (not older than 12 months)?
- Attached proof of bank account number (printed/verified deposit slip or bank statement)?
- Attached all other relevant documents?
- Returned your accountability form (if you have previously received a grant)?

**QUESTIONS AND COMPLETED APPLICATIONS**

Grant Administrator

Phone: 03 689 7771

Email: [info@waimatedc.govt.nz](mailto:info@waimatedc.govt.nz)

Drop into:

Waimate Information Centre

15 Paul Street

Waimate

Post to:

Waimate District Council

P O Box 122

Waimate 7960

A. PO Box 122, Waimate 7960 | P. +64 3 689 7771 | E. [info@waimatedc.govt.nz](mailto:info@waimatedc.govt.nz) | W. [waimatedc.govt.nz](http://waimatedc.govt.nz) | Page 3 of 3

# RECREATIONAL TRACK GRANT CRITERIA AND ELIGIBILITY



## ABOUT THE GRANT

This was a new grant established in the 2018/19 financial year.

Council acknowledges that the ongoing development of recreational tracks is important for the wellbeing of local residents and an attraction to visitors. Sport and recreation clubs and groups often lead these developments with volunteer input including labour and fundraising. The Waimate District Council has therefore agreed to allocate \$20,000 per annum towards a contestable grant to support clubs and/or groups to develop new tracks and maintain/improve existing tracks. For safety reasons groups may also apply for track signage from this grant.

Council will receive applications on a six monthly basis in February and August each year with \$10,000 available for each round. If funding is not fully allocated during each round it will be carried forward to the next funding round.

## CRITERIA

Applications to the Waimate District Council Recreational Track Grant must:

- Be for projects that take place in the Waimate District
- Be for track signage, GIS mapping and/or
- Be for development of new recreational tracks, and/or
- Improvement of existing tracks, and/or
- Maintenance of existing tracks

If a new track is being developed demonstrate that:

- The new track will be maintained
- The tracks being developed must be publicly accessible
- Identify the community benefit that will result
- Be collaborative in nature and demonstrate community support

## CONDITIONS OF ASSISTANCE

- The projects for which grants are sought **must** be capable of completion within one year of receiving the grant. Refunds **may be** requested if the project is not completed within the one year.
- Applicants will be asked for proof of their project being finalised by completing an **accountability form**.
- Future applications **will not** be considered by Council unless a project accountability form has been completed by the original applicant for previous funding within two months of project completion.
- Applications must include two (2) written quotes.
- Applicants may be requested to supply additional information.

**THE RECREATIONAL TRACK GRANT DOES NOT PROVIDE FUNDING FOR:**

- Administration costs
- Salaries
- Ongoing operational costs e.g. office rental
- Costs that cannot be verified with appropriate quotes
- Activities that have already begun and/or been completed (unless of a staged nature)
- Fundraising activities

**FURTHER INFORMATION**

For assistance in applying for a Recreational Track Grant please contact:

Grant Administrator  
Phone: 03 689 7771  
Email: [info@waimatedc.govt.nz](mailto:info@waimatedc.govt.nz)

Drop into:  
Waimate Information Centre  
15 Paul Street  
Waimate

Post to:  
Waimate District Council  
P O Box 122  
Waimate 7960



## Waimate Information Centre

---

**From:** G.m.begg <g.m.begg@gmail.com>  
**Sent:** Wednesday, August 21, 2019 8:58 AM  
**To:** Waimate Information Centre  
**Subject:** Re: files for Trackways application

Hi Donna,

I would like to clarify that the application to the Track Development Fund from Trackways is firstly for the Whitehorse walkway. This is a track that is desperate for adjustments for safety reasons and is used by many different groups. Last week a group of people from the South Canterbury tramping club walked this and on another day a group of Ara students also used the track as well as our usual harrier runners and the many daily walkers. Trackways received \$1057 from the Big Easy Bvent last year which has been used to reshingle some of the track above the native bush area.

The second application is for the Knottingly Park Track upgrade. We have submitted this application and wish for it to be only considered if there are no other applicants and the committee wish to use more of the allotted funds. We have held off our work at this park while waiting for the publication of the WDC parks and reserve management plan. This plan will help us to make future plans for the track work in the park.

