



**WAIMAKARIRI**  
DISTRICT COUNCIL

# Council Agenda

**Tuesday 7 March 2017**

**Commencing at 1.00pm**

***Waimakariri District Council Chambers***  
***215 High Street***  
***Rangiora***

***Members:***

Mayor David Ayers  
Deputy Mayor Kevin Felstead  
Councillor Peter Allen  
Councillor Neville Atkinson  
Councillor Al Blackie  
Councillor Robbie Brine  
Councillor Wendy Doody  
Councillor Dan Gordon  
Councillor John Meyer  
Councillor Sandra Stewart  
Councillor Paul Williams

The Mayor and Councillors  
**WAIMAKARIRI DISTRICT COUNCIL**

A meeting of the **WAIMAKARIRI DISTRICT COUNCIL** will be held in the **COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA** on **TUESDAY 7 MARCH 2017** at **1.00PM.**

Sarah Nichols  
GOVERNANCE MANAGER

**Recommendations in reports are not to be construed as  
Council policy until adopted by the Council**

**BUSINESS**

Page No

**1 APOLOGIES**

**2 CONFLICTS OF INTEREST**

*Conflicts of interest (if any) to be reported for minuting.*

**3 ACKNOWLEDGEMENTS**

**4 CONFIRMATION OF MINUTES**

**4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 7 February 2017**

*RECOMMENDATION*

**THAT** the Council:

- (a) **Confirms** as a true and correct record the minutes of a meeting of the Waimakariri District Council held on Tuesday 7 February 2017.

*(To be circulated separately)*

**4.2 Minutes of the public excluded portion of a meeting of the Waimakariri District Council held on Tuesday 7 February 2017**

*(see blue Public Excluded Agenda papers)*

**4.3 Minutes of a meeting of the Waimakariri District Council held on Wednesday 15 and Thursday 16 February 2017**

*RECOMMENDATION*

**THAT** the Council:

- (a) **Confirms** as a true and correct record the minutes of a meeting of the Waimakariri District Council held on 15 and 16 February 2017.

*(To be circulated separately)*

4.4 Minutes of the public excluded portion of a meeting of the Waimakariri District Council held on 15 and 16 February 2017

(see blue Public Excluded Agenda papers)

5 DEPUTATIONS AND PRESENTATIONS

N/A

6 ADJOURNED BUSINESS

N/A

7 REGENERATION REPORTS

N/A

8 REPORTS

8.1 Adoption of Draft Annual Plan 2017/18 and Consultation document for public consultation – Maria Edgar (Corporate Planner)

13 - 16

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report No. 170223017607 - *Adoption of the Draft Annual Plan 2017/18 and Consultation Document*;
- (b) **Adopts** for consultation the Draft Annual Plan 2017/18 and Consultation Document, attached to this report, for public consultation as per the Special Consultative Procedure commencing Friday 10 March 2017;
- (c) **Authorises** the Chief Executive and the Manager Finance and Business Support to make necessary minor edits and corrections to the Draft Annual Plan 2017/18 and Consultation Document prior to printing;
- (d) **Notes** the consultation period will be from Friday 10 March 2017 and close Tuesday 11 April 2017;
- (e) **Notes** the overall rate increase of 3.8% (inflation and growth adjusted) compared with a 3.7% increase as projected and signalled in the Long Term Plan 2015-2025.

8.2 **Alternative 3 Waters Rating Structures – Simon Colin (Infrastructure Strategy Manager)**

17 - 21

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report No. 170223017410.
- (b) **Approves** the formation of a 3 Waters Rating Working Party to consider the issues and options relating to the equity of current 3 waters rating structures and the challenge presented by forecast increasing rates for some schemes.
- (c) **Appoints** Cr Felstead, as the Portfolio holder for Finance and the LTP, to the chair of the 3 Waters Rating Working Party.
- (d) **Appoints** Cr Williams, as the Portfolio holder for Utilities as a member of the 3 Waters Rating Working Party.
- (e) **Appoints** Cr Stewart, as the Portfolio holder for Drainage and Stockwater as a member of the 3 Waters Rating Working Party.
- (f) **Notes** that the Mayor, is an ex officio member of the 3 Waters Rating Working Party.
- (g) **Appoints** two further Councillors ....., ..... as members of the 3 Waters Rating Working Party, to make up a total of 6 members.
- (h) **Adopts** the draft Terms of Reference shown in Attachment (i) as the 3 Waters Rating Working Party Terms of Reference.

8.3 **Kaiapoi Town Centre Plan 2011 Review – Simon Markham (Manager Strategy and Engagement) and Simon Hart (Business and Centres Manager)**

22 - 62

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report No. 170217015090
- (b) **Notes** that the Council approved the proposed budget at their 16 February 2017 meeting (Report No. 170202009507)
- (c) **Notes** the attached KTC Plan monitoring report
- (d) **Notes** that Governance oversight of the project from this point forward until the KTC Plan Review has been prepared will be provided by the Regeneration Steering Group
- (e) **Notes** that an overall project Communications and Engagement Plan will be provided to the Regeneration Steering Group for approval
- (f) **Notes** the project structure for the KTC Plan Review provides for a high level of coordination with the Regeneration Steering Group.

- (g) **Approves** the proposed KTC Plan Review Project Plan, including the proposed process, timing, governance and management of the project.
- (h) **Circulates** this report to the Kaiapoi – Tuahiwi Community Board.
- (i) **Notes** a workshop will be held with the Kaiapoi – Tuahiwi community Board at an early stage to review in detail the results recorded in the KTC Plan Monitoring report.

8.4 **Walking and Cycling Strategy and Implementation Plan – Ken Stevenson (Roading Manager), Grant Reburn (Parks and Recreation Operations Team Leader and Lynley Beckingsale (Policy Analyst)**

63 - 99

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report No. 170109000823.
- (b) **Adopts** the 2017/22 Walking and Cycling Strategy (TRIM No:160907092274).
- (c) **Approves** the Draft 2017-22 Walking and Cycling Strategy Action Plan (Doc 170202009613) as the basis for developing the 2018 – 28 Long Term Plan.
- (d) **Supports** Option 2, an enhanced programme, as detailed in Section 3 of this report as the minimum programme for implementing the strategy.
- (e) **Notes** that the implementation of the action plan depends on the level of funding the Council considers to be appropriate and affordable and this will be developed through the 2018-28 LTP process in which the Council can prioritise this work against other priorities.
- (f) **Requests** staff investigate and report back to Council in time for inclusion in the draft 2018/28 Long Term Plan a recommended programme and funding plan for implementing the Walking and Cycling Strategy.
- (g) **Circulates** this report to all Community Boards.

8.5 **Rangiora to Kaiapoi and Rangiora to Woodend Cycleways – Bill Rice (Senior Transport Engineer)**

100 - 173

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report No. 170223017400.
- (b) **Approves** the scheme designs for the Rangiora to Kaiapoi and Rangiora to Woodend cycleways, as attached to this report.
- (c) **Approves** the commencement of detailed design and tender documentation for both the Rangiora to Kaiapoi and Rangiora to

Woodend cycleways with a view to commencing construction in spring 2017. The design to be in accordance with the scheme designs attached to this report

- (d) **Delegate** authority to CEO and Property Manager to:
- i. Conclude negotiations, and enter a contract, for an appropriate lease to enable the cycleway to be constructed partially within the KiwiRail designation between the Lineside Road rail crossing and Mill Road, noting that KiwiRail has approved the cycleway in principle.
  - ii. Conclude negotiations, and enter a contract, with the property owner to acquire the strip of land required for the Rangiora to Kaiapoi cycleway adjacent to the railway north of Mill Road, noting that the property owner is willing to sell the land and an acceptable price has been verbally accepted.
  - iii. Conclude negotiations, and enter a contract, with Mainpower to enable the Rangiora to Woodend cycleway to be constructed on land currently owned by Mainpower on the corner of Tuahiwi Road and Rangiora Woodend Road noting that Mainpower has indicated a willingness to allow the cycleway to be constructed on this land.
  - iv. Conclude negotiations, and enter a contract, with Mainpower to enable the Rangiora to Woodend cycleway to be constructed on land currently owned by Mainpower on Rangiora Woodend Road opposite Gressons Road, noting that Mainpower have indicated support for an easement over this property.
- (e) **Notes** that reviews of speed limits on Lineside Road at the Rangiora end, Kippenberger Avenue, and Rangiora Woodend Road are currently under way or about to commence.
- (f) **Notes** that the estimated Council share of cost exceeds the budget by \$30,000 (3.6%). However, it is expected, based on recent tenders, that the tender price is likely to be less than the estimate.
- (g) **Circulates** this report to the Boards.

8.6 **Request for approval for the Footpath Operation of NZ Post Electric Delivery Vehicles in Rangiora and Kaiapoi – Ken Stevenson (Rooding Manager)**

174 - 290

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report N<sup>o</sup> 170207010670.
- (b) **Approves** the use by NZ Post of four wheeled electric Paxster vehicles on footpaths within the residential areas of Rangiora and Kaiapoi and in accordance with the NZ Post Request for Approval Document (Doc 170227018690).

- (c) **Notes** that the areas in which the vehicles are specifically excluded in Rangiora and Kaiapoi include the town centre areas and outside schools between 8:30am and 9:15am and between 2:00pm and 4:00pm.
- (d) **Notes** that the vehicles will not be used in any area where there is reason to expect that there will be high footpath usage at the time of the vehicle passing the area. These areas include:
- Outside retirement villages, the hospital, and other medical facilities,
  - Outside schools (other than the exclusion times), preschools, and any other learning institutions,
  - Outside any retail business outside of the town centre exclusion areas which would be trading during delivery working hours.
- (e) **Circulates** this report to the Boards.

8.7 **Affordable Community Housing Activity – Rob Hawthorne, Property Manager**

291 - 310

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report N<sup>o</sup>. 170127007427
- (b) **Approves** the temporary suspension of the normal tenant selection criteria and subsidised rent arrangements and substitutes these with an open market rent based on normal commercial considerations for a fixed term expiring in March 2018.
- (c) **Approves** the establishment of a Working Party to support the Section 17 review of both the Affordable & Pensioner Housing Activities and the development / amendment of formal Council Policy associated with the Non-commercial Housing Activities Council is engaged in. To that effect the following Councillors are appointed to the working party:
- i. **Councillor** : \_\_\_\_\_
  - ii. **Councillor** : \_\_\_\_\_
  - iii. **Councillor** : \_\_\_\_\_

8.8 **Waimakariri District Plan Review – Terms of Reference for the District Planning and Regulation Committee – Cameron Wood (Senior Policy Planner)**

311 - 313

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report No.170223017565.

- (b) **Approves** the Terms of Reference for the District Planning and Regulation Committee for the District Plan Review.

8.9 **S-CP 4160 Purchasing (including Tendering) Policy – Jeff Millward (Manager Finance and Business Support) and Lynley Beckingsale (Policy Analyst)**

314 - 321

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report No. 170214013816.
- (b) **Adopts** the Purchasing (Including Tendering) Policy
- (c) **Notes** a quality procedure document will be prepared to set out the process for opening electronic tender documents.
- (d) **Notes** that on receipt of the 'best practice' templates from the Regional Working Party the updated policy will be reviewed to ensure best practice compliance is achieved.

8.10 **Review of the Commercial Charity Bylaw 2010 – Libica Hurley (Planning Technician) and Rachel McClung (Senior Policy Analyst)**

322 - 335

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report N<sup>o</sup> 170217015278.
- (b) **Accepts** that a bylaw is still the most appropriate mechanism to regulate and monitor Commercial Charity collectors in the Waimakariri District and that the existing Bylaw which was adopted in 2010 is the most appropriate form of bylaw and that it does not give rise to any implications under the New Zealand Bill of rights Act 1990.
- (c) **Accepts** that the proposed Bylaw meets the non-notification tests of Section 160(3)(B)(ii) and Section 82 of the Local Government Act 2002 and therefore does not require notification pursuant to a Special Consultative Procedure.
- (d) **Adopts** the proposed Waimakariri District Council Commercial Charity Bylaw 2017 with minor amendments as shown in Attachment 1 (170217015290).
- (e) **Notes** that the Bylaw will come into effect at 4pm on Monday 13 March 2017, to allow time for the public notification process following Council Adoption of the proposed Bylaw.
- (f) **Revokes** the Commercial Charity Bylaw 2010 on Monday 13 March at 4pm, which is the date at which the revised 2017 Bylaw comes into effect.



8.11 **Ashley Rural Water Advisory Group – Simon Collin (Infrastructure Strategy Manager)**

336 - 342

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report No. 170216014487.
- (b) **Approves** the appointment of Rangiora-Ashley Community Board Member Chris Prickett as its representative on the Ashley Rural Water Advisory Group, to represent the interests of water supply customers in both the Rangiora-Ashley and Woodend-Sefton communities.
- (c) **Requests** that the appointed representative reports back to both Community Boards on the activities of the Ashley Rural Water Advisory Group, no less than once per annum.

**9 MATTERS REFERRED FROM COMMITTEES**

Nil

**10 MATTERS REFERRED FROM COMMUNITY BOARD**

10.1 **Proposal that the Rangiora-Kaiapoi cycle/walkway be made a centennial memorial to the Battle of Passchendaele – K Stevenson (Roading Manager)**

*(refer to copy of report no. 170124006312 to the Rangiora-Ashley Community Board meeting of 8 February 2017)*

343 - 345

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report N° 170124006312
- (b) **Approves** the Rangiora - Kaiapoi cycle/walkway being made a centennial memorial to the Battle of Passchendaele.
- (c) **Approves** the Rangiora - Kaiapoi cycle/walkway being formally named the "Passchendaele Memorial Cycle/Walkway".
- (d) **Notes** that Paisley Road will remain legal road with no name change.
- (e) **Circulates** this report to the Utilities and Roading Committee.

- 10.2 **Proposed Application from Christchurch Ready Mix Concrete for a Quarry in Isaacs Road**  
(refer to Notice of Motion to the Oxford-Ohoka Community Board meeting of 9 February 2017)

*RECOMMENDATION*

**THAT** the Council:

- (a) **Authorises** staff that the Resource Consent Application, when it is received from Christchurch Ready Mix Concrete for a Quarry operation in Isaacs Road, Eyrewell, be a Notifiable Consent under the Resource Management Act 1991.

## **11 HEALTH AND SAFETY**

- 11.1 **Health and Safety Report – Jim Palmer (Chief Executive)**

346 - 353

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report no. 170222017316.

## **12 COMMITTEE/WORKING PARTY/JOINT COMMITTEE MINUTES FOR INFORMATION**

- 12.1 **Minutes of a meeting of the Community and Recreation Committee held on Tuesday 14 February 2017**

354 - 360

- 12.2 **Minutes of a meeting of the Audit and Risk Committee held on Tuesday 14 February 2017**

361 - 368

- 12.3 **Minutes of a meeting of the Waimakariri Water Zone Committee held on Monday 13 February 2017**

369 - 378

*RECOMMENDATION*

**THAT** the information in Items 12.1 to 12.3 be received.

## **13 COMMUNITY BOARD MINUTES FOR INFORMATION**

- 13.1 **Minutes of a meeting of the Rangiora-Ashley Community Board held on Wednesday 8 February 2017**

379 - 394

- 13.2 **Minutes of a meeting of the Oxford-Ohoka Community Board held on Thursday 9 February 2017**

395 - 408

- 13.3 **Minutes of a meeting of the Woodend-Sefton Community Board held on Monday 13 February 2017**

409 - 420

*RECOMMENDATION*

**THAT** the information in Items 13.1 to 13.3 be received.

**14 CORRESPONDENCE**

N/A

**15 MAYOR'S DIARY FROM 31 JANUARY – 27 FEBRUARY 2017**

421 - 424

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report no.170222017040.

**16 COUNCIL PORTFOLIO UPDATES**

16.1 Iwi Relationships

16.2 Canterbury Water Management Strategy

16.3 International Relationships

**17 QUESTIONS**

*(under Standing Orders)*

**18 URGENT GENERAL BUSINESS**

*(under Standing Orders)*

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

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

*RECOMMENDATION*

**THAT** the public be excluded from the following parts of the proceedings of this meeting.

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

| <b>Item N°</b> | <b>Minutes/Report of:</b>  | <b>General subject of each matter to be considered</b> | <b>Reason for passing this resolution in relation to each matter</b> | <b>Ground(s) under section 48(1) for the passing of this resolution</b> |
|----------------|--|--|--|---|
| 19.1           | Minutes of the public excluded portion of Council meeting 7 February 2017        | Confirmation of minutes                                | Good reason to withhold exists under Section 7                       | Section 48(1)(a)  |
| 19.2           | Minutes of the public excluded portion of Council meeting of 15-16 February 2017 | Confirmation of minutes                                | Good reason to withhold exists under Section 7                       | Section 48(1)(a)  |

| Item N° | Minutes/Report of:   | General subject of each matter to be considered  | Reason for passing this resolution in relation to each matter | Ground(s) under section 48(1) for the passing of this resolution |
|---------|--|--|---|--|
| 19.3    | Report of Ken Stevenson (Roading Manager)  | Barkers Road seal extension – targeted rate and include sealing in the Road Maintenance Contract | Good reason to withhold exists under Section 7                | Section 48(1)(a)   |
| 19.4    | Report of Colin Roxburgh (Water Asset Manager), Gary Boot (Senior Engineering Advisor) and Paul Reed | Contract 16/49 Kaiapoi East Water Reticulation – EQ Rebuild Tender Report                        | Good reason to withhold exists under Section 7                | Section 48(1)(a)   |
| 19.5    | Report of Gary Boot (Senior Engineering Advisor) and Gary Saunders (Property Consultant)             | Sale of Property, 31 McHughs Road, Swannanoa   | Good reason to withhold exists under Section 7                | Section 48(1)(a)   |
| 19.6    | Report of Rob Hawthorne, Property Manager  | Rangiora car-park development/ acquisition of property   | Good reason to withhold exists under Section 7                | Section 48(1)(a)   |

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

| Item N°       | Reason for protection of interests   | Ref NZS 9202:2003 Appendix A |
|---------------|--|------------------------------|
| 19.1, to 19.6 | Protection of privacy of natural persons<br>To carry out commercial activities without prejudice | A2(a)<br>A2(b)ii             |

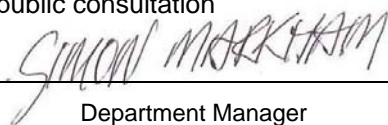
### **CLOSED MEETING**

*See Public Excluded Agenda (blue papers)*

### **OPEN MEETING**

## **20 NEXT MEETING**

The next scheduled meeting of the Council is the Hui at Tuahiwi Marae commencing at 5.30pm on Thursday 16 March 2017.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT****FILE NO and TRIM NO:** LTC-03-13/ TRIM No.170223017607**REPORT TO:** Council**DATE OF MEETING:** Tuesday 7 March 2017**FROM:** Maria Edgar  
Corporate Planner**SUBJECT:** Adoption of the Draft Annual Plan 2017/18 and Consultation Document for public consultation**SIGNED BY:**  
(for Reports to Council or Committees)  
Department Manager  
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to present to Council the Draft Annual Plan 2017/18 and Consultation Document for adoption, so that public consultation can be carried out via the Special Consultative Procedure (SCP), commencing Friday 10 March 2017.
- 1.2. Council considered the Draft Annual Plan information on the 15 and 16 February 2017. The Draft Annual Plan presented includes the changes made to the Plan.
- 1.3. There are no significant changes to the Long Term Plan 2015-2025 that require an amendment to be included within the Draft Annual Plan for 2017/18.
- 1.4. Contained in the Draft Annual Plan 2017/18 and Consultation Document are proposed changes to the work programme and budgets, and key considerations for Council to address during 2017/18. Main themes of the Consultation Document:
  - ***Our focus for 2017/18*** includes information about key projects and planning implementation, confirmed through previous community engagement, for the coming year.
  - ***Reshaping our capital works programme*** explains what a capital work is and identifies the proposed changes to the 2017/18 work programme regarding timing and budgets.
  - ***What's happening with my rates*** covers indicative rates for 2017/18 by sample properties and the proposed increase to the UAGC; summarises the rating implications for water scheme mergers with Fernside and Mandeville, and Woodend, Tuahiwi and Pegasus previously consulted on with the affected communities, and outlines proposed changes to the Development Contributions Policy.
  - ***Environmental Landscape*** identifies the way in which the Council are protecting and managing our natural environment and how we respond to risks from natural hazards as Waimakariri district changes and grows.

- **Easter Sunday Trading** seeking public feedback to help the Council decide whether or not it should develop a policy for shops to have the option of trading on Easter Sunday.
- **Developing our Long Term Plan 2018-2028** is a high level timetable that identifies the proposals Council will be considering over the coming year and when the public can have their say about them, to help develop and shape the LTP 2018-2028.

1.5. Public consultation opens on Friday 10 March and closes Tuesday 11 March 2017.

#### Attachments

- i. Draft Annual Plan Statement of Proposal for 2017/18
- ii. Draft Annual Plan 2017/18 Consultation Document

## 2. **RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** report No. 170223017607 - *Adoption of the Draft Annual Plan 2017/18 and Consultation Document*;
- (b) **Adopts** for consultation the Draft Annual Plan 2017/18 and Consultation Document, attached to this report, for public consultation as per the Special Consultative Procedure commencing Friday 10 March 2017;
- (c) **Authorises** the Chief Executive and the Manager Finance and Business Support to make necessary minor edits and corrections to the Draft Annual Plan 2017/18 and Consultation Document prior to printing;
- (d) **Notes** the consultation period will be from Friday 10 March 2017 and close Tuesday 11 April 2017;
- (e) **Notes** the overall rate increase of 3.8% (inflation and growth adjusted) compared with a 3.7% increase as projected and signalled in the Long Term Plan 2015-2025.

## 3. **ISSUES AND OPTIONS**

### 3.1. Preparation

The Council considered proposed changes to budgets and work programmes for the third year of the Long Term Plan 2015-2025 during the Council's Annual Budget meetings held on Wednesday 15 and Thursday 16 February 2017. As a result, the Draft Annual Plan 2017/18 has been prepared as the Statement of Proposal and the Consultation Document as the basis for consultation.

### 3.2. Consultation

Copies of the Draft Annual Plan 2017/18 and Consultation Document will be made available for public inspection at all the Council service centres and libraries with copies of the Consultation Document posted to interested parties. The Council's Annual Plan webpage will include an e-version of the Draft Annual Plan 2017/18, Consultation Document, supporting documents, links to Development Contributions and changes to our Fees and Charges. Submission forms are included in the Consultation Document

and available for downloading from the Annual Plan webpage. Submissions can also be made via email or directly online.

Public notices advertising the consultation period will be placed in the Kaiapoi Advocate, The News and the Northern Outlook. Consultation opens on Friday 10 March and closes Tuesday 11 April.

3.3 The following table contains key dates for decision-making:

|   |           |               |
|---|-----------|---------------|
| Council approves Draft Annual Plan for consultation                           | Tuesday   | 7 March 2017  |
| Draft Annual Plan 2017/18 and Consultation Document released for consultation | Friday    | 10 March 2017 |
| Submissions close   | Tuesday   | 11 April 2017 |
| Council hears submissions   | Wednesday | 3 May 2017    |
| Council hears submissions   | Thursday  | 4 May 2017    |
| Council deliberations   | Tuesday   | 30 May 2017   |
| Council deliberations   | Wednesday | 31 May 2017   |
| Adoption of the Annual Plan, policies, rates and charges                      | Tuesday   | 20 June 2017  |

#### 4. **COMMUNITY VIEWS**

- 4.1. Community views are being sought during the Draft Annual Plan 2017/18 Special Consultative Procedure (SCP).
- 4.2. Audit New Zealand is not required to audit the Draft 2017/18 Annual Plan, as there are no significant amendments proposed. Audit New Zealand will be provided with the Consultation Document for comment.

#### 5. **FINANCIAL IMPLICATIONS AND RISKS**

##### 5.1 **Financial Implications**

- 5.1.1 Total rates required to fund all of council's activities have increased 4.9% for 2017/18 when compared to 2016/17. After adjusting for growth, the average district-wide rate increase across the district is 3.8%. The district revaluation and the services that are received to each property will mean that the increase to a particular property will vary from the average increase. Area rate samples are provided to indicate the rate movements to particular areas within the Consultation Document and Annual Plan.

- 5.1.2 There may be financial implications as an outcome of the submissions and deliberations process.

## 5.2 Risks

- 5.2.1 Assumptions and Risks are identified within the Long Term Plan 2015-2025 and Draft Annual Plan 2017/18. The assumptions and risks are substantially the same as those provided within the Long Term Plan.
- 5.2.2 While staff have endeavoured to put forward realistic work programmes and budgets for Draft Annual Plan 2017/18, there is a risk that some proposed capital works may not be completed in the specified period and/or that the associated costs may be greater than expected, given events that can arise.

## 6. CONTEXT

### 6.1. Policy

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

### 6.2. Legislation

- 6.2.1. Under section 95 of the Local Government Act 2002, the Council must prepare and adopt an Annual Plan by 30 June, before the commencement of the first year to which it relates.
- 6.2.2. *Local Government Act 2002, section 82 Principles of Consultation, section 83 Special Consultative Procedure and section 95(2) Annual Plan - Subject to subsection (2A), a local authority must consult in a manner that gives effect to the requirements of section 82 before adopting an annual plan under this section.*

### 6.3. Community Outcomes

- 6.3.1 Adopting the Draft Annual Plan 2017/18 and Consultation Document to undertake a SCP contributes to the following outcomes:

*Local, regional and national organisations make information about their plans and activities readily available.*

*Local, regional and national organisations make every effort to accommodate the views of people who contribute to consultations.*



Maria Edgar  
CORPORATE PLANNER



WAIMAKARIRI DISTRICT COUNCILREPORT

FILE NO and TRIM NO: IFR-01 / 170223017410

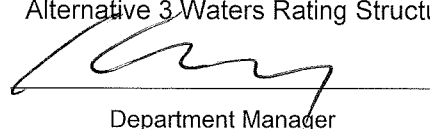
REPORT TO: Council

DATE OF MEETING: 7 March 2017

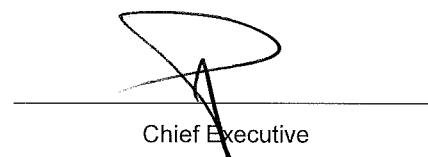
FROM: Simon Collin, Infrastructure Strategy Manager

SUBJECT: Alternative 3 Waters Rating Structures

SIGNED BY:  
(for Reports to Council or  
Committees)



Department Manager



Chief Executive

## 1. SUMMARY

- 1.1. The purpose of this report is to gain approval for the formation of a Council Working Party to consider potential options for alternative rating structures for water supply, wastewater and land drainage/stormwater, and to appoint Councillors to that Working Party.
- 1.2. Council faces some challenges with respect to forecast substantial increases in rates for some water and wastewater schemes, arising from the need to meet regulatory standards. For drainage, some public concern has been expressed about the equity of current rating structures
- 1.3. These challenges present an opportunity to consider alternative rating structures as a way of dealing with the issues.
- 1.4. The issues and potential options are complex, and establishing a working party is recommended as the most practical way to consider them.

### Attachments:

- i. Draft Terms of Reference

## 2. RECOMMENDATION

**THAT** the Council

- (a) **Receives** report No. 170223017410.
- (b) **Approves** the formation of a 3 Waters Rating Working Party to consider the issues and options relating to the equity of current 3 waters rating structures and the challenge presented by forecast increasing rates for some schemes.
- (c) **Appoints** Cr Felstead, as the Portfolio holder for Finance and the LTP, to the chair of the 3 Waters Rating Working Party.

- (d) **Appoints** Cr Williams, as the Portfolio holder for Utilities as a member of the 3 Waters Rating Working Party
- (e) **Appoints** Cr Stewart, as the Portfolio holder for Drainage and Stockwater as a member of the 3 Waters Rating Working Party
- (f) **Notes** that the Mayor, is an ex officio member of the 3 Waters Rating Working Party
- (g) **Appoints** two further Councillors ....., ..... as members of the 3 Waters Rating Working Party, to make up a total of 6 members.
- (h) **Adopts** the draft Terms of Reference shown in Attachment (i) as the 3 Waters Rating Working Party Terms of Reference.

### 3. ISSUES AND OPTIONS

#### 3.1. **Background**

- 3.1.1. In both the water and wastewater activity areas Council faces an issue of significantly rising rate costs for some individual water and sewer schemes, that require substantial capital expenditure in order to meet regulatory standards. For water supplies, meeting the NZ Drinking Water Standards is the challenge, and for wastewater schemes, meeting consent conditions.
- 3.1.2. For land drainage, in the context of the expansion of the Ohoka and Kaiapoi drainage rated areas last year, concern has been expressed by ratepayers within drainage rated areas that it is inequitable for properties upstream of drainage rated areas to not be paying any drainage rates, when water draining off their land is contributing to the drainage problems lower in the catchment.
- 3.1.3. Following those concerns being raised, Council noted that *“Council staff will undertake a review of drainage rating throughout the rest of the district and report back to Council with options for consideration during the 2016/17 FY”*.
- 3.1.4. Generally the philosophy behind the 3 Waters current rating structures is that the individual community pays the full costs of running the infrastructure that supplies them with the service. This results in widely disparate costs for similar levels of service. For example Mandeville water supply costs \$379 for two units of water, while Garrymere costs \$1121 for two units of water. Furthermore, the Garrymere supply is not compliant with the drinking water standard, and if the Garrymere community is to shoulder the full costs of the necessary upgrade, their water rates will rise by approximately a further \$900 p.a.
- 3.1.5. If the Council is to consider moving to alternative 3 Waters rating structures, it needs to be in a position to advocate for the principles that will support any proposed changes during consultation.
- 3.1.6. Understanding the effects of different potential options can be quite complex as (i) there is a large number of current different rating structures (22 for water, 4 for sewer and 13 for land drainage), and (ii) the boundaries of the various different schemes rarely coincide.
- 3.1.7. It is therefore considered that establishing a working party to enable a subset of Councillors to work through the principles and options arising from the application of those principles is the most practical way for Councillors to be in a position to make an informed decision about whether to proceed to consultation with district wide rating options or not.

- 3.1.8. Because of the potential time commitment that the working party will entail, and the need for the Working Party to make its recommendations back to Council in early July it is recommended that the Working Party be made up of 6 members.
- 3.1.9. Draft Terms of Reference are included in Attachment (i). It is proposed that staff members from Finance, Rates and 3 Waters should provide support to the 3 Waters Rating Working Party.
- 3.1.10. It is estimated that a minimum of four two hour meetings will be needed between 7 March and early June, in order to properly consider the principles and options.
- 3.1.11. It is suggested that since Tuesday's are Council days, Tuesday's from 10.00 to 12.00 may be a suitable time for the meetings to be held. Possible alternatives are Wednesdays between 5 and 7, or Thursdays 5 to 6.30 ( as Oxford Community Board starts at 7.00).
- 3.2. The Management Team/CEO has reviewed this report and supports the recommendations.

#### **4. COMMUNITY VIEWS**

- 4.1. Community views would be sought as part of a Special Consultative Process, after the Working Party has considered the issues and made its recommendations to Council

#### **5. FINANCIAL IMPLICATIONS AND RISKS**

- 5.1. There are no financial implications, or risks from setting up a Working Party to consider the issues and options

#### **6. CONTEXT**

##### **6.1. Policy**

While implementation of alternative 3 Waters rating structures would be a matter of significance in terms of the Council's Significance Policy, the formation of a Working Party to consider the options is not .

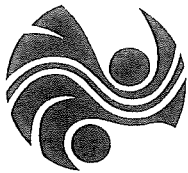
##### **6.2. Legislation**

N/A

##### **6.3. Community Outcomes**

This report relates to the following community outcomes:

- Core utility services are provided in a timely, sustainable and affordable manner.



**TERMS OF REFERENCE  
COUNCIL AND COMMITTEES**

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**3 Waters Rating Working Party - Draft**

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**1. Membership**

The Working Party will comprise of total of 6:

Chair : Cr Felstead

*ex officio:* The Mayor

Members : Crs Williams, Stewart, .....,.....

**2. Quorum**

4 members.

**3. Scope**

3.1 The Working Party will investigate alternative rating structures for the 3 Waters activities to resolve cost and equity issues arising from the current rating structures.

3.2 The Working Party will report back to Council recommending:

- a) the options for alternative rating structures that the Working Party considers best meets the objectives set out below and,
- b) whether Council should proceed to consultation on those options.

3.3 The Working Party will lead the consultation and engagement process, in the event of Council deciding to progress the concept of alternative rating structures, and seek community views.

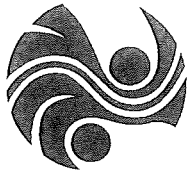
**4. Objectives**

4.1 To consider and agree on the principles that would support any change to the rating structures for 3 Waters

4.2 To consider and evaluate alternative rating structures that will:

- a) mitigate the potential effect on rates that meeting regulatory standards will impose on some small water/wastewater schemes
- b) be consistent with the principles from 4.1
- c) have the potential to be regarded as equitable by the wider community

4.3 To consider ways in which phasing in the changes to rating structures might make the changes more acceptable.



**TERMS OF REFERENCE  
COUNCIL AND COMMITTEES**

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**3 Waters Rating Working Party - Draft**

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**5. Meeting Frequency**

As required.

**6. Staff Executive**

Project Lead : Simon Collin

Finance : Jeff Millward

Rating : Maree Harris

Utilities & Roading : Gerard Cleary

3 Waters : Kalley Simpson

**WAIMAKARIRI DISTRICT COUNCIL****REPORT**

**FILE NO and TRIM NO:** Trim number: 170217015090

**REPORT TO:** Council

**DATE OF MEETING:** 7 March 2017

**FROM:** Simon Hart, Business and Centres Manager  
Simon Markham, Manager, Strategy & Engagement

**SUBJECT:** Kaiapoi Town Centre Plan 2011 Review

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

\_\_\_\_\_  
Department Manager

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

**1. SUMMARY**

- 1.1. The purpose of this report is to seek the Council's approval of the proposed Kaiapoi Town Centre Plan 2011 (KTC Plan) review project plan – in the context of the recently approved Waimakariri Residential Red Zone Recovery Plan (the Recovery Plan), and the budget approval provided at the 16 February Council meeting. It resolved that the Project Plan which has been workshopped with the Kaiapoi-Tuahiwi Community Board be provided to the 7<sup>th</sup> March Council meeting for approval.

**Attachments:**

- i. Map of the Kaiapoi Town Centre and Kaiapoi Regeneration areas
- ii. KTC Plan Review Project Plan
- iii. KTC Plan Monitoring Report 2017

**2. RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** report No. 170217015090
- (b) **Notes** that the Council approved the proposed budget at their 16 February 2017 meeting (Report No. 170202009507)
- (c) **Notes** the attached KTC Plan monitoring report
- (d) **Notes** that Governance oversight of the project from this point forward until the KTC Plan Review has been prepared will be provided by the Regeneration Steering Group
- (e) **Notes** that an overall project Communications and Engagement Plan will be provided to the Regeneration Steering Group for approval
- (f) **Notes** the project structure for the KTC Plan Review provides for a high level of coordination with the Regeneration Steering Group.
- (g) **Approves** the proposed KTC Plan Review Project Plan, including the proposed process, timing, governance and management of the project.

- (h) **Circulates** this report to the Kaiapoi – Tuahiwi Community Board.
- (i) **Notes** a workshop will be held with the Kaiapoi – Tuahiwi community Board at an early stage to review in detail the results recorded in the KTC Plan Monitoring report.

### 3. ISSUES AND OPTIONS

- 3.1. The KTC Plan prepared in 2011 provided the strategic framework for the restoration and redevelopment of the Kaiapoi town centre. Development of the KTC Plan was accelerated following the 4 September 2010 earthquake, recognising that the Kaiapoi town centre was significantly damaged and that a coordinated approach was needed to be undertaken for its restoration and redevelopment. The KTC Plan built on the background work carried out for the Kaiapoi Town Centre Revitalisation Plan that had been in progress since 2008. Significantly, the KTC Plan did not address the issues and opportunities arising from the residential red zone areas of Kaiapoi, which at the time were only just at the beginning of the red zoning process.

#### *Review Drivers*

- 3.2. There are three key drivers for the KTC Plan review project. The first are the set of on the ground and planning developments since 2011. As set out in the KTC Plan Monitoring Report (see **Attachment 3**), of the 32 identified actions, the vast majority (26) have been completed, five are in progress or partially completed, while one has not commenced (physical works on the former Bridge Tavern site). There has also been very substantial progress made by the private sector with the commercial rebuild (for example Blackwells Department Store).
- 3.3. Also, through the development of the Recovery Plan and the work underway on the District Development Strategy (DDS), the information underpinning assumptions about future prospects for the town centre has been updated - and the Recovery Plan completed to provide for mixed use business areas to complement and extend the existing town centre on three sides (see **Attachment 1**). Given all these changes a KTC Plan review is warranted. A viable and vibrant Kaiapoi town centre is critical to regeneration; to reinforcing the pivotal role of the town centre to the community of Kaiapoi and environs; and to minimising further/reclaim some lost 'leakage' of retail spend and business to new commercial centres in suburban locations on the northern fringes of Christchurch.
- 3.4. The second key driver for the project is that the Council now has responsibilities as the planning authority to give effect to the Recovery Plan. This requires the Council in the short to medium term to work with third parties as appropriate to determine the best uses for the mixed-use business red zone areas and to develop District Plan provisions to provide for them in the context of an overall integrated 'concept plan' for the two areas (i.e. the existing Kaiapoi town centre and prospective mixed use business areas). This may include a range of prospective business uses, 'future proofed' public transport facilities, a motor caravan park and public car parking. In order to determine these uses it is anticipated that a master planning approach will be required. As part of this work, the Key Activity Centre boundaries and potential role and location of an integrated transport interchange will also be considered. It is considered that the most appropriate way to implement the Recovery Plan is to review the KTC Plan in tandem with red zone business land master planning.
- 3.5. The third key driver for the project is that the Council also, as a result of finalisation of the Recovery Plan in December 2016, has prospective ownership/custodianship and divestment responsibilities of the mixed-use business red zone areas. The Recovery

Plan states that these areas will be vested in the Council with conditions ensuring the Council seeks to obtain maximum financial return on any future sale or lease of the land divested, with the Council and the Crown each receiving a share of any net financial returns (where applicable), less any cost incurred by the Council in interim management and divestment activities.

#### *Review Process*

3.6. The proposed review process is set out in the attached project plan (see **Attachment 2**). The key steps are identified below.

- Early February - prepare Council report covering the proposed project budget
- Mid-February - Kaiapoi Tuahiwi Community Board briefing
- February 2017 - prepare a Council report setting out the proposed project, review process, consultation, governance / management structure and use and membership of an external reference group.
- March 2017 - Council decision to initiate the project
- April 2017 - Regenerate Steering Group briefing
- April - May 2017 - confirm information and advice requirements. Contract external advice.
- May - June 2017 - establish external reference group
- Mid - late 2017:
  - Targeted engagement on issues and opportunities (e.g. with ENC, LEDAG, KPA, developers)
  - Reference group (two-monthly) and Community Board (two) workshops
  - Hold an initial Inquiry by Design session with specialists
  - Hold a facilitated Inquiry by Design for the red zone mixed-use business areas with stakeholders
- Late 2017 - January 2018 - prepare draft KTC Plan and Summary document
- December 2017 - January 2018 - hold draft KTC Plan workshops with the Community Board and Council
- February 2018 - draft KTC Plan (published version) and summary document completed for consultation alongside the 2018- 2028 draft LTP
- February 2018 - Council approval of the draft KTC Plan for consultation (LTP consultation is in March, with adoption in June 2018)
- March - May 2018 - consultation period (including Hearing if required which could be a topic specific hearing as part of the LTP Hearings)
- June 2018 - finalise and adopt reviewed KTC Plan (timing depends on LTP timing)

#### *Review Engagement and Consultation Phases*

3.7. As indicated in the above review process, both targeted engagement and public consultation is proposed for this project, in two distinct phases. Targeted engagement will occur in the second half of 2017, while public consultation will occur from March 2018 - May 2018, aligning with the consultation on the draft LTP. The anticipated public consultation steps are:

- Prepare a draft KTC Plan and summary document and make these available in all libraries and service centres and available through the Council's website, including an online submission facility
- Run advertorials in local newspapers
- Write to all businesses/landowners within the town centre area
- Meet or write to stakeholder groups
- Hold an open day/display allowing for questions and answers in Kaiapoi (at least one evening and one day time event)
- Hearings to be held as soon as possible after the closing of comments



### *Review Governance and Management*

- 3.8. The proposed governance and management is set out in the attached project plan (see **Attachment 2**). The proposed project structure for the review provides for governance, project management and a project working group to be established, similar to those established for the Recovery Plan and other significant planning projects. It also includes a Stakeholder Reference Group comprising the Kaiapoi Tuahiwi Community Board chair and a second Board member, and representatives of the local community (e.g. the Kaiapoi Promotions Association) and review partners (e.g. Ngai Tuahuriri).
- 3.9. It is proposed that this project will report to the Regeneration Steering Group established to oversee all the regeneration projects. This will ensure integration and alignment across the Council's regeneration work program.

### *Project Outputs*

- 3.9 The project outputs are a completed KTC Plan Review with extensive community input; a new draft KTC Plan; a Master Plan for the mixed use business areas (equivalent in extent to 60% of the existing 14ha town centre); draft District Plan provisions for the mixed use business areas; a new KTC Plan which is provisionally titled "Kaiapoi Town Centre 2028" and significant information and advice to assist the Council to exercise its 'Crown agency' responsibilities in marketing development opportunities to the private sector through the divestment process which may last many years.
- 3.10 The Management Team/CEO has reviewed this report and supports the recommendations.

## **4 COMMUNITY VIEWS**

- 4.1 Community views on the red zoned areas of Kaiapoi were canvassed at length during the development of the Recovery Plan. Based on the responses received across the various consultation exercises it is clear that there is significant community support for a vibrant Kaiapoi town centre and for regeneration of the Kaiapoi red zone areas.
- 4.2 The draft version of the Recovery Plan which was endorsed by the Council and presented to the Minister Supporting Greater Christchurch Regeneration signalled the Council's intention to review the KTC Plan in tandem with master planning for the mixed-use business areas. There is now an expectation by the Crown that the Council will progress this review expeditiously as the basis for ensuring a robust statutory and master planning framework exists for regeneration activity and divestment management.
- (j) The views of the Kaiapoi Tuahiwi Community Board on the project (principally on budget matters) were sought at a staff briefing on 13 February 2017. The Community Board was generally supportive of the proposed project budget (approved by the Council at their 16 February 2017 Council meeting (Report No. 170202009507)). The Community Board was also generally supportive of progressing this project in terms of the proposed structure and staging based on the proposed project plan.

## **5 FINANCIAL IMPLICATIONS AND RISKS**

- 5.1 As indicated above, a separate report containing the budget components was considered and approved by the Council at their 16<sup>th</sup> February 2017 meeting. As covered in that report, staff identified a number of external costs to complete the Review project that require funding in 2017/18, beyond the inputs from Council staff that are already budgeted for.

- 5.2 An external cost budget (i.e. beyond already budgeted for Council staff time) of \$300,000 was approved on 16<sup>th</sup> February 2017. It is anticipated that budget for implementing the strategy when adopted will be included in the 2018-2028 LTP.

## 6. **CONTEXT**

### 6.1 **Policy**

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

### 6.2 **Legislation**

Legislation relevant to this project is the Greater Christchurch Regeneration Act 2016, the Resource Management Act 1991 and the Local Government Act 2002. The proposal is in accordance with these. The proposal is required by and directly gives effect to the Waimakariri Residential Red Zone Recovery Plan.

### 6.3 **Community Outcomes**

There is a safe environment for all.

Public spaces and facilities are plentiful, accessible and high quality.

The distinctive character of our towns, villages and rural areas is maintained.

Transport is accessible, convenient, reliable, affordable and sustainable.