Working with the WDC parks and reserve manager we have continued our spray programme and now wish to resurface the track to reduce some hazards such as raised tree roots and boggy areas.

I hope this will make clearer our actions.

Regards  
Glenda Begg

On 20/08/2019, at 12:31 PM, Waimate Information Centre <[info@waimatedc.govt.nz](mailto:info@waimatedc.govt.nz)> wrote:

Hi Glenda

Definitely unable to open this document as it says – 'not a supported file type or the file is damaged (eg it was sent as an email and not correctly decoded)'.

If you could either email me a copy later on or bring in tomorrow.

Thank you.

Kind Regards

**Donna van der Byl** | Information Centre Officer/Grant Administrator  
**Waimate Information Centre**  
@ The Event Centre | 15 Paul Street Waimate 7924 | New Zealand  
☎: +64 3 689 7771  
✉: [info@waimatedc.govt.nz](mailto:info@waimatedc.govt.nz) | 🌐 [www.waimatedc.govt.nz](http://www.waimatedc.govt.nz)

8/9/2019

Xtra Mail Fwd\_ Whitehorse track repairs Printout

G.m.begg <g.m.begg@gmail.com>

9/8/2019 12:21

## Fwd: Whitehorse track repairs

To WHS Office <wtemus@xtra.co.nz>

Focus on whatever is good and right.

Begin forwarded message:

**From:** Andrew Bailey <a.bailey@m3contracting.co.nz>  
**Date:** 9 April 2019 at 7:50:51 AM NZST  
**To:** g.m.begg@gmail.com  
**Subject:** Whitehorse track repairs

Hi Glenda

Thank you for asking us on advice on repairing the Whitehorse walking track we have identified a few sections that need attention and supplied a few options to fit your budget.  
section one the steps below the red coat we would get in a small excavator and re cut the section of track to a easier grade approx. 50m of realignment then reinstate steps at 300mm lifts between 12-20 steps .  
section 1 cost = \$2750  
section two steps and edging between section one and section with hand rope  
there is a few sections that need attention along here as its starting to fail we would take a digger through and widen this section on the topside by around 300mm and place waste material up against the retaining wall on the lower side to offer more strength and a safer width also reconstruct steps where necessary and repair retaining wall where necessary .  
section 2 cost = \$2350  
section three the rope section  
there is two options to fix this section .  
Option one recut a new track above to a more desirable grade approx. 60m of realignment cost = \$1550  
Option two recut existing track and install steps  
steps at 300mm lifts approx. 25 steps cost = \$2475

All prices exclude gst

time wise I cant give an accurate time frame as we have several large jobs starting this month I would have a better idea in a few weeks .

thanks Andrew bailey  
general manager m3contracting



**Quote**



Salesman Corn Date 28/11/2018  
Phone: 021 02757958 Quote No. 165  
Customer Walmart Trackways Inc

Construct steps on various parts of walking track to make it safer.

<u>Machine</u>	<u>Hourly Rate</u>	<u>Machine Hours</u>	<u>Totals inc GST</u>
Kubota 1.7/ 008	\$30	16	\$480.00
Honda Power Carrier	\$15	16	\$240.00
<u>Labour</u>	<u>Hourly Rate</u>	<u>Hours</u>	<u>Totals inc GST</u>
Labour 1	\$58	80	\$4,640.00
Labour 2	\$58	80	\$4,640.00
Location travel cost	\$ Per KM \$1	Kilometers Traveled 480	\$480.00
Other - Accomodation for 2x people for 8 nights @\$150 p/n			\$1,200.00
Timber, materials, fixings for step construction			\$6,515.00
			GST \$2,373.26
<b>Total Cost Of Track</b>			<b>inc GST \$18,195.00</b>

Quote Notes:

Customer \_\_\_\_\_ Salesman \_\_\_\_\_



print • graphic design • signage • advertising

Colourprint NZ Ltd  
24 Queen Street  
Waimate, South Canterbury  
P : (03) 689 1208  
M : 021 130 3779  
E : waimatetrader@clear.net.nz  
E : waimatenews@gmail.com  
W : www.colourprintgroup.co.nz

**Quote**

Rachel Studholme  
Waimate Trackways Inc.  
r\_studholme@hotmail.com

12.08.2019

**Re: Signage Quote Request**

To produce Three track signs as previously, 900x600, from artwork provided, on 4mm ACM Panel with Anti-graffiti coating

**\$330.00 (\$110.00 ea)**

To produce Ten track signs (directions), 210x297 from artwork provided, on 4mm ACM Panel with Anti-graffiti coating

**\$270.00 (\$27.00 ea)**

\*Prices exclude GST

Thank you for the opportunity to quote.  
Regards,

A handwritten signature in black ink, appearing to read 'Tony Patterson', with a long, sweeping horizontal stroke extending to the right.