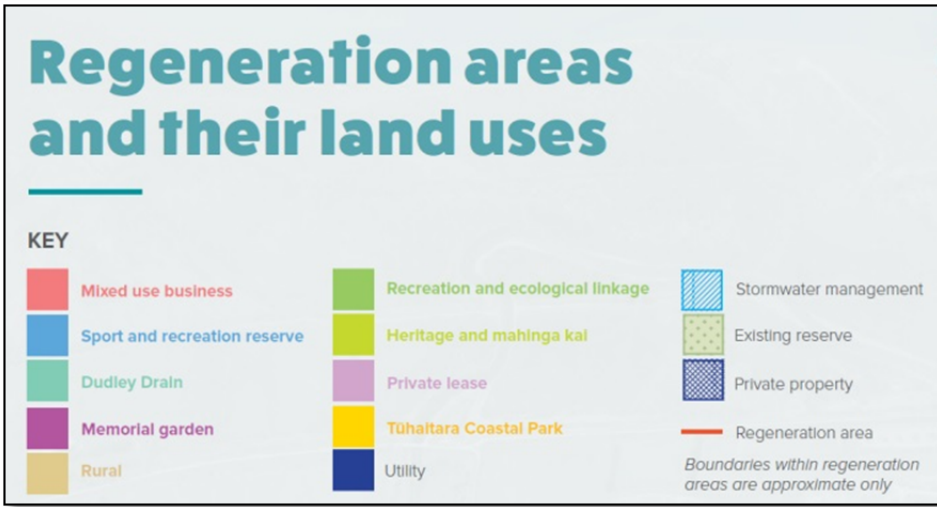
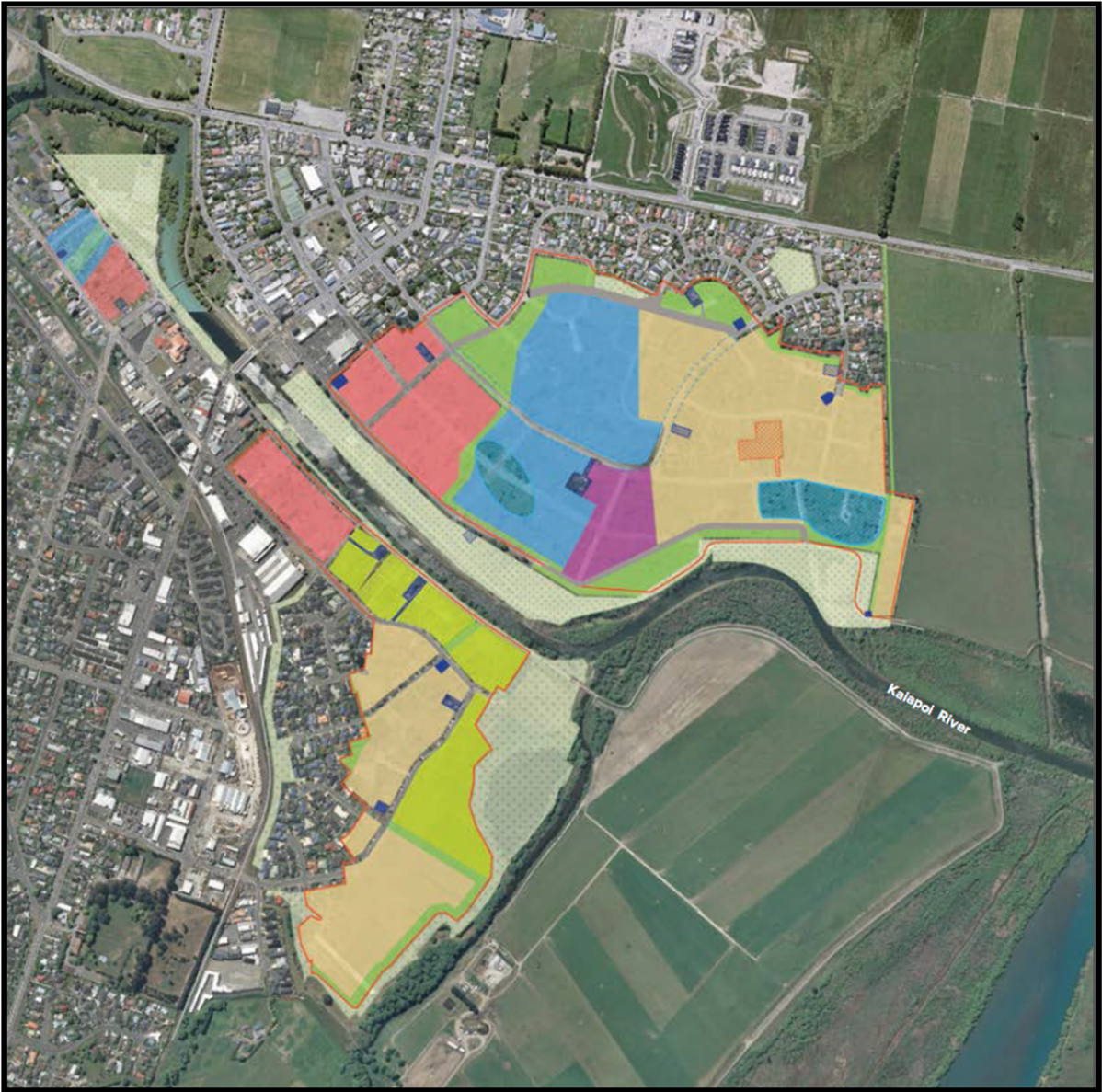
Businesses in the District are diverse, adaptable and growing.

There are wide ranging opportunities for people to contribute to the decision making by local, regional and national organisations that affects our district.

Simon Hart  
Business & Centres Manager

Simon Markham  
Manager Strategy & Engagement

**Attachment 1: The Kaiapoi Town Centre and the Regeneration Areas**



Source: Waimakariri Residential Red Zone Recovery Plan

**Attachment 2: KTC Plan Review Project Plan**

## Kaiapoi Town Centre 2028 - Project Plan

|                             |                                 |
|-----------------------------|---------------------------------|
| <b>PROJECT NAME:</b>        | <b>Kaiapoi Town Centre 2028</b> |
| <b>PROJECT FILE NUMBER:</b> | DDS-02-14-01 / 160915095297     |

| <b>Revision</b> | <b>Written By</b>                | <b>Date</b> |
|-----------------|----------------------------------|-------------|
| 4               | Andrew Willis (Contract Planner) | 22.02.17    |

### 1.0 PROJECT ORGANISATION:

|                              |   |
|------------------------------|---|
| <b>Project Sponsor</b>       | Simon Markham   |
| <b>Project Manager</b>       | Simon Hart (Coordination with District Regeneration Programme Manager / workstreams)                            |
| <b>Project Control Group</b> | Simon Markham, Trevor Ellis, Ken Stevenson, Utilities (TBC)   |
| <b>Core Project Team</b>     | Project Manager, Heike Downie, Michelle Flanagan, Rob Hawthorne, Andrew Willis, Transport (TBC), 3 Waters (TBC) |

### 2.0 BACKGROUND / ISSUES

The 2011 Kaiapoi Town Centre Plan (the KTC Plan) was completed following the September 4th earthquake, recognising that the Kaiapoi town centre was significantly damaged and that a coordinated approach needed to be undertaken for its restoration and redevelopment. The KTC Plan built on the background work carried out for the Kaiapoi Town Centre Revitalisation Plan that had been in progress since 2008.

The KTC Plan provides the strategic framework for the restoration and redevelopment of the Kaiapoi town centre. It aims to create a town centre that draws on its historic values by making greater use of the river and enhancing the streets and open spaces. It also indicates how the land to the west of Williams Street south of the river could be developed in order to complement the existing shops and commercial activities. Significantly, the KTC Plan did not address the issues and opportunities arising from the residential red zone areas of Kaiapoi, which at the time were only just at the beginning of the red zoning process.

#### 2.1 KTC Plan Review Drivers

There are three key drivers for the KTC Plan review project. The first are the set of on the ground and planning developments since 2011. As set out in the KTC Plan

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## Kaiapoi Town Centre 2028 - Project Plan

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Monitoring Report, of the 32 identified actions, the vast majority (26) have been completed, five are in progress or partially completed, while one has not commenced (physical works on the former Bridge Tavern site). There has also been very substantial progress made by the private sector with the commercial rebuild (for example Blackwells Department Store).

Also through the development of the Recovery Plan and the work underway on the District Development Strategy (DDS), the information underpinning assumptions about future prospects for the Kaiapoi town centre has been updated - and the Recovery Plan completed to provide for mixed use business areas to complement and extend the existing Kaiapoi town centre on three sides (see attachment 1). Given all these changes a KTC Plan review is warranted.

The second key driver for the project is that the Council now has responsibilities as the planning authority to give effect to the Recovery Plan. This requires the Council in the short to medium term to work with third parties as appropriate to determine the best uses for the mixed use business areas and to develop District Plan provisions in the context of an overall integrated 'concept plan' for the two areas – existing Kaiapoi town centre and prospective mixed use business. This may include a range of prospective business uses, 'future proofed' public transport facilities, a motor caravan park and public car parking. In order to determine this it is anticipated that a master planning approach will be required. As part of this work, the Key Activity Centre boundaries and potential role and location of an integrated transport interchange will also be considered. It is considered that the most appropriate way to implement the Recovery Plan is to review the KTC Plan in tandem with red zone business land master planning.

The third key driver for the project is that the Council also, as a result of finalisation of the Recovery Plan in December 2016, has prospective ownership/custodianship and divestment responsibilities of the mixed use business areas. The Recovery Plan states that these areas will be vested in the Council with conditions ensuring the Council seeks to obtain maximum financial return on any future sale or lease of the land divested, with the Council and the Crown each receiving a share of any net financial returns (where applicable), less any cost incurred by the Council in interim management and divestment activities.

A viable and vibrant Kaiapoi Town Centre is critical if the Council is seeking to reinforce the primacy of the town centre and prevent further/reclaim some lost leakage of retail spend and business to new commercial centres in suburban locations, particularly on the northern fringes of Christchurch.

Given the review drivers identified above, it is timely for a review of the KTC Plan. This review should look out at least 10 years from the next LTP cycle, hence the KTC 2028 tag line.

**Appendix 1** contains a map of the Kaiapoi Town Centre and Kaiapoi Regeneration areas and also a map of the Kaiapoi core economic market.

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## Kaiapoi Town Centre 2028 - Project Plan

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### 2.2 *Community Views*

Community views on the red zoned areas of Kaiapoi were canvassed at length during the development of the Recovery Plan. Based on the responses received across the various consultation exercises it is clear that there is significant community support for a vibrant Kaiapoi town centre and for regeneration of the red zone areas.

The draft version of the Recovery Plan which was endorsed by the Council and presented to the Minister Supporting Greater Christchurch Regeneration signalled the Council's intention to review the KTC Plan in tandem with master planning for the mixed-use business areas. There is now an expectation by the Crown that the Council will progress this expeditiously as the basis for ensuring a robust statutory and master planning framework exists for regeneration activity and divestment management.

The views of the Kaiapoi Tuahiwi Community Board on the project (principally on budget matters) were sought at a staff briefing on 13 February 2017. The Community Board was generally supportive of the proposed external costs in the project budget (approved by the Council at their 16 February 2017 Council meeting (report No. 170202009507)). The Community Board was also generally supportive of progressing this project in terms of the proposed structure and staging based on this project plan.

### 3.0 **PROJECT SCOPE**

The project scope is to undertake a full review of the KTC Plan, while carrying forward the KTC Plan's principles, integrated with developing the planning framework for the adjacent red zone mixed-use business areas.

The spatial scope is the existing defined town centre and the mixed use business areas (as defined in the Recovery Plan). The nearby residential and Business 2 land will be considered as context only.

### 4.0 **PROJECT AIMS AND OBJECTIVES**

#### 4.1 *Project Aim*

To refresh and extend the vision and strategic framework to guide improvements and future developments in the Kaiapoi town centre integrated with a master plan for the adjacent red zone mixed-use business areas; for the Council, stakeholders and the community.

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## Kaiapoi Town Centre 2028 - Project Plan

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### 4.2 Objectives

- To carry forward the KTC Plan principles
- To review the KTC Plan (vision, objectives, assumptions, projects and economic data) for currency
- To re-engage with the Kaiapoi community to garner new ideas and ensure they are informed about the process and their views are taken
- To refine the potential uses and outcomes for red zone mixed-use business areas (as set out in the Recovery Plan), and determine the process and timing for developing these areas, taking a master planning approach
- To identify projects that take into account long term Council and community (especially transport related) needs, asset renewals, proposed future development in the area, impacts on the local residents, and the needs of the wider community.
- To guide decisions on existing Council-owned land
- To develop a revised KTC Plan within the agreed timeframe and budget

## 5.0 PROJECT METHODOLOGY

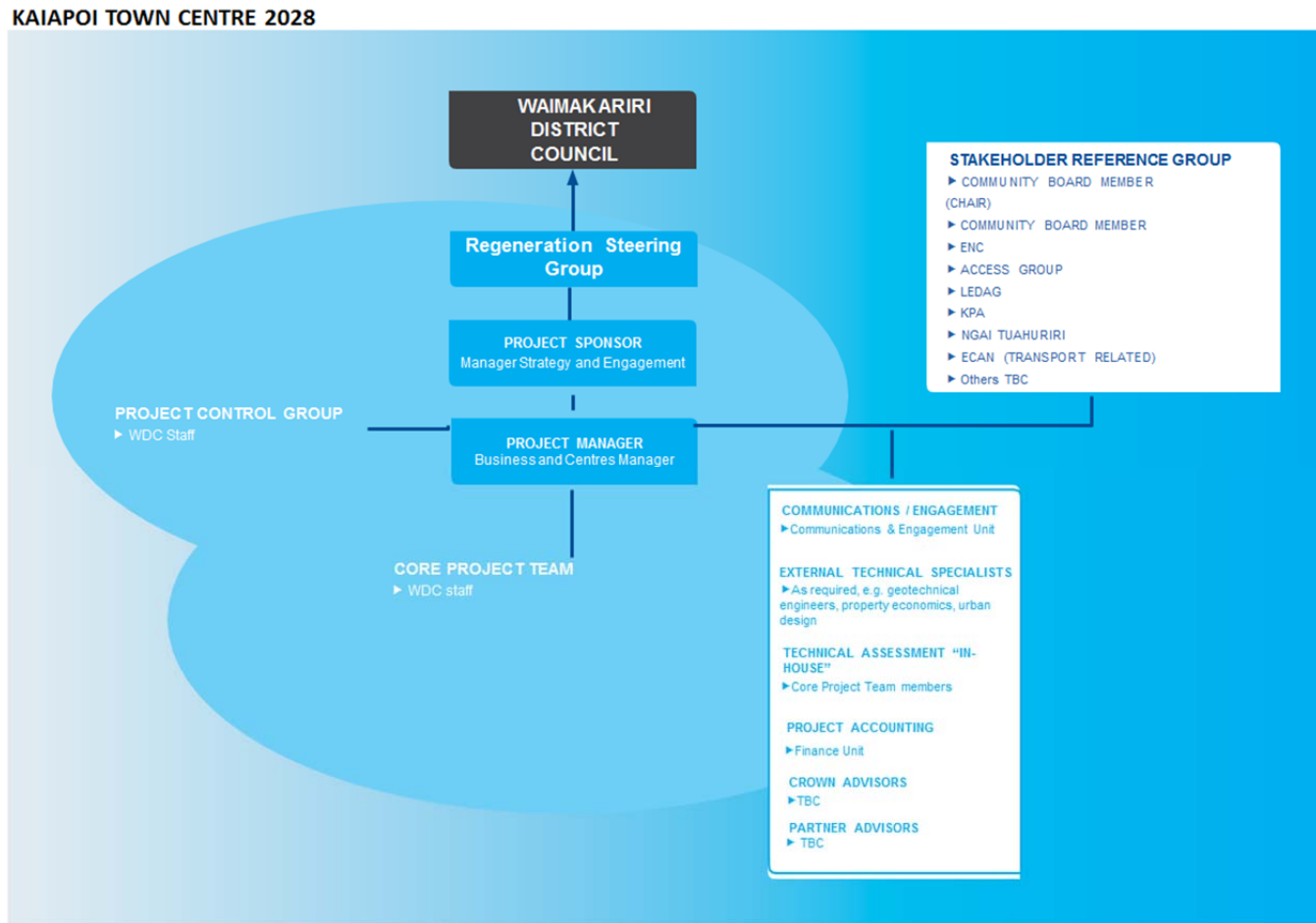
### 5.1 Key components

- Prepare a monitoring report on outputs and outcomes for the KTC Plan
- Compile existing information
- Commission further technical advice as per the confirmed external services budget
- Use of a Reference Group for targeted engagement and advice
- Hold an initial 'Inquiry by Design' session with urban designers to garner strategic land use framework ideas
- Hold a facilitated Inquiry by Design session specifically for the red zone areas to identify design principles, plus 'must have' activities and process (anticipated attendees: developers, community, geotechnical engineer, urban designer, 3 waters expert(s), traffic expert)
- Prepare a draft KTC Plan and Summary document
- Undertake public consultation
- Redraft KTC Plan following comments
- Publish "Kaiapoi Town Centre 2028"



# Kaiapoi Town Centre 2028 - Project Plan

## 5.2 PROJECT STRUCTURE



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## Kaiapoi Town Centre 2028 - Project Plan

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### 5.3 *Process*

- November 2016 - prepare Management Team report (covering project background, scope, deliverables, process and relationship to DDS, WRRZRP, etc.)
- December / January 2017 - complete project implementation documentation (including a draft Communications Plan)
- January / February 2017 - complete a monitoring report on achievement (outputs and outcomes of the KTC Plan)
- Early February - prepare Council report covering the proposed project budget
- Mid-February - Kaiapoi Tuahiwi Community Board briefing
- February 2017 - prepare a Council report setting out the proposed project, review process, consultation, governance / management structure and use and membership of an external reference group.
- March 2017 - Council decision to initiate the project
- April 2017 - Regeneration Steering Group briefing
- April - May 2017 - confirm information and advice requirements. Contract external advice.
- May - June 2017 - establish external reference group
- Mid - late 2017:
  - Targeted engagement on issues and opportunities (e.g. with ENC, LEDAG, KPA, developers)
  - Reference group (two-monthly) and Community Board (two) workshops
  - Hold an initial Inquiry by Design session with specialists
  - Hold a facilitated Inquiry by Design for the red zone mixed-use business areas with stakeholders
- Late 2017 - January 2018 - prepare draft KTC Plan and Summary document
- December 2017 - January 2018 - hold draft KTC Plan workshops with the Community Board and Council
- February 2018 - draft KTC Plan (published version) and summary document completed for consultation alongside the 2018- 2028 draft LTP
- February 2018 - Council approval of the draft KTC Plan for consultation (LTP consultation is in March; Adoption June 2018)
- March - May 2018 - consultation period (including Hearing if required – could be a topic specific hearing as part of the LTP Hearings)
- June 2018 - finalise and adopt reviewed KTC Plan (timing depends on LTP timing)

### 5.4 *Public Engagement and Consultation*

Both targeted engagement and public consultation is proposed for this project, in two distinct phases. Targeted engagement will occur in the second half of 2017, while public consultation will occur from March 2018 - May 2018, aligning with the consultation on the draft LTP. The anticipated public consultation steps are:

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## Kaiapoi Town Centre 2028 - Project Plan

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- Prepare a draft KTC Plan and summary document and make these available in all libraries and service centres and available through the Council's website, including an online submission facility
- Run advertorials in local newspapers
- Write to all businesses/landowners within the town centre area
- Meet or write to stakeholder groups
- Hold an open day/display allowing for questions and answers in Kaiapoi (at least one evening and one day time event)
- Hearings to be held as soon as possible after the closing of comments

### 5.5 *External Expert Advice*

- Business analysis advice for business trends and demand
- Geotechnical advice at area level for land remediation in the red zone areas (i.e. to support identified building typologies) and related flood management concept design
- Property sector specialist advice on development feasibility of concepts
- Urban design advice, e.g. review the KTC Plan and supporting documentation for currency, general input, for the red zone areas - identify design opportunities, constraints and options, facilitate the Inquiry by Design workshop, post workshop master planning
- Transport advice for transport issues, e.g. review 2011 work for currency, confirm parking demand and car park location and advise on public transport interchange in Kaiapoi South
- Planning advice (if not provided in-house) on required District Plan changes

## 6.0 CO-ORDINATION WITH OTHER PROJECTS

### 6.1 *Waimakariri Residential Red Zone Recovery Plan*

The KTC Plan Review project will be a key implementation tool for the Kaiapoi Red Zone area recovery and regeneration programme. The Project Manager and other members of the PCG are members of the proposed Regeneration Programme Control group. This will ensure project integration with the overall programme.

### 6.2 *District Plan Review*

The KTC Plan Review project will help drive decisions on the appropriate zoning of the red zone mixed use business areas. It will inform decisions on the Business 1 zone extent and provisions for the existing town centre. It may inform decisions about extent and provisions of the Business 2 and Residential 1 and 2 Zone provisions. Members of the project team and PCG are also members of the District Plan Review project team. This will ensure project integration with the overall review.

### 6.3 *District Development Strategy (DDS)*

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## Kaiapoi Town Centre 2028 - Project Plan

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The DDS (within the UDS context) will inform growth assumptions and requirements for Kaiapoi, which are key inputs for the KTC Plan review. Members of the PCG are also members of the DDS project team. This will ensure project integration with the DDS.

### 6.4 *Transport Facilities/Interchange Investigations*

Members of the PCG are also responsible for this investigation. This will ensure project integration. It is recommended that these investigations are done in tandem with the KTC Plan review.

### 6.5 *Kaiapoi River Banks Precinct Plan*

These projects are delivered by Council units with members on the PCG. This will ensure project integration.

### 6.6 *Kaiapoi River Rehabilitation Plan*

The project is localised to within the Kaiapoi River channel. The spoil may be used in the red-zone areas.

## 7.0 **STAKEHOLDERS**

### 7.1 **Key Internal:**

Council Staff:

| Units                  | Reason  | Contact name                    |
|------------------------|---|---------------------------------|
| Roading                | Asset management / design / parking             | Ken Stevenson                   |
| Planning               | District Plan and DDS                           | Trevor Ellis                    |
| Community & Recreation | Parks & Reserves projects, landscaping features | Michelle Flanagan / Chris Brown |
| 3 Waters               | 3 waters infrastructure requirements            | Kalley Simpson                  |
| Property               | Council landholdings management                 | Rob Hawthorne                   |
| Policy & Strategy      | Council strategies and information              | Lynley Beckingsale              |
| Communications         | Media and community engagement                  | Matt McIlraith                  |

### 7.2 **External:**

1. The Regeneration Steering Group
2. A KTC Plan Stakeholder Reference Group, comprising:
  - Two Community Board members
  - ENC
  - Access Group

## Kaiapoi Town Centre 2028 - Project Plan

- LEDAG
  - KPA
  - Ngai Tūāhuriri
  - ECan (transport related)
3. Property owners in KTC Plan focus area (tbc)
  4. Business owners in KTC Plan focus and wider business area (tbc)
  5. Stakeholder groups
  6. Strategic Partners
  7. Wider Kaiapoi catchment community

### 8.0 PROJECT FUNDING & BUDGET

Staff have identified a number of external costs to complete the Review project that require funding in 2017/18, beyond the inputs from Council staff that are already budgeted for (it is anticipated that budget for implementing the strategy when adopted will be included in the 2018-2028 LTP). These include expert input to:

|   |                  |
|---|------------------|
| • Urban design  | 50,000           |
| • Traffic/public transport design                       | 30,000           |
| • Professional property/real estate advice              | 45,000           |
| • Area-wide land remediation and flood hazard solutions | 100,000          |
| • Planning  | 25,000           |
| • Community engagement/ 'Inquiry by Design' process     | 45,000           |
| • Document production                                   | 20,000           |
| • <b>Total – 315,000 rounded to</b>                     | <b>\$300,000</b> |

Given the project drivers identified in the Background section of this Project Plan, the Council on 16 February resolved that the required external project costs totalling \$300,000 be funded 1/3<sup>rd</sup> each from three corresponding sources: remaining (unallocated) Kaiapoi Town Centre budget; Red Zone Plan Implementation budget; and thirdly funding to be agreed with the Crown for Council to discharge its responsibilities in relation to Red Zone mixed use business land divestment.

### 9.0 RISKS

See the Table of Risks below – note that a full risk register will be developed and maintained throughout the project.

| Risk          | Mitigation                   | Acceptable level of residual risk? |
|---------------|------------------------------|------------------------------------|
| Recovery Plan | Continue to liaise with DMPC | Y                                  |

## Kaipoi Town Centre 2028 - Project Plan

|  |   |   |
|--|---|---|
| implementation assumptions not as anticipated                                  |   |   |
| Review scope broadens, e.g. to include adjacent business and residential areas | Manage scope through project documentation and management                             | Y |
| Community perception - i.e. it's a waste of time                               | Manage perceptions through messaging and community champions                          | Y |
| Consultation fatigue, especially given LTP consultation in same period         | Manage consultation carefully   | Y |
| Raising community expectations   | Manage expectation through messaging and community champions                          | Y |
| Town Centre champions may not engage   | Engage directly via a reference group   | Y |
| Community view that many \$\$ already spent on Kaipoi                          | Manage perceptions through messaging and community champions                          | Y |
| Technical inputs are too slow or too expensive                                 | Manage through project documentation. Amend timeframes, scope and budget if required. | Y |

### 10.0 KEY RESULTS AND DELIVERABLES

| Deliverable  | Prepared by | Approval by | Milestone or Deadline |
|--|-------------|-------------|-----------------------|
| Project documentation (e.g. project plan, Communications plan) | AW/SH       | PCG         | January 2017          |
| Monitoring report on achievement                               | AW          | PCG         | February 2017         |

## Kaiapoi Town Centre 2028 - Project Plan

|   |         |   |                     |
|---|---------|---|---------------------|
| (outputs and outcomes) of current 2011 KTC plan                         |         |   |                     |
| Council report covering the proposed project budget                     | AW / SH | PCG / Council   | Early February 2017 |
| Community Board briefing  | SM / SH | PCG   | Mid-February 2017   |
| Council approval for project initiation                                 | SM / SH | PCG / Council   | March 2017          |
| Targeted Consultation and IBD outputs                                   | AW / SH | PCG   | November 2017       |
| Draft KTC Plan workshop outputs (with KCB & Council)                    | AW / SH | PCG   | January 2018        |
| Draft KTC Plan (published version) and summary document                 | AW / SH | PCG / Management Team / Reference Group / Community Board / Council | February 2018       |
| Consultation documentation  | AW / SH | PCG   | March – May 2018    |
| Various management and Council reports, including a summary of comments | AW / SH | PCG   | Ongoing             |
| A final KTC Plan and supporting documents                               | AW / SH | PCG / Management Team / Reference Group / Community Board / Council | June - August 2018  |

## Kaiapoi Town Centre 2028 - Project Plan

### 11.0 REGULAR REPORTING

| Report                      | Purpose   | Frequency  |
|-----------------------------|---|--|
| Project Control Group       | Update on progress / make decisions on project elements | As required  |
| Stakeholder Reference Group | Update on progress / make recommendations to Council    | Three times during draft development phase, then as required |
| Regeneration Steering Group | Update on progress / make recommendations to Council    | Twice during draft development phase, then as required       |

### 12.0 CONSULTATION PLAN - *Separate consultation plan to be determined*

#### SIGN-OFF

Prepared By: \_\_\_\_\_

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

Reviewed By: \_\_\_\_\_

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

Approved By: \_\_\_\_\_

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



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## Kaiapoi Town Centre 2028 - Project Plan

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### Appendix 1: The Kaiapoi Town Centre and the Red Zone Areas (in blue)



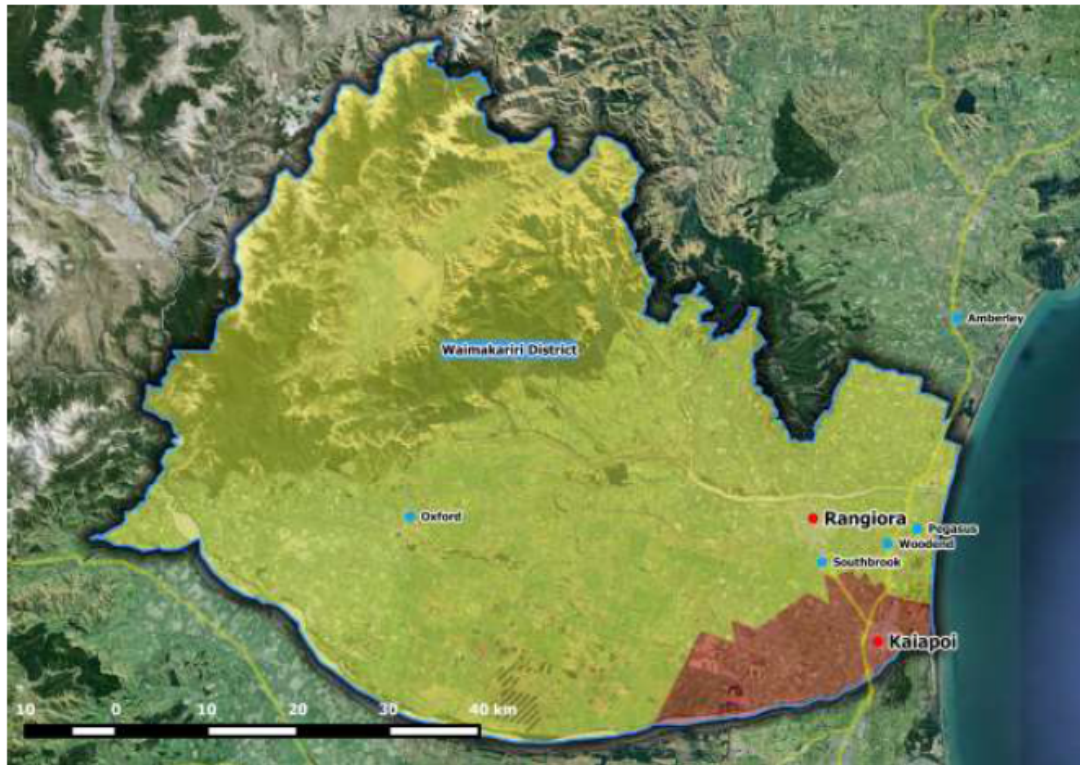
Source: Draft Waimakariri Residential Red Zone Recovery Plan

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## Kaiapoi Town Centre 2028 - Project Plan

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FIGURE 1: WAIMAKARIRI DISTRICT CORE ECONOMIC MARKETS



*Source: Property Economics*

**Attachment 3: KTC Plan Monitoring Report 2017**

# KAIAPOI TOWN CENTRE PLAN 2011 MONITORING REPORT



February 2017

Prepared By: The Development Planning Unit

## Kaiapoi Town Centre Plan 2011 Monitoring Report

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### 1.0 Executive summary

This report assesses the achievement of the actions and outcomes identified in the Kaiapoi Town Centre Plan 2011 (the KTC Plan) in order to inform the proposed KTC Plan review (project titled “Kaiapoi 2028”). It draws on a number of existing surveys and reports. The KTC Plan was completed following the September 4th earthquake, providing a strategic framework for the restoration and redevelopment of the town centre.

Of the 32 identified actions, the vast majority (26) have been completed, five are in progress or partially completed, while one has not commenced. It is considered that the completed streetscape improvements, new buildings and park works have been well designed and completed to a high standard, and have significantly improved visual amenity, functionality and encourage visitors to the area.

In terms of outcomes, improvement and growth in retail and commercial offerings has occurred since the earthquakes, however there is still considerable leakage to other centres due to the high levels of competition Kaiapoi faces, particularly from Christchurch. It is considered that achievement of the actions would have supported this growth. While survey results indicate a decline in satisfaction with Kaiapoi’s off street parking, traffic flows and footpaths between 2010 to 2013 this is not surprising given the state of Kaiapoi’s roads and footpaths post-earthquake, including during the reconstruction period.

Overall, it is considered that the actions undertaken support achieving the KTC Plan's Vision and economic, design and accessibility outcomes, particularly those actions seeking to enhance the riverbank and streetscapes such as the Williams Street North and South redesigns, and those addressing urban design such as the design guidelines preparation. These enhancement actions in turn support achieving broader outcomes such as improvements in the retail and entertainment environment. The new Council facilities (the Ruataniwha Kaiapoi Civic Centre, and ENC Business centre and I-Site) are attracting locals and visitors, and have attracted other quality businesses to the area.

It is recommended that the six uncompleted projects are considered as part of the KTCP review. It is also recommended that community commentary is sought on the completed projects as part of this review.

## 2.0 Introduction and background

This report assesses the achievement of the actions and outcomes identified in the Kaiapoi Town Centre Plan 2011 (the KTC Plan) in order to inform the proposed KTC Plan review (project titled "Kaiapoi 2028").

The KTC Plan was completed following the September 4th earthquake, recognising that the town centre was significantly damaged and that a coordinated approach needed to be undertaken for its restoration and redevelopment. The Plan initially built on the background work carried out for the Kaiapoi Town Centre Revitalisation Plan that had been in progress since 2008.

The KTC Plan provides the strategic framework for the restoration and redevelopment of the town centre. It aims to create a town centre that draws on its historic values by making greater use of the river and enhancing the streets and open spaces. It also indicates how the land to the west of Williams Street south of the river could be developed in order to complement the existing shops and commercial activities. Significantly, the Plan did not address the issues and opportunities arising from the residential red zone areas of Kaiapoi, which at the time were only just at the beginning of the red zoning process.

A viable and vibrant Kaiapoi Town Centre is critical if the Council is seeking to reinforce the primacy of the town centre, prevent further/reclaim some lost leakage of retail spend and business to new commercial centres in suburban locations, particularly on the northern fringes of Christchurch.

**Appendix 1** contains a map of the Kaiapoi Town Centre and its wider context.

## 3.0 Report methodology and scope

This report relies on and updates the assessment of actions contained in the 2012, 2014 and 2015 Progress on Implementation reports prepared by the Council. The report will also

assess achievement of the KTC Plan's outcomes (e.g. the Vision) based on existing Council reports as follows:

- The 2013 Customer Satisfaction Survey<sup>1</sup>;
- The Kaiapoi Town Centre Business Land Requirements (2015) report by Property Economics
- The Kaiapoi Parking Business Case Model Results and Discussion (2014) by Abley Transportation Consultants;
- Comments from Enterprise North Canterbury (ENC)

Where there is insufficient information to fully assess achievement, this will be identified and recommendations made for further work.

This report does not cover the residential red zone areas. These will be a key focus of the KTC Plan review in 2017.

It is noted that there are other Council projects and actions undertaken which contribute to achieving the KTC Plan's outcomes but which are not part of the KTC Plan. For example, the Council funds Enterprise North Canterbury as an action under the Waimakariri Local Economic Development Strategy 2012. These other actions are not considered as part of this report.

#### 4.0 Achievement of the KTC Plan's Actions

A detailed assessment of achievement of the KTC Plan's actions is contained in **Appendix 2**. This has been formatted to be consistent with the KTC Plan's implementation schedule (beginning on page 41 of that report). Photos of the completed physical works are included in **Appendix 3**.

In summary, of the 32 identified actions, the vast majority (26) have been completed, five are in progress or partially completed, while one has not commenced. While the action by the Council in relation to the Western Precinct, to prepare a design brief, was completed in 2011, relatively little in the way of comprehensive (re)development by the private sector in this area has occurred. The six uncompleted actions are identified below, together with commentary on their progress.

1. Develop a Riverbank Enhancement Development Strategy
  - An overall concept plan for the Kaiapoi River development has been developed which identified different precincts along the riverbank area: recreation, commercial, marine, information recreation, rowing. Recreation Precinct concept plan completed. Final plan approved by KCB in Feb 2013.
  - Significant progress has been made on the development of the Riverbanks with the Recreation Precinct now completed and the Marine Precinct well underway. Additional landscaping surrounding the bridge has been approved and construction has started

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<sup>1</sup> The 2016 Customer Satisfaction Survey will not be completed until later in 2017

2. Discussions / negotiations with private property, business owners and/ or land owners
  - Various discussions / negotiations have been held with property owners. Multiple ownership issues have been resolved in some cases, e.g. Hanson's Mall. Staff are working with/advising some developers on conceptual plans for key sites
3. Collaborate on the design for the (former) Bridge Tavern site
  - Staff are working with an interested developer and ECan (re stopbanks) on feasibility of development options. A concept design has been completed.
4. Commence (former) Bridge Tavern redevelopment physical works
  - Staff have been working with an interested developer and a concept plan has been developed. Physical works have not yet commenced.
5. Reconfigure car parking and implement parking management (physical works)
  - Parking at Raven Quay designed as part of ITP but KCB resolved to retain status quo. Parking management has largely been completed. There is still some work to be done on signage and parking restrictions. Car parking is an ongoing operation needing monitoring and review.
6. Upgrade directional signage
  - Some directional signage to the town centre upgraded when Smith St on/off-ramps were installed. Within the town centre, signage not yet commenced. Car parking signage will be considered as part of the parking strategy project.

There are no customer / community surveys or professional comments available on the completed projects. Comments from ENC indicate that:

- The new Council Ruataniwha Kaiapoi Civic Centre is a significant asset to Kaiapoi, attracting locals and visitors to its library, museum and art gallery;
- The new ENC Business Centre, where the I-site is located has attracted other quality businesses to this high profile, professional site such as the Red 8 Café and the Nelson Petroleum Distributors head office and that the developer has the confidence to build 11 small offices for lease.

As can be seen in the photos in **Appendix 3**, it is considered that the streetscape improvements, new buildings and park works have been well designed and completed to a high standard. These have significantly improved visual amenity and functionality in the town centre, encouraging visitors to the area.

It is recommended that three of the six uncompleted projects (numbers 2, 5 and 6 above) are considered as part of the KTCP review. It is also recommended that community commentary is sought on the completed projects as part of this review.

## 5.0 Achievement of the KTC Plan's Outcomes

The Plan's Vision (on page 18) is as follows:

*"An attractive historic river town – a place to visit, shop and socialise".*



This is a high level Vision which is refined by additional statements describing the future Kaiapoi Town Centre (see below). In terms of assessing achievement of this Vision, it is considered that the actions undertaken directly support achieving this Vision. In particular, the riverbank and streetscape enhancement projects have resulted in a more attractive town with more spaces to socialise. This encourages visitors and supports achieving broader outcomes such as improvements in the retail and entertainment environment provided by the private sector (see below for more commentary).

The Plan also states that the future Kaiapoi town centre will be:

- |                        |   |
|------------------------|---|
| Economic outcomes      | <ul style="list-style-type: none"> <li>• <i>An economically viable centre where both residents and visitors want to spend time and money</i></li> <li>• <i>Diverse with a good variety of shops, cafes and restaurants, leisure and entertainment activities for all ages</i></li> </ul>  |
| Design outcomes        | <ul style="list-style-type: none"> <li>• <i>A centre with a strong community feel</i></li> <li>• <i>Attractive with a river town charm and a high quality environment, which reflects and enhances Kaiapoi's heritage</i></li> <li>• <i>Identified by its river and riverside attractions</i></li> <li>• <i>Well defined</i></li> </ul> |
| Accessibility outcomes | <ul style="list-style-type: none"> <li>• <i>Easy to get around, by foot, bicycle or mobility vehicle, with a variety of spaces to sit, meet and play</i></li> <li>• <i>Accessible by vehicle and easy to park in</i></li> </ul>   |

These are assessed in turn below.

## 5.1 Economic outcomes

It is difficult to determine whether and to what extent these on the ground changes and the Plan's economic outcomes have been achieved or supported by the KTC Plan's various actions. This is compounded by the fact that many of the key actions have only recently been completed, for example the new Ruataniwha Kaiapoi Civic Centre. It is considered that many of the actions undertaken will support achieving these economic outcomes, albeit indirectly. For example, actions that increase the attractiveness of Kaiapoi as a destination (such as actions seeking to enhance streetscapes, urban design and accessibility) will encourage visitors and therefore patronage of Kaiapoi's shops, cafes and restaurants. Other actions, such as those seeking to enhance the riverbank will directly support additional leisure and entertainment activities.

Comments were sought from ENC on this outcome. ENC noted that there has been a significant increase in businesses setting up in Kaiapoi or growing in response to the Kaiapoi and Christchurch earthquakes (e.g. Total Drainage; Excavation; Men at Work (traffic management) went from 2 staff to 48 staff; Hellers now has 450 staff; and Sutton Tools now has over 120). ENC also noted the following:

- The new medical cluster on Williams Street (post-earthquake) has been a real asset, with a dentist, doctors, physiotherapist and pharmacy all on one site.

- Blackwells Department Store has been rebuilt and has diversified (home wares, carpets and drapes) attracting more customers and giving them a good reason to shop local.
- The Smith Street development of over 7 ha of commercial zoned land (with Placemakers as their anchor tenant) is ready to 'take off'. The developers are in discussion with many other businesses.
- The Old Bank is yet to be strengthened but will provide Kaiapoi with a distinct heritage building as a result.
- There is ample retail and commercial leasing premises available, ready and waiting to attract businesses into the town
- Misco Kitchens with over 50 staff are opening early March.
- Paper Plus has recently opened up.

In terms of quantitative analysis, the 2015 Property Economics Kaiapoi Town Centre Business Land Requirements report prepared for the Waimakariri Residential Red Zone Recovery Plan assessed the economic viability of the retail and commercial offering in Kaiapoi and land requirements. For retail, the report noted that due to high levels of competition Kaiapoi retailers capture only around 45% of locally generated retail spend but that a well performing Town Centre had the opportunity to capture a retail spend equivalent to around 50-60%. There are no statements made in the report about the KTC Plan actions, however it is considered that these actions will contribute to achieving this.

ENC commented that Kaiapoi is still lacking in a variety of retail stores but has an oversupply of food establishments pitched at takeaways after work. This is due to 75% of the working population in Kaiapoi working in Christchurch, meaning the town is relatively vacant during the day, but busy at night with workers then picking up their evening meals at the local food establishments.

In terms of commercial office and industrial employment trends, the Property Economics report noted that since 2011 Kaiapoi had outperformed many other markets around New Zealand with strong growth. The report stated that this was fuelled by earthquake recovery as opposed to being directly attributable to the actions in the KTC Plan. However, it is considered that achievement of the actions would have supported this growth.

## 5.2 Design outcomes

It is considered that the streetscape and riverbank enhancement projects<sup>2</sup> undertaken directly contribute to achieving the identified design outcomes, creating a high quality public space environment and improving attractiveness (see the pictures contained in **Appendix 3**). In addition, the building design guidelines and district plan changes will support achieving these design outcomes.

In terms of being identified by its river and riverside attractions, the riverbank enhancement project, the proposed marina, the former Bridge Tavern project and the Williams Street

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<sup>2</sup> It is understood that Environment Canterbury is undertaking work strengthening the Kaiapoi River banks before the riverside hospitality development can commence.

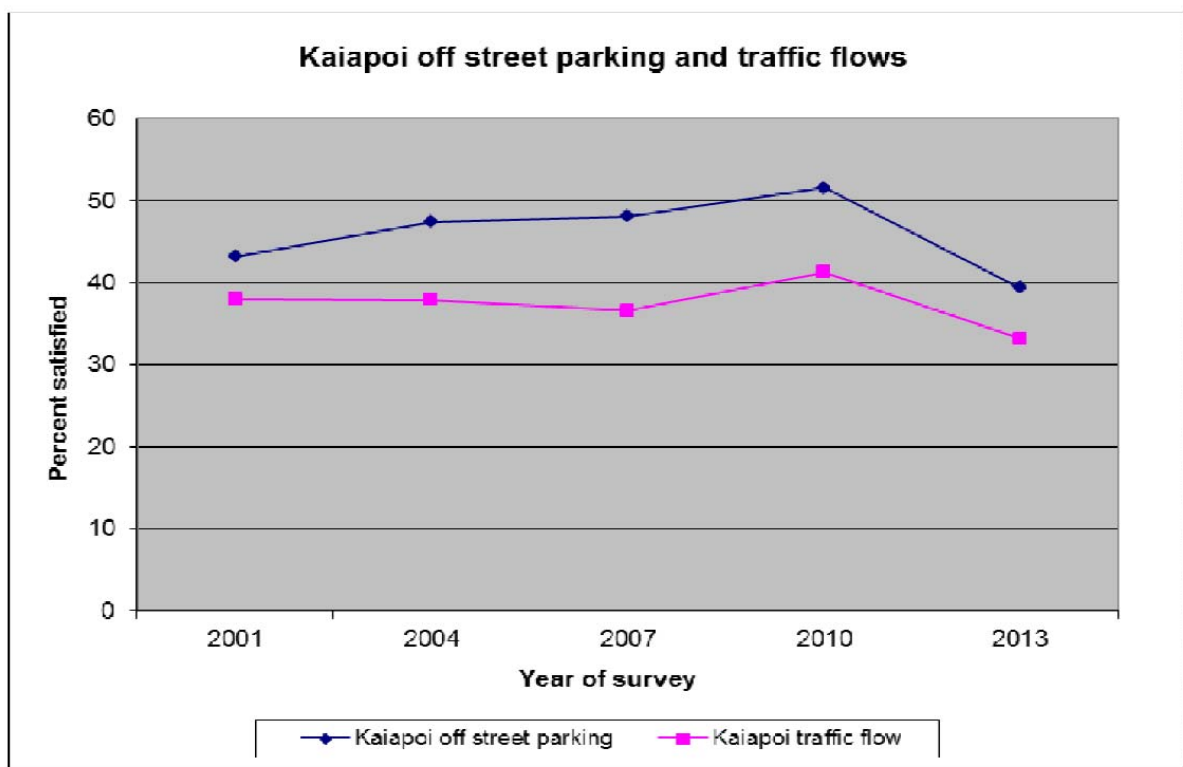
Bridge improvements will contribute to achieving this outcome given their riverside focus. Furthermore, recent developments such as Coffee Culture and the Council's Ruataniwha Kaiapoi Civic Centre with its shared space on Raven Quay also better address the river.

In terms of being well defined and having a strong community feel, this is not something that has been expressly monitored to date and is not possible to determine without expert or community input. It is therefore proposed that achievement of these outcomes could be assessed through targeted public engagement on the Kaiapoi 2028 project.

### 5.3 Accessibility outcomes

In terms of accessibility, the Council's Customer Satisfaction Surveys assess satisfaction with Kaiapoi's off street parking and traffic flows and footpaths. The graph below shows the responses from 2001 to 2013 for the first two measures (unfortunately the 2016 survey data is not currently available<sup>3</sup>).