Tony Patterson  
Colourprint NZ Ltd.



No.1 for Posts & Timber

Great Southern Washdyke Timaru  
Cnr Hilton Highway & Pleasant Point Highway  
P.O. Box 2006, Washdyke, Timaru 7941  
Ph: 03 688 2464 Fax: 03 688 2467

## QUOTE FORM

0054

Name: Rachel Studholme	Date: 12 Aug. 19
Address: r.studholme@hotmail.com	Phone:
Waimate Trackways	Quote by: Aaron

Goods Required	Quantity	Price (Excl GST)
Post 100x100H4 2.400	16	17.40
Bulge screws 75mm	36	7.56
Coach Bolts 130mm	36	45.72
M10 Washer	36	7.56
M10 Nut	36	12.60
		90-84
Quoted prices exclude GST and are valid for 30 days		

FOLLOW UP	Date	Comments

Printed by Stockers, Oamaru REORDER GNS0094367

Waimate Trackways Incorporated  
DRAFT Statement of Income & Expenditure  
For the Year Ended 30th June 2019

Last year	This year
**** The following Income was received ****	
<u>General Income Received</u>	
220 Membership	155
6,640 General Donations	6,051
0 Raffles	0
0 Advertising (Glenavy Noticeboard)	0
258 Interest Received	766
0 Sale of Goods and Services	400
7,118	7,372
<u>Grants &amp; Donations Received</u>	
0 Southern Trust	0
0 S.C. Community Trust	0
24 Waimate District Council	807
0 Ecan Enhancement Fund	0
10,500 Meridian Energy Ltd	0
0 Waimate Rotary	0
10,524	807
<b>17,642 Total Income Received</b>	<b>8,179</b>
**** Deduct the following Expenses ****	
<u>Operating Expenditure</u>	
0 Advertising	53
0 Accounting Admin	44
0 Promotions	0
0 Map Booklets	0
45 Stationery etc	0
213 Insurance	213
0 Miscellaneous	0
258	310
<u>Project Expenditure</u>	
0 Glenavy Track	3,764
2,057 Garlands Road Track	0
0 Whitehorse Link Track	0
0 Whitehorse Walking & MBT	0
0 Wainono Track	0
0 Queen Street Extension	0
0 Knottingly Park Track	0
21 Combined Tracks	702
0 Plant & Equipment	0
2,077	4,466
<b>2,335 Total Expenditure</b>	<b>4,775</b>
<b>15,307 Net Surplus (Deficit)</b>	<b>3,403</b>

\*\* The Society had the following Assets \*\*



Current Assets		
18,823	BNZ Cheque Account	5,986
4,159	BNZ Rapid Save Account	14,552
6,308	BNZ Term Deposit	11,685
312	GST Refundable	0
0	Accrued Interest	0
<hr/>		<hr/>
29,601		32,223
<hr/>		
<b>** Deduct the following Liabilities **</b>		
<b>Current Liabilities</b>		
0	Sundry Creditors	0
0	GST Payable	26
<hr/>		<hr/>
<b>Deferred Income Transferred</b>		
0	Glenavy Track	0
5,053	Combined Tracks	4,246
<hr/>		<hr/>
5,053		4,272
<hr/>		<hr/>
24,548	<b>Total Assets</b>	<b>27,951</b>
<hr/>		<hr/>
<b>** Accumulated Funds **</b>		
9,240	Balance from Prior Years	24,548
15,308	Surplus this Year	3,403
<hr/>		<hr/>
24,548	<b>Closing Balance</b>	<b>27,951</b>
<hr/>		<hr/>

**MEETING CLOSURE**