*Satisfaction with Kaiapoi Off Street parking and Traffic Flows*



The graph clearly indicates a decrease in satisfaction rates for these two measures in Kaiapoi, contrary to the KTC Plan's desired outcomes. According to the survey there was also a significant decrease (-30.1%) in satisfaction with the standard of the town's footpaths. The survey results are not surprising given the state of Kaiapoi's roads and footpaths post-earthquake, including during the reconstruction period. In addition, the 2013 survey was undertaken before the completion of many of the KTC Plan's street works. Further survey

<sup>3</sup> This survey data is expected in March 2017

data and monitoring undertaken this year will update these figures. Anecdotal information suggests an improvement has occurred in these measures as a result of the actions contained in the KTC Plan.

A more recent car parking survey was undertaken by Abley Consultants Ltd in 2015. The study included on-street and off-street (Council and Private) car parking. The survey was undertaken on Thursday 12th March between 8.30am and 5.30pm (Thursdays were considered to be a “typical” parking day and therefore the best day for undertaking a survey). Surveys recorded demand in 30 minute cycles.

The study concluded that average parking occupancy over the entire study area was 39% for the 9.5 hour period – well below the optimum occupancy of 80 to 85%. The peak occupancy (48%) across the whole study area was recorded to occur in the 30 minute period between 12 and 12.30pm. On-street parking is in most demand, with 39% of spaces being occupied on average compared to 30% in Council-owned off street car parks and 29% in privately owned parks. On-street parking on Williams St (Hilton St to Raven Quay) is in the highest demand with an average occupancy of 69%. The peak for this area was between 2.30pm and 3pm where there was 85% occupancy. Approximately 56 to 58% of all parking in on-street parking areas and Council owned off-street parking areas stayed for less than 30 minutes.

Staff continue to monitor parking in the town centre. Three surveys conducted in September 2015 returned similar results to the Abley study. The following observations were made:

- Parking on Williams St (Hilton St to Raven Quay) continues to have the highest demand.
- Raven Quay also has high demand for parking.
- Hilton St West looks to be used for longer periods which would be representative of staff parking
- The Council car park behind the Ruataniwha Kaiapoi Civic Centre is very under-utilised and has a large number of parks available.
- The temporary car park at Hansen’s Mall is also quite sparsely used, as is the on-street parking immediately north of the bridge.
- There is no evidence of a lack of parking supply at this stage.

In terms of KTC Plan actions, it is considered that the following traffic and streetscape projects will improve satisfaction scores for these measures and contribute positively to achieving the KTC Plan’s accessibility outcomes:

- A new roundabout on Williams Street;
- A new cycle way on Williams Street;
- A new shared space and cycle parks outside the Council's Ruataniwha Kaiapoi Civic Centre;
- Additional raised crossing points and pedestrian zebra crossing relocation;
- More carparks by the library have been marked out;
- The Williams Street bridge footpath has been improved;
- There has been general riverside enhancement;
- A new shared footpath and cycleway on Meadow Street;

- New parking restrictions (in 2014), leading to a higher turnover of parks to cater for visitors, ameliorating some of the concerns over parking availability.

This will need to be assessed when the 2016 survey results are available and also during consultation on the KTC Plan review.

## 6.0 Matters to consider in the KTC Plan review

Where an action is not yet completed or is ongoing this has been identified in **Appendix 2** for consideration as part of the Kaiapoi Town Centre Plan review (“Kaiapoi 2028”). It is also proposed that the community is consulted on the Plan’s economic, design and accessibility outcomes as identified earlier in this report. Once the 2016 Customer Satisfaction Survey is completed any remaining issues identified should also be considered as part of the review.

Appendix 1: Kaiapoi Town Centre Plan 2011 Spatial Area



## Appendix 2: Kaiapoi Town Centre Plan (June 2011): Action Implementation (as at January 2017)

| Key to Timing (years) | Year 1 = 2011/12                                      | Year 2 = 2012/13  | Year 3 = 2013/14  | Year 4-5 = 2014/15-15/16 | Year 6-10 = 2016/17-20/21 |
|-----------------------|---|---|---|--------------------------|---------------------------|
| Key to Progress       | <span style="color: green;">■</span> Action completed | <span style="color: yellow;">■</span> Action in progress or partially completed | <span style="color: red;">■</span> Action not commenced |                          |                           |

|           | Key Action  | Scope  | Timing (years) |   |   |     |      | Progress on Implementation | KTC 2025 Review Matters   |                                     |
|-----------|---|--|----------------|---|---|-----|------|----------------------------|---|-------------------------------------|
|           |   |  | 1              | 2 | 3 | 4-5 | 6-10 |                            |   |                                     |
| Strategic | Integrated Town Centre Transport Plan: car parking, intersections, signage, traffic flow and search route | Develop integrated Town Centre Transport Plan, which will include reviewing car parking, intersections of Williams Street with Hilton Street, Raven Quay and Charles Street, signage and overall traffic flow and search routes. The car parking review will address short-term and medium to long-term parking arrangements for the town centre including the distribution of restricted time and disability parking, and the future needs for town centre parking. This will be done in collaboration with key stakeholders and will include considering areas such as the Bridge (re removing car parking), Williams Street north and south, parking streets (Raven Quay & Charles St) and streetscape, as well as the Western Precinct. Review to improve directional signage leading into and within the town centre including parking related signage. | →              |   |   |     |      |                            | <ul style="list-style-type: none"> <li>• <b>Integrated Transport Plan (ITP)</b> developed with input from reference group representing residents association, retailers, schools, emergency services, students, Waimakariri Access Group.</li> </ul>  |                                     |
|           | Riverbank Enhancement Development Strategy  | Develop strategy addressing medium to long term development and enhancement of the riverbanks, in particular to encourage and enable an entertainment / recreational precinct on the north east bank (including the wharf).  | →              |   |   |     |      |                            | <ul style="list-style-type: none"> <li>• An overall concept plan for the Kaiapoi River development was approved by KCB, this identified different precincts along riverbank area: recreation, commercial, marine, information recreation, rowing.</li> <li>• Concept plan completed for Recreation Precinct.</li> </ul> | Consider as part of the KTCP review |

|                            | Key Action  | Scope  | Timing (years) |   |   |     |      | Progress on Implementation  | KTC 2025 Review Matters  |
|----------------------------|---|--|----------------|---|---|-----|------|---|--|
|                            |   |  | 1              | 2 | 3 | 4-5 | 6-10 |   |  |
|                            |   |  |                |   |   |     |      | <ul style="list-style-type: none"> <li>Final plan approved by KCB in Feb 2013.</li> <li>Significant progress has been made on the development of the Riverbanks with the Recreation Precinct now completed and the Marine Precinct well underway. Additional landscaping surrounding the bridge has been approved and construction has started</li> </ul> |  |
|                            | Motorway Entrances  | Collaborate with NZTA and consult on options for enhanced motorway entrances at Smith Street / SH1 and Pineacres / SH1.  | →              |   |   |     |      | <ul style="list-style-type: none"> <li>Joint funding package for north facing off ramp from motorway to Smith St developed between developers, Council and NZTA – approved by Council Apr 2012.</li> <li>Ramps opened Feb 2014.</li> </ul>  | N.A.   |
|                            | District Plan Changes for Building Design Guidelines                          | Review District Plan and where necessary, prepare District Plan Change(s) to reflect Design Guidelines to guide design principles for new buildings in the town centre (Business 1 Zone).  | →              |   |   |     |      | <ul style="list-style-type: none"> <li>District Plan change 34 and 35 for urban design requirements for Rangiora &amp; Kaiapoi town centres adopted by Council in December 2012. Operative in District Plan.</li> </ul>   | N.A.   |
| Investigations & Approvals | Discussions / negotiations with private property, business and/or land owners | Continue discussions and negotiations with the owners of the land / properties / businesses potentially implicated by proposals for the (former) Bridge Tavern site, Williams Street north redesign (including Church and War Memorial), intersections, and design brief for the Western Precinct, including encouraging new developments at key sites such as the Riverside Centre site and Raven Quay. | →              |   |   |     |      | <ul style="list-style-type: none"> <li>Various discussions / negotiations have been held with property owners – ongoing</li> <li>Multiple ownership issues have been resolved in some cases, e.g. Hanson's Mall</li> <li>Staff working with/advising some developers on conceptual plans for key sites</li> <li>This is an ongoing action</li> </ul>      | <ul style="list-style-type: none"> <li>Consider ongoing matters as part of KTCP Review.</li> </ul> |
|                            | Public / private collaboration for (former) Bridge Tavern site                | Consider the feasibility (include costings) and potential of a public / private collaboration for the (former) Bridge Tavern project. If feasible and appropriate, seek collaboration.   | →              |   |   |     |      | <ul style="list-style-type: none"> <li>Multiple ownership issues have been resolved – all in Council ownership and put on market for sale.</li> <li>Demolition occurred mid-2013.</li> <li>Staff working with interested developer who has conditional offer.</li> </ul>  | <ul style="list-style-type: none"> <li>Consider as part of KTCP Review.</li> </ul>                 |
|                            | Confirm feasibility of traffic-related proposals                              | Confirm feasibility of project aspects that may impact on traffic management in the town centre, including any carriageway and footpath alterations, options for intersection treatments (i.e. traffic lights / roundabouts) and other traffic   | →              |   |   |     |      | <ul style="list-style-type: none"> <li>Feasibility and impacts of traffic-related proposals on traffic management have been considered as part of the development of the ITP. Only feasible options put forward in final ITP Feb 2012.</li> </ul>   | N.A.   |



|                    | Key Action  | Scope  | Timing (years) |   |   |     |      | Progress on Implementation   | KTC 2025 Review Matters |
|--------------------|---|--|----------------|---|---|-----|------|--|-------------------------|
|                    |   |  | 1              | 2 | 3 | 4-5 | 6-10 |  |                         |
|                    |   | management related matters, to determine impact on the town's traffic flow and access.   |                |   |   |     |      |  |                         |
|                    | Long-term roading options including another road bridge | Investigate to ensure the protection of the opportunity for long-term roading options including the potential construction of a second bridge crossing the river.  | →              |   |   |     |      | <ul style="list-style-type: none"> <li>Long-term option for a possible second bridge protected by way of rebuild plans for Black St not precluding option for a second bridge in the future – retaining road corridor.</li> <li>No active investigation into provision of second bridge as traffic counts on Williams St bridge do not trigger need for alternative corridor.</li> </ul> | N.A.                    |
|                    | Public facilities / buildings                           | Confirm feasibility of rebuilding / repairing the Council Service Centre and Library, Museum, Information Centre and War Memorial on the present sites; otherwise determine alternative site(s).   | →              |   |   |     |      | <ul style="list-style-type: none"> <li>Ruataniwha Service Centre (incl Library, Museum, Art Gallery space) rebuilt and opened in Feb 2015.</li> <li>Trousselot Park Recreation Precinct developed on site of old War Memorial building – opened in Dec 2014.</li> <li>Information centre now located on Williams Street.</li> </ul>  | N.A.                    |
|                    | Urban Design Panel                                      | Assess feasibility of establishing a Council-led Urban Design Panel to advise on future development in Kaiapoi Town Centre. If feasible, establish Urban Design Panel.   | →              |   |   |     |      | <ul style="list-style-type: none"> <li>Planning &amp; Urban Design Forum established (as part of urban design plan change) – comprising relevant staff and contractors or consultants as necessary</li> <li>Terms of Reference in place Nov 2011</li> <li>Number of private and Council development plans reviewed / considered to date</li> </ul>                                       | N.A.                    |
|                    | Assessment of land remediation options                  | Confirm appropriate approach to land remediation, including lateral spread risk (identified by January 2011 Tonkin & Taylor report) and implications for future site specific redevelopment options.   | →              |   |   |     |      | <ul style="list-style-type: none"> <li>Council undertook land remediation / ground engineering of sites for Council owned buildings where necessary, e.g. new Library complex.</li> <li>Assessment undertaken for the red-zone area by Tonkin &amp; Taylor</li> <li>Landowners considering options as part of their redevelopment plans.</li> </ul>                                      | N.A.                    |
| <b>Design Work</b> | Design for Williams Street Bridge improvements          | Prepare detailed design work and costings for bridge improvements, including removing car parking, relocating bus stop, footpaths and carriageway alterations, improving amenity (e.g. park benches), taking into account findings from the feasibility assessment of traffic- | →              |   |   |     |      | <ul style="list-style-type: none"> <li>Design undertaken as part of ITP in 2011/12.</li> <li>Detailed design completed and approved by KCB June 2012: <i>Kaiapoi Town Centre Bridge and Williams Street north of the bridge Streetscape and Landscape Design and Bus Stop relocation.</i></li> </ul>   | N.A.                    |

| Key Action                             | Scope  | Timing (years) |   |   |     |      | Progress on Implementation  | KTC 2025 Review Matters  |
|--|--|----------------|---|---|-----|------|---|--|
|  |  | 1              | 2 | 3 | 4-5 | 6-10 |   |  |
|  | related proposals.   |                |   |   |     |      |   |  |
| Design for (former) Bridge Tavern site | Collaborate on the design for the (former) Bridge Tavern project.  | →              |   |   |     |      | <ul style="list-style-type: none"> <li>Staff working with interested developer and ECan (re stopbanks) on feasibility of development options.</li> <li>A concept design has been completed.</li> </ul>  | Design will evolve. Need to continue action through the KTCP review. |
| Design for Williams Street north       | Prepare detailed design for the Williams Street north redesign to the north of the river.  | →              |   |   |     |      | <ul style="list-style-type: none"> <li>Detailed design completed and approved by KCB June 2012: <i>Kaiapoi Town Centre Bridge and Williams Street north of the bridge Streetscape and Landscape Design and Bus Stop relocation.</i></li> </ul>  | N.A.   |
| Design for Williams Street south       | Prepare detailed design for Williams Street south, including retail 'main street' and town centre entrances.   | →              | → |   |     |      | <ul style="list-style-type: none"> <li>Developed as part of ITP in 2011/12; however was initially put 'on hold' (not approved by KCB) until there was more certainty around the status of land and future use of red zone areas, the rebuild of community facilities, potential commercial developments, funding availability, river park development.</li> <li>The design has subsequently been completed.</li> </ul>  | N.A.   |
| Design intersection north              | Design and cost detailed intersection improvements at intersection Williams / Charles Street.  | →              |   |   |     |      | <ul style="list-style-type: none"> <li>Detailed design completed and approved by KCB June 2012: <i>Kaiapoi Town Centre Bridge and Williams Street north of the bridge Streetscape and Landscape Design and Bus Stop relocation</i></li> </ul>   | N.A.   |
| Design intersections south             | Design and cost detailed intersection improvements at intersections Williams / Hilton St and Williams Street / Raven Quay.   |                | → |   |     |      | <ul style="list-style-type: none"> <li>Design &amp; installation complete for intersection Williams St / Raven Quay in 2014.</li> <li>Design for Williams St / Hilton St developed as part of ITP in 2011/12, however originally put on hold by KCB until there was more certainty around the status of land and future use of red zone areas, the rebuild of community facilities, potential commercial developments, funding availability, river park development.</li> <li>Design work has subsequently been completed.</li> </ul> | N.A.   |
| Design for car parking                 | Prepare detailed design for angled parking at Raven Quay and Charles Street, as well as for other existing and potential car parking areas within the town centre. |                |   | → |     |      | <ul style="list-style-type: none"> <li>Developed as part of ITP in 2011/12.</li> <li>KCB resolved not to install proposed angle parking on Raven Quay and retain status quo.</li> <li>Overall parking strategy/framework developed in early 2015/16 which considered parking options, demand/supply, time restrictions, signage etc.</li> </ul>   |  |

|                | Key Action   | Scope  | Timing (years) |   |   |     |   | Progress on Implementation   | KTC 2025 Review Matters |
|----------------|--|--|----------------|---|---|-----|---|--|-------------------------|
|                |  |  | 1              | 2 | 3 | 4-5 | 6-10  |  |                         |
|                | Design for enhanced streetscapes                               | Prepare detailed design for enhanced streetscapes of Hilton St and Williams St (between Hilton St and railway line and north of Charles St), including on-street parallel parking bays and street trees. |                | → |   |     |   | <ul style="list-style-type: none"> <li>KCB initially put on hold plans for Williams St south in 2011/12 until there was more certainty around the status of land and future use of red zone areas, the rebuild of community facilities, potential commercial developments, funding availability, river park development. This has now been completed.</li> <li>Northern town centre entrance defined in ITP as approach to new intersection Williams St / Charles St. Treatment could be extended in future north pending business development.</li> </ul> | N.A.                    |
|                | Develop Design Brief for western precinct                      | Develop Design Brief for Western Precinct.   |                | → |   |     | <ul style="list-style-type: none"> <li>Developed in June 2011 as part of Kaiapoi Town Centre Plan</li> <li>Available on Council website</li> </ul>  | N.A.   |                         |
|                | Develop Building Design Guidelines                             | Develop Design Guidelines to identify design principles for new buildings and changes to buildings and sites in the town centre (Business 1 Zone).   |                | → |   |     | <ul style="list-style-type: none"> <li>Plan Change 34 adopted by Council in Dec 2012. Operative in District Plan.</li> </ul>  | N.A.   |                         |
|                | Develop Design for public facilities / buildings               | Prepare detailed design for repair / rebuild of Council Service Centre and Library, Museum, Information Centre and War Memorial.   |                | → |   |     | <ul style="list-style-type: none"> <li>Concept plans and detailed plans developed for Ruataniwha Service Centre/Library/Museum/Art Gallery space. New building opened in Feb 2015.</li> <li>Trousselot Park Recreation Precinct designed and built on site of former War Memorial – opened in Dec 2014.</li> <li>Permanent I-Site now located on Williams Street</li> </ul> |  |                         |
| Physical Works | Improve Williams Street Bridge (physical works)                | Commence improvements to Williams Street Bridge  |                | → |   |     | <ul style="list-style-type: none"> <li>Works on bridge completed in Nov 2014, pending minor defect remediation</li> <li>See Photos 1 and 2</li> </ul>   | N.A.   |                         |
|                | Commence (former) Bridge Tavern redevelopment (physical works) | Commence the physical works on the (former) Bridge Tavern site redevelopment.  |                | → |   |     | <ul style="list-style-type: none"> <li>Staff working with interested developer and ECan (re stopbanks) on feasibility of development proposals; a concept has been developed</li> <li>Physical works not yet commenced.</li> </ul>  | Consider as part of KTCP review.   |                         |
|                | Enhance Williams Street north (physical works)                 | Commence physical works to enhance Williams Street north to the north of the river, including footpath and carriageway treatment, car parking layout, landscaping and streetscaping, added amenities.    |                | → |   |     | <ul style="list-style-type: none"> <li>Final works completed in Nov 2014</li> <li>See Photos 3 and 4</li> </ul>   | N.A.   |                         |

| Key Action  | Scope   | Timing (years) |   |   |     |      | Progress on Implementation  | KTC 2025 Review Matters          |
|---|---|----------------|---|---|-----|------|---|----------------------------------|
|   |   | 1              | 2 | 3 | 4-5 | 6-10 |   |                                  |
| Enhance Williams Street south (physical works)                            | Commence physical works to Williams Street south, including retail 'main street' and town centre entrances.   |                |   |   | →   |      | <ul style="list-style-type: none"> <li>Physical works completed in 2016.</li> <li>See Photos 6, 7, 8 and 9</li> </ul>   | N.A.                             |
| Change intersection north (physical works)                                | Commence physical works to alter intersection at Williams / Charles Street.   |                | → |   |     |      | <ul style="list-style-type: none"> <li>Physical works completed in mid-2014.</li> <li>See Photo 3</li> </ul>  | N.A.                             |
| Change intersections south (physical works)                               | Commence physical works to alter intersections at Williams / Hilton Street and Williams Street / Raven Quay.  |                |   |   | →   |      | <ul style="list-style-type: none"> <li>Physical works for intersection Williams St / Raven Quay completed in Nov 2014</li> <li>Physical works for intersection Williams St / Hilton St completed 2016.</li> <li>See Photos 1, 6, 8 and 9</li> </ul>   | N.A.                             |
| Reconfigure car parking and implement parking management (physical works) | Reconfigure car parking within town centre, including angled parking at Raven Quay and Charles St, and implement reviewed car parking management (e.g. restricted parking duration) within the town centre. |                |   |   | →   |      | <ul style="list-style-type: none"> <li>Parking at Raven Quay designed as part of ITP but KCB resolved to retain status quo.</li> <li>Parking management has largely been completed. There is still some work to be done on signage and parking restrictions.</li> <li>Car parking is an ongoing operation needing monitoring and review.</li> </ul> | Consider as part of KTCP review. |
| Enhance streetscapes (physical works)                                     | Commence enhancement of streetscape at Hilton Street and Williams Street (between Hilton Street and railway line and north of Charles Street)   |                |   |   | →   |      | <ul style="list-style-type: none"> <li>Physical works now completed.</li> <li>See Photos 4 and 8</li> </ul>   | N.A.                             |
| Upgrade directional signage (physical works)                              | Upgrade directional signage leading into and within the town centre, including signage with respect to car parking areas.   |                |   |   | →   |      | <ul style="list-style-type: none"> <li>Some directional signage to town centre upgraded when Smith St on/off-ramps were installed.</li> <li>Within town centre signage not yet commenced. Car parking signage will be considered as part of the parking strategy project.</li> </ul>  | Consider as part of KTCP review. |
| Repair / Rebuild public facilities /buildings (physical works)            | Commence repair / rebuild of Council Service Centre and Library, Museum, Information Centre and War Memorial.   |                |   | → |     |      | <ul style="list-style-type: none"> <li>New Ruataniwha Service Centre/Library/Museum complex opened in Feb 2015.</li> <li>Trousselot Park Recreation Precinct opened Dec 2014 at site of former War Memorial.</li> <li>Permanent I-Site now located on Williams Street</li> <li>See Photos 1, 5 and 6</li> </ul>                                     | N.A.                             |

### Appendix 3: Photos of Key Completed Projects

*Photo 1: Aerial looking south down Williams Street showing the new Ruataniwha Kaiapoi Civic Centre and completed street works*



*Photo 2: Williams Street Bridge*



*Photo 3: Street works at Intersection of Williams / Charles Streets*



*Photo 4: Street works and New I-Site Location, Williams Street North*



*Photo 5: Trusselot Park*



*Photo 6: Street works Williams Street South and Ruataniwha Civic Centre*



*Photo 7: Street works Williams Street South*

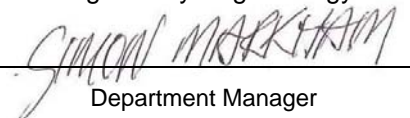


*Photo 8: Street works at Intersection of Williams / Hilton Streets*



*Photo 9: Street works at Intersection of Williams Street and Raven Quay*



**WAIMAKARIRI DISTRICT COUNCIL****REPORT****FILE NO and TRIM NO:** POL-08-04-03 / 170109000823**REPORT TO:** Council**DATE OF MEETING:** 7 March 2017**FROM:** Ken Stevenson, Roading Manager  
Grant Reburn, Parks and Recreation Operations Team Leader  
Lynley Beckingsale, Policy Analyst**SUBJECT:** Walking and Cycling Strategy and Implementation Plan**SIGNED BY:**  
(for Reports to Council or  
Committees)  
Department Manager  
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to seek Council's adoption of the 2017-2022 Walking and Cycling Strategy and draft action plan.
- 1.2. The review of the 2011 Walking and Cycling Strategy began in October 2015 with a survey that was open to anyone with an interest in walking and cycling.
- 1.3. A reference group representing walking and cycling groups, the Waimakariri Access Group, Councillors and the Community/Ward Advisory Boards was engaged and contributed to the development of the draft strategy.
- 1.4. From this input a draft Walking and Cycling Strategy was developed and it was presented for public consultation in October 2016 and feedback was sought on the overall direction of the strategy.
- 1.5. The feedback from this consultation showed support to the overall direction and priorities and included a number of suggested projects.
- 1.6. To implement this strategy the Council needs to decide on an appropriate and affordable level of investment. The current level of funding in the LTP is unlikely to be adequate to deliver the outcomes envisaged in the strategy. However, there are a number of initiatives, projects and activities already underway that will go some way to improving walking and cycling provision and these are detailed in Section 3 below.
- 1.7. A number of options are available to the Council in relation to the implementation of the strategy and the level of funding and these range from 'do minimum' through to a major investment in cycle improvements in the major towns as well as the construction of good quality off road connections between towns and settlements. The recommended minimum option is an enhanced programme to increase the level of investment to improve walking and cycling facilities and for behaviour change, promotion and education activities. (Option 2 in Section 3 below).
- 1.8. A key consideration is the level of investment in behaviour change, promotion and education activities. A condition of the Urban Cycleway Programme (UCP) funding for the Kaiapoi to Rangiora and Rangiora to Woodend cycleways is that the Council continues to promote cycling as a safe and attractive transport choice.

- 1.9. It is recommended that the Council adopts the strategy now and then considers the level of investment and specific projects it wishes to progress through the 2018-28 Long Term Plan process. This will enable the Council to prioritise this work against other priorities. Staff, through the Activity Management Plan reviews, will also be able to determine a recommended programme of walking and cycling promotion, behaviour change and education activities.

Attachments:

- i. 2017-22 Walking and Cycling Strategy (Doc 160907092274)
- ii. Draft 2017-22 Walking and Cycling Strategy Action Plan (Doc 170202009613)

## 2. RECOMMENDATION

**THAT** the Council:

- (a) **Receives** report No. 170109000823.
- (b) **Adopts** the 2017/22 Walking and Cycling Strategy (TRIM No:160907092274).
- (c) **Approves** the Draft 2017-22 Walking and Cycling Strategy Action Plan (Doc 170202009613) as the basis for developing the 2018 – 28 Long Term Plan.
- (d) **Supports** Option 2, an enhanced programme, as detailed in Section 3 of this report as the minimum programme for implementing the strategy.
- (e) **Notes** that the implementation of the action plan depends on the level of funding the Council considers to be appropriate and affordable and this will be developed through the 2018-28 LTP process in which the Council can prioritise this work against other priorities.
- (f) **Requests** staff investigate and report back to Council in time for inclusion in the draft 2018/28 Long Term Plan a recommended programme and funding plan for implementing the Walking and Cycling Strategy.
- (g) **Circulates** this report to all Community Boards.

## 3. ISSUES AND OPTIONS

- 3.1. The 2011 Walking and Cycling Strategy has been reviewed and this has involved public consultation as well as input from a Reference Group and Community Boards. This report is requesting the Council to adopt the updated strategy.
- 3.2. Key issues relating to the implementation of the strategy are as follows:
  - i. The appropriate level of investment for both walking and cycling infrastructure.
  - ii. The role of cycle promotion, behaviour change and education activities.
  - iii. The investment in recreational walking and cycling vs 'transport' walking and cycling.
- 3.3. There are a number of initiatives, project and activities already underway that will contribute to improvements to walking and cycling. These are as follows:
  - In the current 2015-25 LTP there is funding provided for the completion of the Kaiapoi to Rangiora and Rangiora to Woodend cycleways and for the Council's share of the Kaiapoi



to Belfast cycleway. There is also funding in the Minor Improvements Programme for minor walking and cycling improvements. This funding is subsidised by NZTA.

- The District Plan is being reviewed and this will provide the opportunity to ensure provisions to support walking and cycling are included.
  - Council developed Structure Plans for growth areas, along with the District Plan review will ensure walking and cycling provision will occur in all new growth areas and in association with new development. Over time this will provide an integrated walking and cycling network.
  - There are a number of long term planning projects underway that will address the prioritisation of recreation focused walking and cycling links through the Greenspace programme.
  - The provision of walking and cycling facilities and links has been a key focus during the development of new subdivisions in the District since about 2005 paid for by developers. This approach will continue to provide for these facilities in all new subdivisions.
  - The ongoing footpath renewal programme includes widening footpaths to meet current standards and the construction of kerb cutdowns to improve mobility access.
  - Continuing to implement the new footpaths in the major towns programme. A programme of \$100,000 each year over eight years.
- 3.4. There are already a large number of cycle and walking facilities in the district. Many of these are mainly for recreation and are managed by a number of organisations (Ecan, Te Kohaka O Tuhaitara Trust, DOC and WDC). Not all are well promoted or known so a worthwhile project might be to develop a database of facilities that can be readily accessed by the community.
- 3.5. The opportunity to obtain NZTA funding for cycle projects outside of the Minor Improvements programme may be limited in the future. The current emphasis for cycle funding is on cycleways in major urban areas and following the completion of the Rangiora to Woodend, Rangiora to Kaiapoi and Kaiapoi to Belfast cycleways it is unlikely other cycleways in the district will qualify for this funding.
- 3.6. Some suggested priorities for future programmes are completing key connections to develop coherent networks, improving the connections between the major cycleways into Rangiora, Kaiapoi and Woodend and cycle promotion, behaviour change and education activities.
- 3.7. A number of options are available to the Council when considering the implementation of the Walking and Cycling Strategy and these range from 'do minimum' through to a major investment in cycle improvements in the major towns as well as good quality off road connections between towns and settlements. These options are detailed below.
- 3.7.1. **Option 1: Status Quo** (very little change from current LTP)
- Complete major new cycleways when they meet NZTA criteria and subsidy is available. Note: it is unlikely that there will be any more cycleways that will meet NZTA criteria once the current programme is complete.
  - Complete smaller projects from the minor improvements programme.
  - Ongoing footpath improvements through the footpath renewal programme.
  - Complete the current new footpaths in the major towns programme.

- Carry out modest promotion, behaviour change and education activities from existing budgets
  - Ensure new developments incorporate good, well connected walking and cycling facilities
  - Update the District Plan to provide enhanced walking and cycling provisions
  - Continue the current programme of work to improve/construct recreational facilities
  - Ensure new subdivision development has a high level of connectivity.
  - Continue to actively take esplanade strips to provide for future walking and cycling access.
  - Continue to develop linkages between roads in new subdivisions.
- 3.7.2. **Option 2:** Enhanced programme to gain further benefits from new major cycleways (The recommended minimum approach. Additional investment in the order of \$250,000 per annum for infrastructure and \$30,000 per annum for promotion, behaviour change and education activities)
- All activities in option 1 plus the following.
  - Improve the connections into Rangiora, Woodend and Kaiapoi from the new major cycleways
  - Develop walking and cycle networks within the main towns with a focus on schools
  - Encourage more walking and cycling through behaviour change, education and promotion activities.
  - Develop a database of facilities
  - Create and maintaining track networks in natural areas such as Silverstream Reserve, Ashley Gorge and Pegasus.
- 3.7.3. **Option 3:** Extended programme (in the order of \$500,000 per annum for capital projects and \$50,000 per annum for promotion, behaviour change and education activities and working with schools)
- All activities in Options 1 and 2 plus the following.
  - Progressively construct cycle/walking links within and between towns in the District to create a well connected walking and cycling network across the district.
  - Allocate funding and resources for enhanced education, behaviour change and promotion activities and possibly the employment of a School liaison person.

## 3.7.4. Option Assessment

| Option        |  |   |
|---------------|--|---|
| 1. Status quo | Very little change from current LTP  |   |
|               | Advantages   | Disadvantages   |
|               | No extra funding required.   |   |
|               | Major cycleway projects completed where they meet NZTA criteria for subsidy.               | Unlikely that any more cycleways in the District will meet the NZTA criteria once the current programme is complete and so no more major cycleways will be built under this option. |
|               | Smaller projects completed using the current funding via the minor improvements programme. | Limited number of projects undertaken and so little progress to achieving the outcomes from the Walking and Cycling Strategy.   |
|               | Modest programme of education and promotion.   | Limited impact especially around behaviour change.  |

|                       |   |  |
|-----------------------|---|--|
| 2. Enhanced Programme | Enhanced programme to gain further benefits from new major cycleways.   |  |
|                       | <b>Advantages</b>   | <b>Disadvantages</b>   |
|                       | Improve connections into Rangiora, Woodend and Kaiapoi from the new major cycleways to further enhance the usage. | Investment in the region of \$250,000 for infrastructure and this is unlikely to attract NZTA subsidy. |
|                       | Develop cycle networks within the main towns with a focus on schools  | Additional cost in promotion, behaviour change and education activities (\$30,000 p.a).                |
|                       | Greater effort to encourage more walking and cycling.   |  |
| 3. Extended Programme | More major investment in infrastructure and promotion and education and greater emphasis on working with schools. |  |
|                       | <b>Advantages</b>   | <b>Disadvantages</b>   |
|                       | Cycle/walking links between and within towns implemented  | Investment in the region of \$500,000 for infrastructure and this is unlikely to attract NZTA subsidy. |
|                       | Enables significant progress towards implementing the Walking and Cycling Strategy                                | Greater cost in promotion, behaviour change and education activities (\$50,000 p.a).                   |
|                       | More resources to work with schools   |  |
|                       | Significant effort to encourage more walking and cycling.   |  |

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

#### 4. **COMMUNITY VIEWS**

- 4.1. The review of the 2011 Walking and Cycling Strategy began in October 2015 with a survey that was open to anyone with an interest in this subject. A total of 258 completed surveys were received for analysis.
- 4.2. A reference group representing walking and cycling groups, the Waimakariri Access Group, Councillors and the Community/Ward Advisory Boards was engaged and contributed to the development of the draft strategy.
- 4.3. The draft Walking and Cycling Strategy was presented for public consultation (17 October – 7 November 2016) and feedback was sought on the overall direction of the strategy and to ascertain whether or not the priorities and proposed actions identified were supported by the community. 13 submitters took the opportunity to comment on the draft strategy, all in support of the overall direction and priorities.
- 4.4. Community views on the implementation of the walking and cycling strategy will be sought through the next Long Term Plan process.

#### 5. **FINANCIAL IMPLICATIONS AND RISKS**

- 5.1. A recommended programme and funding plan for implementing the Walking and Cycling Strategy will be prepared and included in the draft 2018-28 LTP for Council consideration.
- 5.2. A risk is insufficient funding is included in the LTP to fully implement the strategy and outcomes envisaged by the strategy are not delivered.
- 5.3. It is noted that the opportunity to obtain NZTA funding for cycle projects outside of the Minor Improvements programme may be limited in the future. The current emphasis for cycle funding is on cycleways in major urban areas and following the completion of the Rangiora to Woodend, Rangiora to Kaiapoi and Kaiapoi to Belfast cycleways it is unlikely other cycleways in the district will qualify for this funding. So if Council wants to implement the strategy then it will need to commit to funding projects without NZTA funding.
- 5.4. Whenever the opportunity arises NZTA funding will be sought.

#### 6. **CONTEXT**

##### 6.1. **Policy**

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

##### 6.2. **Legislation**

The actions proposed through this report are consistent with the national direction to promote safety on the District's roads in accordance with the *Land Transport Management Act 2003*

As well as promoting the Government Policy Statement for Land Transport Funding (GPS), the Strategy also seeks to meet objectives within the Regional Land Transport Plan (2015 – 2025) of promoting an increased emphasis on walking, cycling and passenger transport to provide greater transport choice, integration, flexibility and to promote good public health outcomes for the region.

**6.3. Community Outcomes**

There is a safe environment for all

Public spaces and facilities are plentiful, accessible and high quality

Transport is accessible, convenient, reliable, affordable and sustainable

Ken Stevenson, Roading Manager

Grant Reburn, Parks and Recreation Operations Team Leader

Lynley Beckingsale, Policy Analyst

**DRAFT**

# Walking and Cycling Strategy 2017 - 2022

## *Vision*

*Waimakariri residents choose to walk and cycle  
The environment is friendly, safe and accessible for walkers and cyclists*



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## Let's get moving...

The Walking and Cycling strategy aims to encourage people to walk and bike both for recreation, and transport to and from work. It also provides a way to identify and prioritise new or improved walking and cycling opportunities throughout the District.

This Strategy uses the terms walking and cycling in their broadest sense. They are inclusive of wheelchairs, prams, mobility scooters and other similar devices, as well as skateboards, scooters, rollerblades and the like. It also includes cycling and walking for recreation, fitness and commuting.

### Community benefits of walking and cycling

- Quick to start with door to door access
- Health and fitness
- Non-polluting and quiet
- Connect communities
- Increase neighbourhood safety
- Bikes are cheap to operate and easy to park
- Bikes cause no damage to the road

### Why have a strategy?

This strategy provides a clear vision, identified priorities and direction going forward for the Council and the community. It also helps to ensure that Council can make the most of any opportunities for funding of walking and cycling projects.

This strategy has been lined up Regional Transport Plans and other national and regional policy documents.

When it comes to implementing the actions in this strategy the Council will work with Christchurch City Council, Environment Canterbury, the New Zealand Transport Agency and other central government agencies. This will enable us to develop a unified and effective walking and cycling environment for Greater Christchurch and the District as a whole.

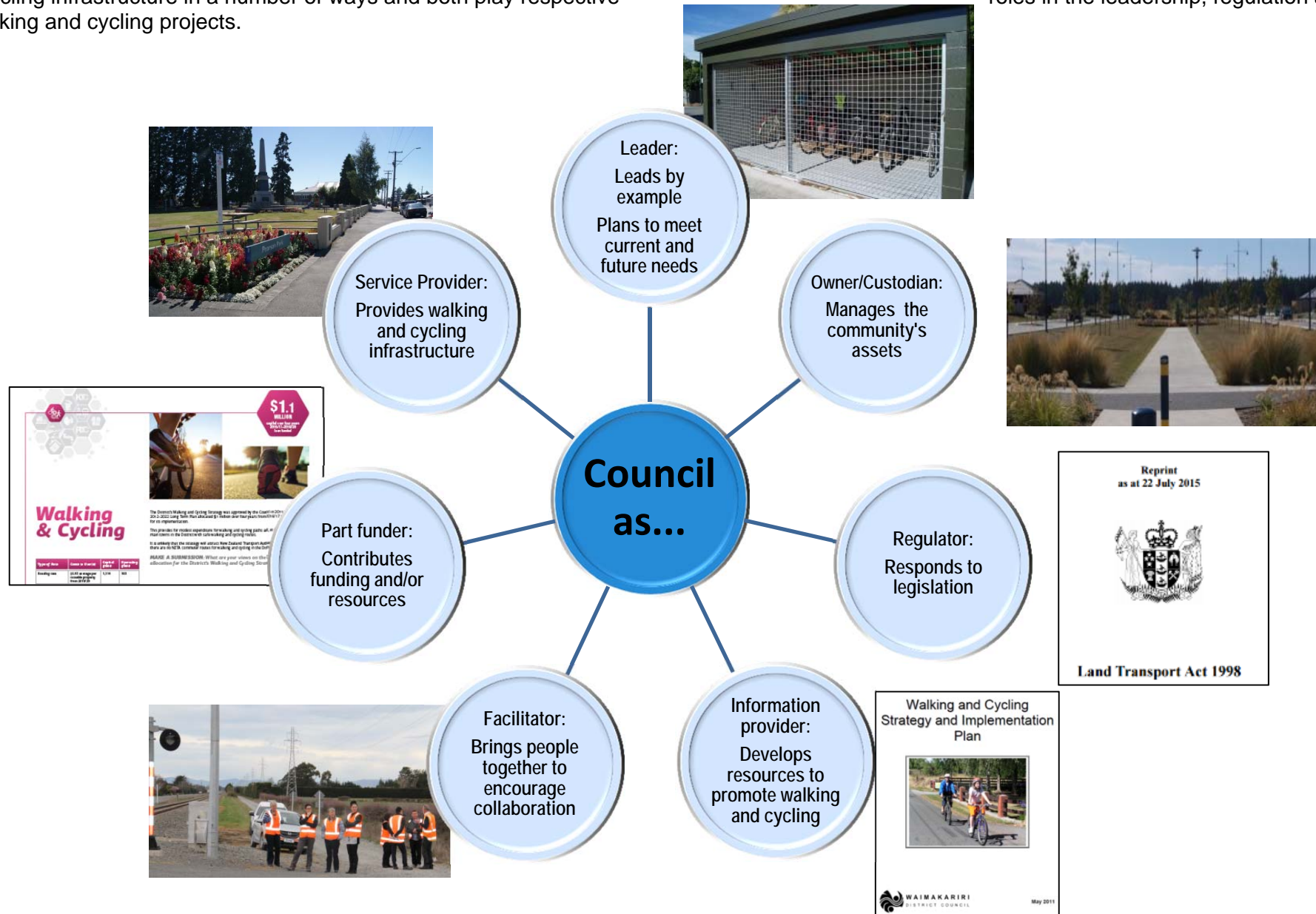
### Walking and Cycling in the Waimakariri District Survey Report, April 2016

In October 2015 the Walking and Cycling Survey was available on the Council's website, and was widely distributed in hard copy through the Council's Service Centres and libraries. The purpose of the survey was to gather information to assist in identifying gaps in the current walking and cycling provision and what the Council can do to encourage these activities in the District. The survey attracted 285 responses and these views have been taken into account when developing the priorities set out in this draft Strategy, and are highlighted throughout this document.

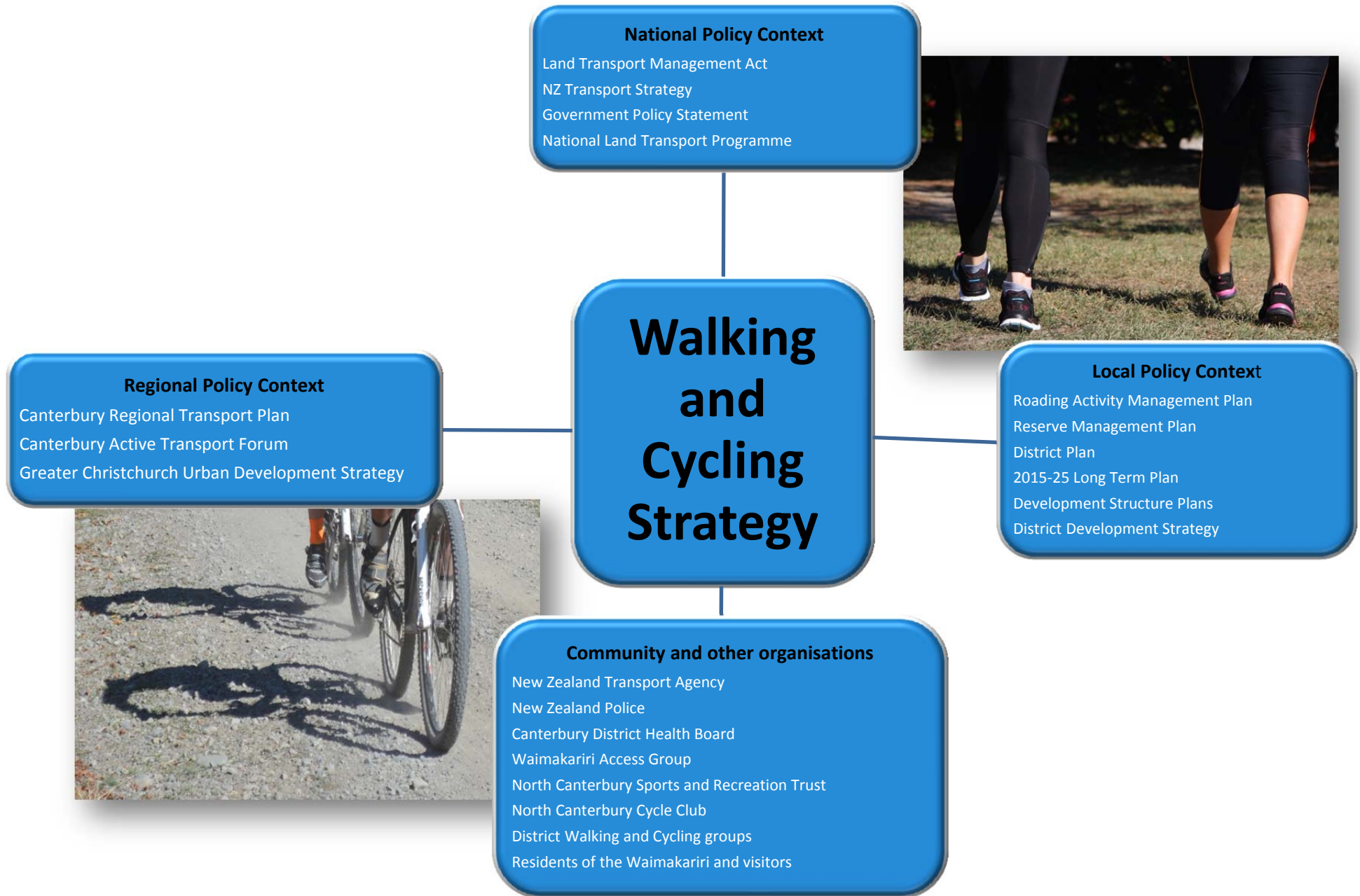


# The Council's role

The Council and Central Government are working in partnership to support walking and cycling. The Council contributes to the planning and provision of walking and cycling infrastructure in a number of ways and both play respective roles in the leadership, regulation and funding for walking and cycling projects.



*How this strategy fits into the wider picture...*



# Vision and Priorities

Council mission statement: "To pursue with the community a high quality physical and social environment, safe communities, and a healthy economy."

## Vision

*Waimakariri residents choose to walk and cycle*

*The environment is friendly, safe and accessible for walkers and cyclists*

Safe walking and cycling networks may include:

- Quiet roads and shared streets
- Existing paths – for example through parks
- Existing and new footpaths
- Existing and new dedicated cycle paths and lanes
- Informal links through open spaces (e.g. through a town square)
- Safe ways to cross roads and intersections, especially those where vehicle speeds and/or traffic volumes are high

## Key Priorities...

### Inclusive Infrastructure

- providing / advocating for new and extended on-off road walking and cycling infrastructure
- providing cycle links between the District's main towns
- supporting the cycle link project between Kaiapoi and Belfast
- integrating walking and cycling into public transport planning

### Community Connections

- ensuring walking and cycling linkages are provided in new urban subdivision areas
- working towards safe and convenient walking and cycling within and around smaller settlements and rural areas
- promoting walking and cycling as a way of making connections with others and the natural environment

### Safe Travel

- providing safe walking and cycling access to and from schools
- Ensuring walking routes are usable for people with restricted mobility
- Supporting programmes that improve safety for motorists, pedestrians and cyclists

### Healthy Lifestyles

- working with organisations to develop sustainable travel plans
- promoting walking and cycling as a healthy lifestyle choice
- promoting walking and cycling opportunities



*More people walking and cycling make environments safer and more enjoyable, so more people are encouraged to walk and cycle more often.*

### Our Activities Today

- Urban cycleway projects underway
- New footpaths in major towns programme 2015/16
- District Plan:
  - Cycle parking
  - Subdivision design
  - Transportation
- Town Centre Plans
- Cyclist and Pedestrian counts and monitoring
- Travel planning
- Road Safety
- Collaboration with other agencies

## Key Priorities

1. Inclusive infrastructure
2. Community connections
3. Safe travel
4. Healthy lifestyles

### The Challenges we have

- Rapid growth District-wide
- An aging population along with increasing numbers of young children
- Demand for higher levels of service for walking and cycling
- Increasing traffic congestion into Christchurch
- Aligning projects with Central Government funding requirements
- Increasing cost of infrastructure



## Community Priorities

*"Ensure paths are accessible for all"*

*"(put) more bike stands around High Street and at play grounds"*

*"Develop more off road cycle lanes"*

**"Safety"**

*"Ensure there are walking and cycling paths provided in new subdivisions"*

*"Support and promote driver and cyclist education to encourage sharing the road"*

*"Advertise the existing walkways and cycleways."*

# 1: Inclusive infrastructure

- Providing/advocating for new and extended on-off road walking and cycling infrastructure
- Providing cycle links between the District's main towns
- Supporting the cycle link project between Kaiapoi and Belfast
- Integrating walking and cycling into public transport planning

Over the years people who have responded to a number of Council surveys have asked for separate cycle lanes for routes between the Districts main towns, in particular Rangiora and Kaiapoi and Rangiora and Woodend. Recently these routes have attracted funding through the Governments Urban Cycleways Programme. The paths are shared paths defined by NZTA as "A shared path is shared with pedestrians and possibly others (for example mobility scooter riders). The desirable width of unsegregated shared-use paths for recreational or mixed use is 3.5 metres."<sup>1</sup>

It is anticipated that these cycleways will help attract new people to ride bikes for commuter and recreational purposes, improve transport choices for residents in these communities and provide a safer and more comfortable route for people to walk and ride.

To assist commuters traveling to and from Christchurch park and ride facilities have been identified in the Council's 2015-2025 Long Term Plan for completion in the 2022/23 and 2023/24 years. The timing and cost of these facilities will be discussed further in preparation for the 2018-2028 Long Term Plan consultation.

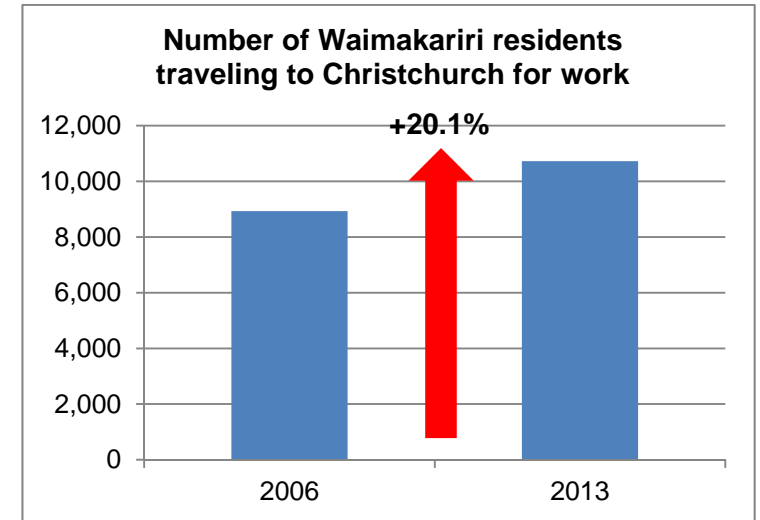
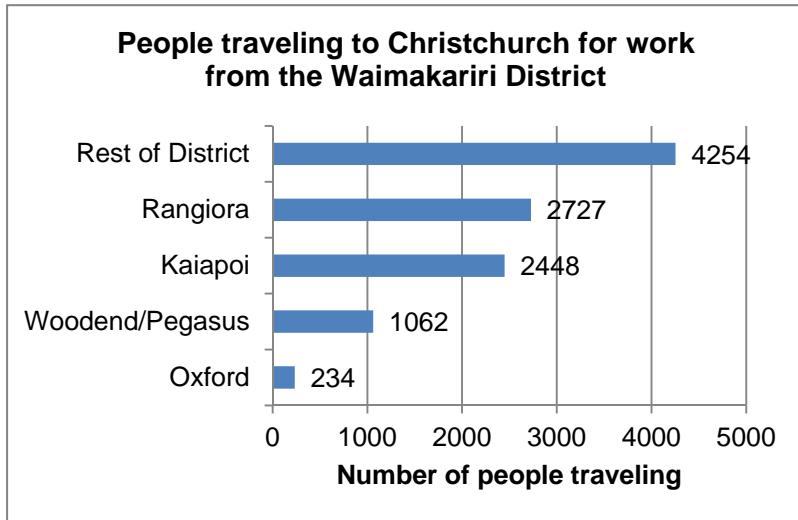
A safe, direct cycling route from the Waimakariri District to Christchurch has been sought by cyclists for many years. Currently the only options to cross the Waimakariri River by bike or on foot are the Old Waimakariri River Bridge or the Waimakariri River Gorge Bridge just out of Oxford.

The Old Waimakariri River Bridge is a narrow, two lane bridge east of the motorway bridge and adjacent to a railway bridge. This bridge is not an attractive option for less confident or new bike riders.



<sup>1</sup> New Zealand Transport Agency, The design of the pedestrian network, Chapter 14, Section 14.12 Shared-use paths (<https://www.nzta.govt.nz/assets/resources/pedestrian-planning-guide/docs/chapter-14.pdf>)

In 2015 a draft business case was completed by Christchurch City Council and the Waimakariri District Council. The NZTA, through its northern arterial project has extended the cycleway through to Empire Road, Christchurch and is now considering whether it could extend the cycleway across the Waimakariri Bridge. NZTA is continuing to work with the Councils to develop this case for the cycling link between Christchurch City and the Waimakariri District.



Source: Statistics NZ, 2013 Census

### **What you told us:**

Rangiora/Kaiapoi path – comments about this path were enthusiastic with suggestions of additional landscaping and the provision of seating to enhance the route. Some concern was expressed about the speed cyclists might reach on the path and the need for additional width to accommodate both cyclists and walkers.

Rangiora/Woodend path – comments about this path were enthusiastic particularly around the separation of the path from the road. Concerns expressed were around visibility from driveways bisecting the path and the proximity and speed of traffic along the road impacting on the path.



221 people live in Kaiapoi and work in Rangiora  
 204 people live in Woodend/Pegasus and work in Rangiora

150 people live in Rangiora and work in Kaiapoi



Source: Statistics New Zealand 2013 Census ([www.stats.govt.nz](http://www.stats.govt.nz))

10,725 people living in the Waimakariri District work in Christchurch

2,058 people live in Christchurch and work in the Waimakariri District





## Inclusive Infrastructure

### 1.1 Providing / advocating for new and extended on-off road walking and cycling infrastructure

Review adequacy of service levels in Rooding and Greenspace Activity Management Plans for the provision of infrastructure along walking and cycling routes. Infrastructure includes things such as directional signage, rubbish bins, seats, drinking fountains, toilets, lighting and bike parks.

Activity Management Plans are reviewed every three years and contribute to preparation of the Council's Infrastructure Strategy and Long Term Plan.

### 1.2 Providing cycle links between the District's main towns

Work with NZTA and other parties to advocate for and lead the development of new cycle ways.

Kaiapoi/Rangiora cycleway including Southbrook links

An 8km shared path linking Rangiora and Kaiapoi along-side, but separate from, Lineside Road.

It will also provide a connection from Rangiora to Christchurch via a link to the Christchurch Major Cycle Routes – passing through the future Belfast-Kaiapoi cycle facility.

Rangiora/Woodend cycleway

A 6.5 km shared path providing a connection for residents of Woodend with the schools, workplaces, retail and health centres in Rangiora. The route will be along-side, but separate from, the Rangiora Woodend Road.

This path will also provide a connection for recreational users to facilities such as the Woodend to Woodend Beach path.

Make budgetary provision in Long Term Plans for continuously improving walking and cycling linkages.

The Council's Long Term Plan provides an opportunity for the Waimakariri community to offer an opinion on the proposed walking and cycling provisions, including ratepayer financial contributions, for the District. The next long term plan will be consulted on in 2017, and will make provisions for walking and cycling for the 2018-2028 period.

Ensure District Plan provisions promote connectivity to and from new development areas.

### 1.3 Supporting the cycle link project between Kaiapoi and Belfast

Work in collaboration with Christchurch City Council and NZTA to advocate for the development of the Kaiapoi – Belfast cycle link.

A link from Kaiapoi to Christchurch's Major Cycle Routes. A collaborative project with Christchurch City Council and NZ Transport Agency which is currently being developed.

Retain budgetary provision for the project in the Long Term Plan in years 2017/18.

**1.4 Integrating walking and cycling into public transport planning**

Advocate for walking and cycling to be key components of public transport planning in the Regional Policy Statement and Regional Land Transport Plan.

Create park and ride facilities in Silverstream and Rangiora to facilitate commuting transport to Christchurch.

Budget provisions in 2015-25 Council Long Term Plan for years 2022-23 and 2023-24 for future park and ride facilities in Rangiora and Kaiapoi.

Further community consultation to be undertaken through the 2018 - 2028 Council Long Term Plan process and through the Greater Christchurch Joint Passenger Transport Committee.

## 2: Community Connections

- Ensure walking and cycling linkages are provided in new urban subdivision areas
- Work towards safe and convenient walking and cycling within and around smaller settlements and rural areas
- Promote walking and cycling as a way a making connections with others and the natural environment

### Waimakariri District Plan

The District Plan<sup>2</sup> seeks to reduce demand for transport and provide choice for a variety of transport modes. These aims are supported by rules that control the design and location of facilities in a way that considers the needs of people who walk and cycle as well as other transport modes. New residential developments are encouraged to consider connectivity for all transport modes.

### Activity Management Plans (AMP)

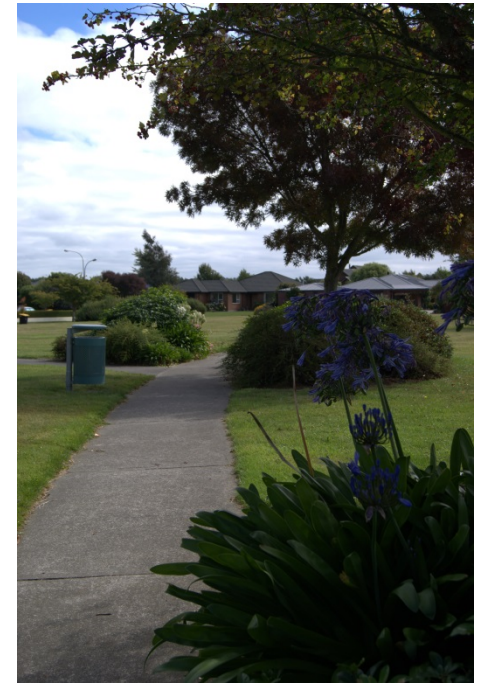
Activity Management Plans describe the assets and agreed level of service that contribute to the community outcomes identified in the Long Term Plan. The outcomes are the aspirations of the District's communities that show the kind of environment and lifestyle people are seeking.

**Roading AMP** – Roothing includes all forms of transportation including walking, cycling and passenger transport.

To improve sustainability of the roading activity one of the objectives is to reduce the reliance on private motor vehicles by ensuring that the roading layout in new development areas is designed for use by all types of transport. This is supported by education and promotion of different types of transport and road safety programmes.

**Green Space AMP** – Green space is provided by the Council in the form of neighbourhood parks, sports and recreation reserves, natural parks, recreation and ecological linkages, public gardens, cultural heritage sites, civic spaces and streetscapes.

A large number of recreation and ecological linkages are provided in towns to provide connections between streets and are well used by walkers and cyclists. Streetscapes improve the street environment providing opportunities for people to enjoy open space within built up areas and enhance accessibility along road corridors and pedestrian avenues.



<sup>2</sup> Waimakariri District Plan (<http://www.waimakariri.govt.nz/property-and-building/planning/district-plan>)

## A rapidly growing population.....

### What you told us:

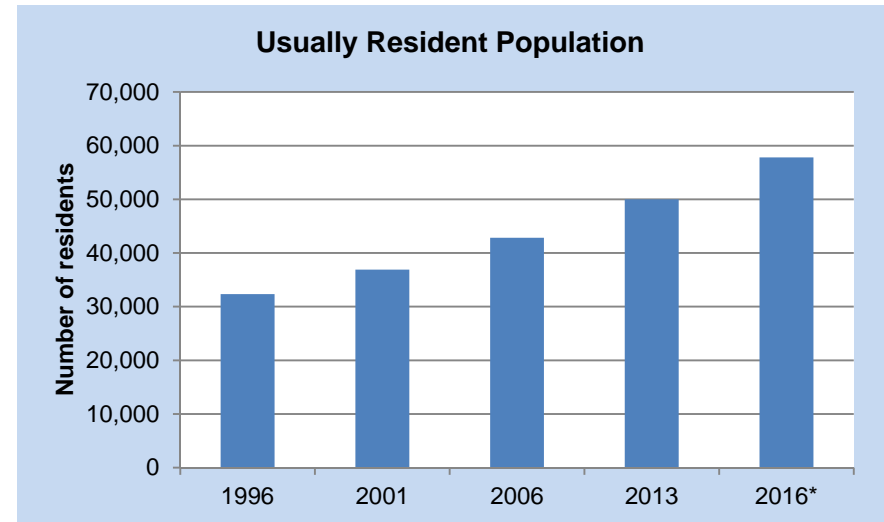
The benefits gained by walking for health and well-being are high on the list of reasons why people like this activity. This is associated with enjoyment from looking at neighbourhood gardens, the wider scenery and generally being outdoors and undertaking gentle physical activity. Other positive outcomes of walking commented on are: meeting with neighbours, having companionship and the 'time to talk'.

#### 2013 Census – District Profile

##### Usually Resident Populations

1996 32,346  
 2001 36,900  
 2006 42,834  
 2013 49,989

\*Estimated Resident Population –  
 30 June 2016 - 57,800



\*population estimate (www.stats.govt.nz)

| Population growth in the main towns |       |        |        |        |
|-------------------------------------|-------|--------|--------|--------|
|                                     | 1996  | 2001   | 2006   | 2013   |
| Rangiora                            | 9,861 | 10,800 | 12,441 | 15,021 |
| Kaiapoi                             | 8,082 | 9,258  | 10,449 | 9,237  |
| Woodend                             | 1,563 | 2,241  | 2,616  | 2,679  |
| Oxford                              | 1,476 | 1,581  | 1,716  | 1,905  |



<sup>3</sup> 2013 District Profile (Trim No: 140619065234)

## Community Connections

| Priority   | Description  |
|--|--|
| <b>2.1 Ensuring walking and cycling linkages are provided in new urban subdivision areas</b>                             |  |
|  | <p>Ensure District Plan provisions promote walking and cycling linkages for new urban subdivision areas.</p> <p>The District Plan includes provisions that require consideration of transport connections for walking and cycling, including the provision of functional cycle parking and safe movement for pedestrians in and around car parking facilities. Active transport connections are also considered in the assessment of new residential, recreational or business developments.</p> <p>The District Plan is being reviewed, this process will include consideration of transportation matters and there will be opportunities for community input through both informal consultation and formal submission processes in relation to active transport.</p> |
|  | <p>Ensure accessible and safe walking and cycling linkages are provided in outline development plans.</p> <p>When a new residential area or subdivision is proposed, an Outline Development Plan is created that sets out the pattern of roads and services. It may also include other transport links such as footpaths, cycleways and bridle paths.</p> <p>These Plans need to consider not only how transport links work within the new development area, but how it will connect to the wider transport network.</p>   |
|  | <p>Promote the development of recreation and transport linkages for walking and cycling in Reserve Management Plans.</p> <p>The Neighbourhood Reserves Management Plan and Sport and Recreation Reserves Management Plan recognise that walking and cycle paths are an essential part of reserves as they provide safe passage within and around the reserve. The reserve management plans also seek to provide walking and cycling links between key destinations in the District.</p>  |
| <b>2.2 Working towards safe and convenient walking and cycling within and around smaller settlements and rural areas</b> |  |
|  | <p>Promote the provision and development of linkages for walking and cycling in peri-urban areas in District Plan outline development plans and the Recreation and Ecological Linkages Reserve Management Plan</p>   |
|  | <p>Make budgetary provision in Long Term Plans for continually improving walking and cycling infrastructure in smaller settlements</p>   |
| <b>2.3 Promoting walking and cycling as a way of making connections with others and the natural environment</b>          |  |
|  | <p>Support the development of local walking and cycling groups</p>   |
|  | <p>Provide information systems that allow residents to identify and join local groups</p>  |
|  | <p>Ensure residents and visitors can easily source information about walking and cycling facilities and routes.</p> <p>Ensure walking and cycling maps and associated signage is up-to-date</p>  |
|  | <p>Encourage community-led initiatives that contribute to the vision and outcomes of this strategy</p>   |

## 3: Safe Travel

- Provide safe walking and cycling access to and from schools
- Ensure walking routes are usable for people with restricted mobility
- Support programmes that improve safety for motorists, pedestrians and cyclists



The District has 21 primary schools, two composite schools, and two high schools, which together educate a total of almost 8,400 students. The Rangiora High School is the largest school in the District with around 1,650 students. Most of the primary schools in the main urban areas school approximately 400 children, while the rural primary schools teach between 56 and 250 children. The Department of Education has bought land in the west of Rangiora for a new primary school to accommodate the increase in the number of children in that area.

The Waimakariri District Road Safety Coordinating Committee (RSCC) is a working party for the Council's Utilities and Roading Committee and its membership consists of Waimakariri District Councillors, Council Staff and external road safety partners.

The purpose of the Committee is to improve road safety in the district by coordinating the work of all the agencies that have district road safety functions to ensure a safe systems approach is followed as envisaged by New Zealand's road safety strategy, Safer Journeys. This includes the integration of education, enforcement and engineering programmes and initiatives.

The District Road Safety Action plan is a collaboration between various agencies including Council, New Zealand Police, New Zealand Transport Agency and related stakeholders. The Road Safety Co-ordinating Committee oversee the actions in this plan and regularly monitor and evaluate the various programmes, enforcement and measures that are implemented from the plan

The Committee is the overarching body that coordinates the implementation of the District's Road Safety Strategy and oversees the local Road Safety Action Plan. Collaborating with relevant partners will ensure education, training and safety initiatives for pedestrians, cyclists and motorists is relevant, timely and effective.

The strategy recognises that more people walking and cycling to school will reduce the number of cars moving and parking around schools and this will make it safer for people using all transport types. Prioritising active transport by Council and schools should help to make walking and cycling a more convenient, attractive and safer option.

### *What you told us:*

Concerns about safety are the main reason parents or caregivers don't want children biking or walking to school or other activities. Dedicated off-road footpaths and cycleways are identified as the main improvement that would encourage more children to walk or cycle.

## Safe Travel

| Priority  | Description   |
|---|---|
| <b>3.1 Provide safe walking and cycling access to and from schools</b>                    | <p>Ensure children and young people have the opportunity to engage in active travel for school journeys by working with schools to identify barriers to active school travel, areas of concern and ways of addressing these.</p> <p>Ensure the existing footpath and cycleway network is well maintained with a safe and comfortable surface.</p>   |
| <b>3.2 Ensure walking routes are usable for people with restricted mobility</b>           | <p>Ensure Town Centre Development plans take into account the needs of people with restricted mobility</p> <p>Ensure new urban footpaths meet the NZTA Pedestrian Planning Guide 2009: Pedestrian Network Standards</p> <p>Ensure, as far as practicable, footpath upgrades in urban areas and small settlements include design elements consistent with the NZTA Pedestrian Planning Guide 2009: Pedestrian Network Standards</p> <p>Review WDC Engineering Code of Practice design standards for consistency with the NZTA Pedestrian Planning Guide 2009.</p> <p>Work with the Waimakariri Access Group and other community groups to identify specific safety concerns and ways of addressing these</p> |
| <b>3.3 Support programmes that improve safety for motorists, pedestrians and cyclists</b> | <p>Educate and inform the community about road safety, particularly related to vulnerable users, e.g. “Share the Road” campaigns.</p> <p>Collaborate with other agencies and stakeholders to promote consistent messaging around road user behaviour.</p> <p>Regularly monitor and survey the community to measure success of programmes and initiatives.</p>   |

## 4: Healthy Lifestyles

- working with organisations to develop sustainable travel plans
- promoting walking and cycling as a healthy lifestyle choice
- promoting walking and cycling opportunities

As communities develop and grow, increased pressure is placed on the transport network.

A travel plan allows a business, workplace or school to look at the ways their staff, workers or students travel to and from work or school and consider more cost efficient, safer, healthy and environmentally friendly modes of transport.

Encouraging businesses, workplaces and schools to develop and maintain travel plans can assist to reduce costs, address safety concerns and increase the health and productivity of staff, workers and students.

An increase in sustainable travel also has a positive effect on communities by reducing congestion, improving local air quality and encouraging increased community awareness and communication.

The Waimakariri District has an aging population. Although older people may have restricted mobility, anyone may at some time find their mobility is limited or impaired because of:

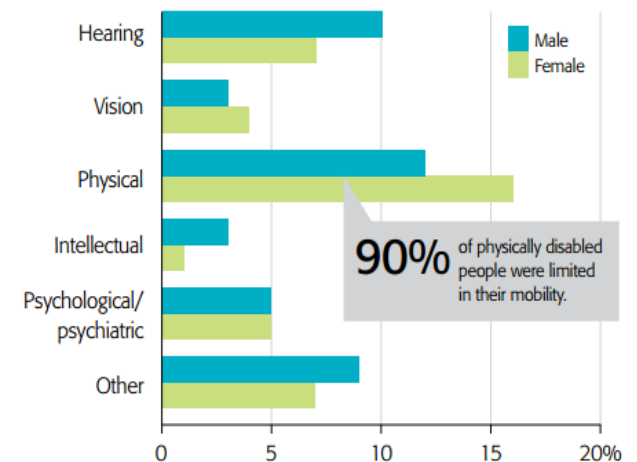
- their life-stage - parents with pushchairs or toddlers;
- injury or surgery - people on crutches or in wheel chairs.

Mobility scooters are becoming more common on the streets in our District. Scooter riders need to be able to use the footpaths safely taking into consideration their scooter will be heavier and faster than most pedestrians. Scooters may also be difficult for the rider to control over varying surfaces textures or gradients and some are large which makes sharing space on a narrow footpath difficult.

If the design of a footpath is suitable for people with restricted mobility it will be suitable and pleasant for everyone.



**Impairment rates**  
for males and females in total population

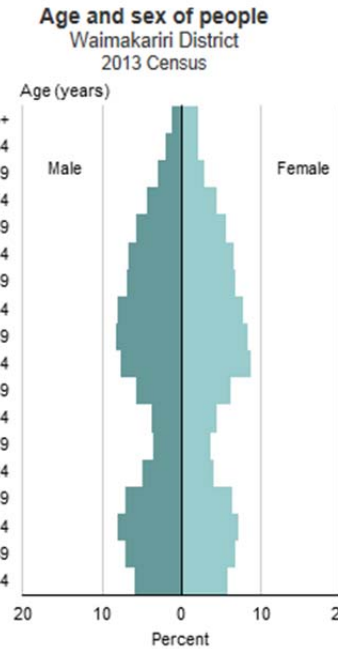




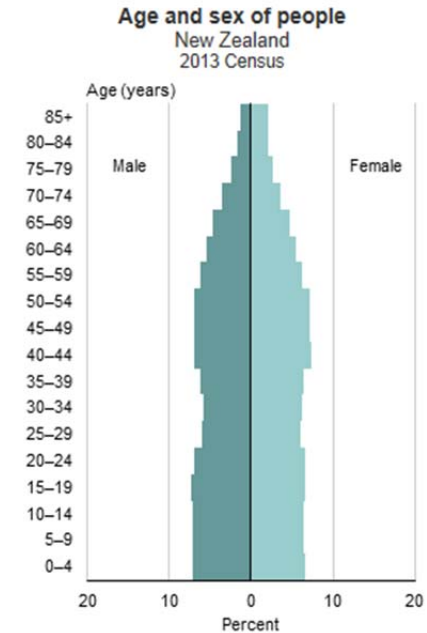
Source: Statistics NZ, 2013 Disability Survey

2013 Census (Statistics New Zealand)

The population graph from the 2013 Census shows that in the Waimakariri District there are proportionally more young people under the age of 20 years and people over 40 years with a significantly smaller number of people in the 20 – 30 age group compared with the distribution for New Zealand as a whole.



Source: Statistics New Zealand



Source: Statistics New Zealand

The New Zealand Health Survey<sup>4</sup> indicates an increasing problem with obesity in young children. This is of concern because obese children are at risk of diabetes, are likely to have early signs of cardiovascular disease and obese children are at greater risk of bone and joint problems, sleep apnoea, and social and psychological problems such as bullying and poor self-esteem (Daniels et al 2005).

**What you told us:**

The main reasons people are walking and cycling are for recreation and health. The majority of people who responded to the survey indicated they walked and/or biked either daily or several times a week. People who are walking indicated their main reason for undertaking this activity was for health, well-being and exercise. Similarly, those who are biking indicate that getting fit is high on their priority list along with the enjoyment of the scenery and getting out in the fresh air.

|   |   |
|---|---|
| <p><b>1 out of 9</b> children are obese, and a further 2 overweight</p> |   |
| <p><b>35,000</b> children are morbidly obese</p>                        | <p><b>Over half</b> of parents of obese children do not perceive their child to be overweight</p> |

<sup>4</sup> The New Zealand Health Survey (Ministry of Health 2014)

## Healthy Lifestyles

| Priority  | Description  |
|---|--|
| <b>4.1 Integrating walking and cycling into public transport planning</b> | <p>Park and Ride facilities created in Rangiora and Silverstream for commuters to Christchurch.</p> <p>Budget provisions in 2015-25 Council Long Term Plan for years 2022-23 and 2023-24 for future park and ride facilities in Rangiora and Kaiapoi.</p> <p>Further community consultation to be undertaken through the 2018-2028 Council Long Term Plan process and through the Greater Christchurch Joint Passenger Transport Committee.</p>  |
|   | <p>Advocate for walking and cycling to be a key component of public transport planning in the Regional Policy Statement and Regional Land Transport Plan</p> <p>Advocate for integrated walking and cycling and public transport planning through membership of the Greater Christchurch Joint Passenger Transport Committee.</p>  |
| <b>4.2 Developing sustainable travel plans</b>                            | <p>Support travel demand management by supporting businesses, workplaces and schools who wish to implement Work and School Travel Plans to encourage an increase in walking and cycling to and from work and school. This will be a collaborative approach with the community with ongoing projects throughout the year to increase sustainable travel.</p> <p>Work with communities and individuals to identify alternative travel options such as ride-share, walk-ride, and cycle-ride.</p> <p>Collaborate with neighbouring Districts to promote and facilitate sustainable travel by commuters.</p> |
| <b>4.3 Promoting walking and cycling as a healthy lifestyle choice</b>    | <p>Promote the well-being aspect of walking and cycling</p> <p>Investigate opportunities for working with other agencies such as the Canterbury Area Health Board and community groups to promote the well-being aspect of walking and cycling.</p> <p>Work with schools to develop programmes that promote walking and cycling as a 'first choice' travel to and from school option</p>   |
| <b>4.4 Promoting walking and cycling opportunities</b>                    | <p>Ensure information is available on walking and cycling facilities in our District.</p> <p>Develop brochures highlighting walking and cycling opportunities within the District for both recreation and transport to work or school.</p>   |

| Priority | Description   |
|----------|---|
|          | <p>Ensure walking and cycling symbols are included on Council Reserve Activity Signs where facilities exist.</p> <p>Ensure adequate directional signs are provided along main walking and cycling routes.</p> <p>Regularly monitor and survey the community to measure success of programmes and initiatives.</p> |



## Monitoring and Review

The monitoring and review of this strategy will be important to determine whether it is working and the desired outcomes are being achieved. Monitoring tasks will be built into the Action Plan to ensure they are funded and undertaken. The Action Plan, while a component of this strategy, is also an independent document that will be reviewed by those implementing the strategy.

Monitoring will be undertaken annually and consists of:

- Reviewing the status of projects outlined in the action plan and updating the network maps (where necessary)
- Undertaking cycle counts on key routes
- Reviewing responses to the Council's Customer Satisfaction Survey (Roads, Parking and Footpaths)
- Urban Cycleways monitoring

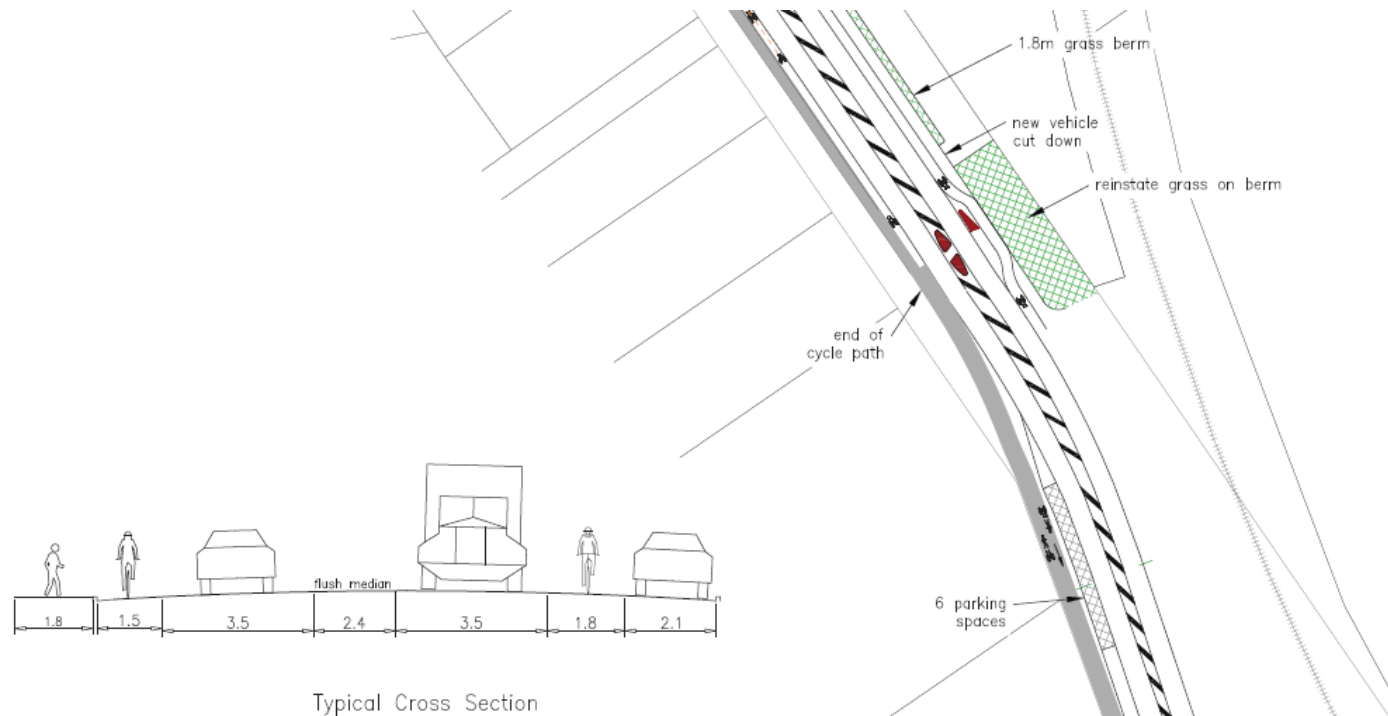
The projects outlined in the Action Plan, where relevant, will also be included in draft Annual Plans and Long Term Plans. The initiatives proposed in these plans require stakeholder and community consultation which will assist Council to determine overall priorities for allocating funding and resources.

The strategy will be reviewed every five years. The review of the strategy will take into consideration the objectives and policies of the Long Term Plan and submissions made to the Long Term and Annual Plans. The strategy will also be reviewed to ensure alignment with the objectives of any new, or updated, national, regional and local policy and strategy documents.



## Appendix 1: Action Plan...

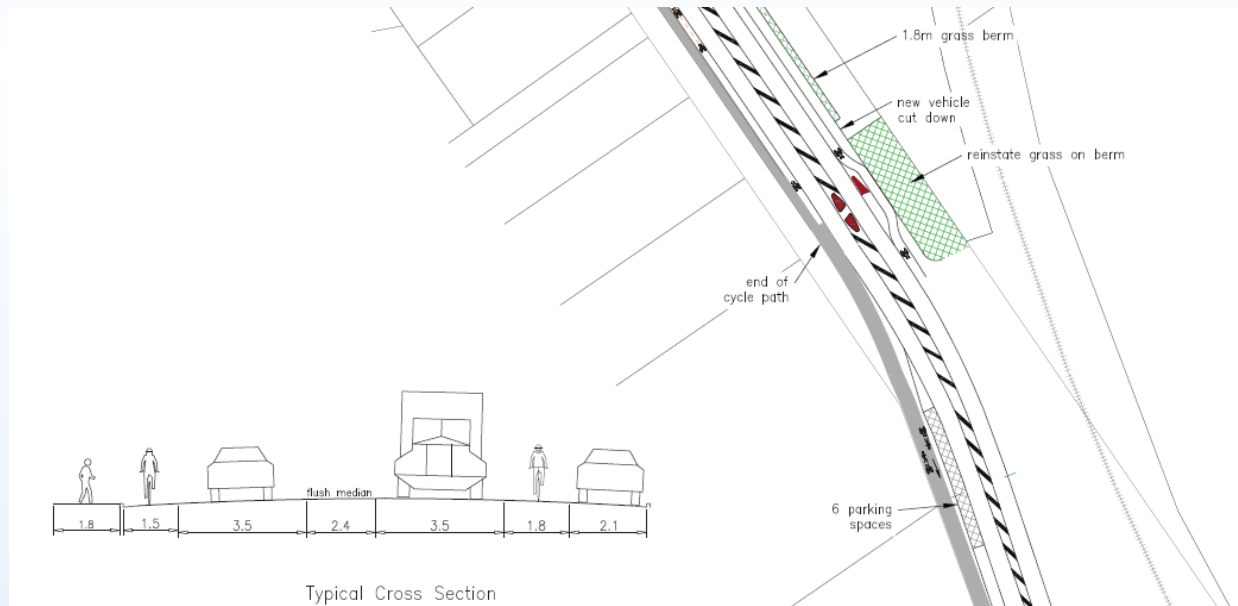
An action plan has been developed identifying the walking and cycling projects to be implemented within the Waimakariri District in the next five years. The plan identifies a range of activities (engineering, education and promotion) that will deliver the projects. The plan is central to the monitoring, review and reporting process and will align to the Council's Annual Plan and Long Term Plan processes. The plan will be reviewed annually by the Walking and Cycling Strategy Steering Group made up of representatives of: Roading, Planning, Greenspace and Policy teams. The most recent version of the Action Plan can be publically viewed by visiting the Waimakariri District Council's website: [www.waimakariri.govt.nz](http://www.waimakariri.govt.nz).



# *Walking and Cycling Strategy*

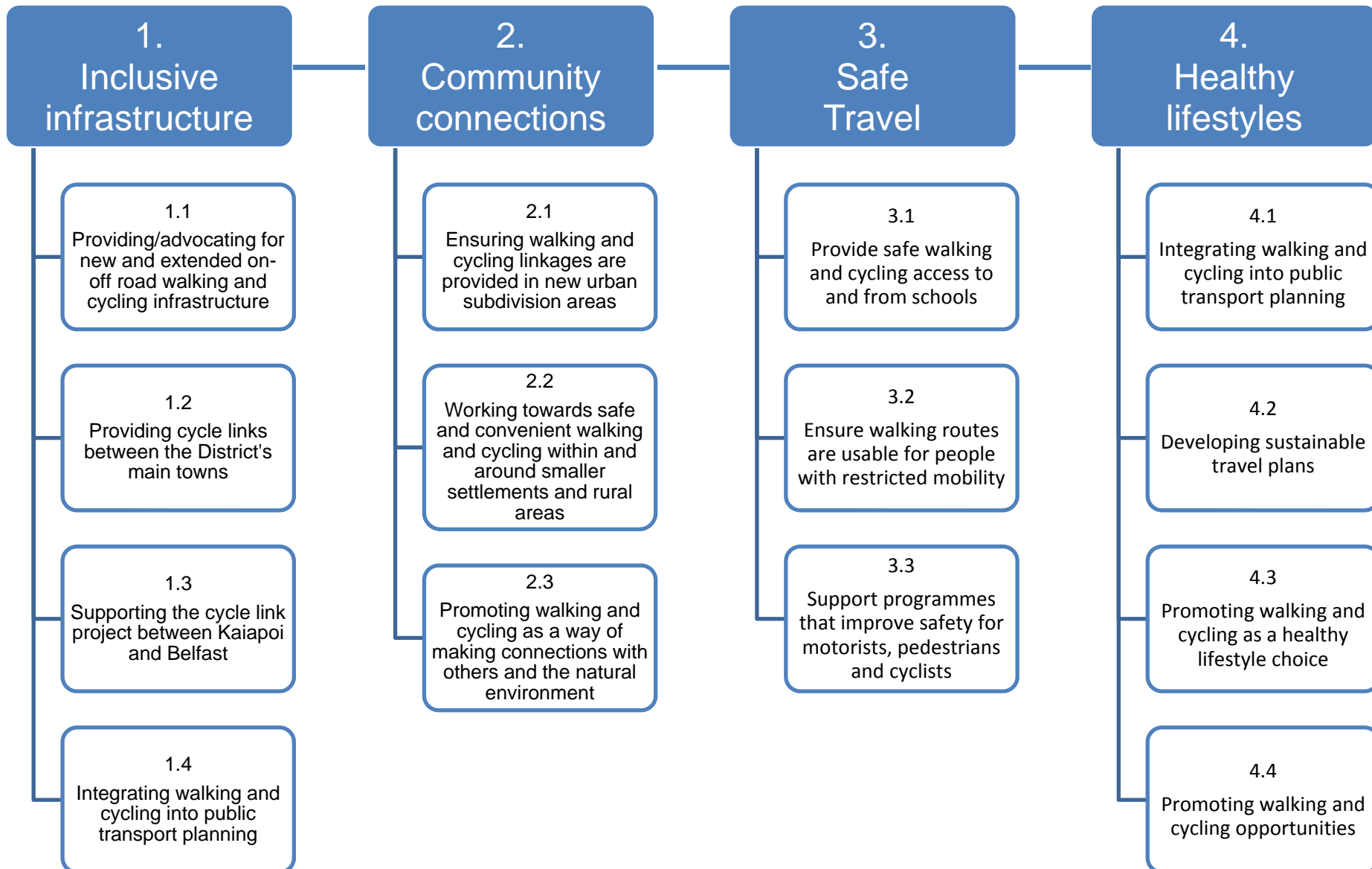
## *2017 – 2022*

### *Appendix 1: draft Action Plan - making it happen...*



**Vision:**

*Waimakariri residents choose to walk and cycle  
The environment is friendly, safe and accessible for walkers and cyclists*



## ***Walking and Cycling Strategy implementation***

This Action Plan details the walking and cycling projects to be implemented within the Waimakariri District in the next five years. It identifies a range of activities (engineering, education and promotion) that will deliver the projects.

The plan is central to the monitoring, review and reporting process and will align to the Council's Annual Plan and Long Term Plan processes.

The plan will be reviewed annually by the Walking and Cycling Strategy Steering group with representatives of: Roding, Planning, Greenspace and Policy Teams.



## Current/committed projects

| Description   | Priority link | Time frame            | Funding                        |
|---|---------------|-----------------------|--------------------------------|
| Work with Waimakariri Access Group and other community groups to identify specific safety concerns and how these can be addressed           | 3.2           | Ongoing               | WDC                            |
| Park and Ride facilities developed in Silverstream  | 1.4, 4.1      | Completed             | WDC, ECan                      |
| Park and Ride facilities developed in Rangiora  | 1.4, 4.1      | Completed             | WDC, NZTA                      |
| Review of District Plan ensures provisions that promote connectivity to and from new development areas                                      | 1.2, 2.1, 2.2 | 2016 - 2018           | Current budgets                |
| Review WDC Engineering Code of Practice design standards for consistency with the NZTA Pedestrian Planning Guide 2009                       | 3.2           | 2016 -                | WDC Current budgets            |
| Baker Park, Kaiapoi walking and cycling reserve link  | 2.1, 2.2      | 2017                  | WDC Current budgets            |
| Gladstone Park, Woodend walking and cycling reserve link (Gladstone Park to Hakatere Road, Pegasus)   | 2.1, 2.2      | 2017                  | WDC Current budgets            |
| Koura Reserve, Rangiora walking and cycling reserve link to connect with Northbrook Wetlands  | 2.1, 2.2, 2.3 | 2017                  | WDC Current budgets            |
| Collaborate with CCC and NZTA to plan for the development of the Kaiapoi/Belfast cycle link and construct the Tram Road to Kaiapoi section. | 1.3           | 2018/19               | WDC, CCC, NZTA                 |
| Extend path from Fawcetts Road to the new Ashley Bridge to complete the path between Ashley and Rangiora                                    | 1.1           | 2016/17               | WDC, NZTA                      |
| Kaiapoi to Rangiora shared path   | 1.2           | 2017/18               | WDC, NZTA                      |
| Rangiora to Woodend shared path   | 1.2           | 2017/18               | WDC, NZTA                      |
| Gladstone Road walking and cycling improvements to connect Woodend to Gladstone Park  | 1.1           | 2017/18               | WDC                            |
| Woodend Beach Walk/Cycle-way  | 2.2, 2.3      | 2016/17               | Community/WDC                  |
| Subdivision and Development projects <ul style="list-style-type: none"> <li>• West Rangiora</li> <li>• Ravenswood – spine road</li> </ul>   | 2.1           | Depend on development | WDC, development contributions |
| Road Safety Education Programme   | 3.3           | Ongoing               | WDC, NZTA                      |
| Sustainable Travel Projects   | 4.2           | Ongoing               | WDC, NZTA                      |
|   |               |                       |                                |


## Proposed projects

| Description   | Priority link | Time frame  | Funding     |
|---|---------------|-------------|-------------|
| Investigate an electronic mapping application accessible via the Council's website for walkers and cyclists   | 2.3           | 1 – 3 years | 2018-28 LTP |
| Capture data regarding new and existing footpaths and cycle paths in a format that can be integrated with Council databases   | 2.3           | 1 – 3 years | 2018-28 LTP |
| Investigate opportunities to work with other agencies such as the Canterbury Area Health Board and community groups to promote the well-being aspect of walking and cycling | 4.3           | Ongoing     | 2018-28 LTP |
| Work with schools to develop programmes promoting walking and cycling as a 'first choice' travel to and from school   | 3.1, 4.2      | Ongoing     | 2018-28 LTP |
| Encourage more walking and cycling through behaviour change, education and promotion activities.  | 4.3, 4.4      | Ongoing     | 2018-28 LTP |
| Improved linkages into towns from major cycleways   | 1.1, 1.2, 2.3 | 1 – 3 years | 2018-28 LTP |
| Create and maintain track networks in natural areas   | 2.3           | 1 – 3 years | 2018-28 LTP |
| Develop walking and cycle networks within the main towns with a focus on schools  | 1.1, 2.3, 3.1 | 1 – 3 years | 2018-28 LTP |

## Possible future projects (from submissions and feedback)

| Description                                     | Priority link | Time frame | Funding |
|---|---------------|------------|---------|
| Lehmans Road                                    | 1.1, 2.1      |            |         |
| Townsend Road                                   | 1.1, 2.1, 2.2 |            |         |
| Fernside Road                                   | 1.1, 2.1, 2.2 |            |         |
| Flaxton Road                                    | 1.1, 2.1, 2.2 |            |         |
| Pentecost Road                                  | 1.1, 2.1      |            |         |
| Cones Road/River Road                           | 2.1, 2.2, 2.3 |            |         |
| Rangiora to Fernside (Johns and/or Oxford Road) | 3.1           |            |         |
| Haywards Road to Clarkville School              | 3.1           |            |         |
| Ohoka Domain to Ohoka School                    | 3.1           |            |         |
| Island Road to Ohoka Road                       | 2.2           |            |         |

|   |               |              |     |
|---|---------------|--------------|-----|
| Bradleys, Whites, Mill, Tram Road loop  | 2.2           |              |     |
| Jacksons Road   | 2.2           |              |     |
| Threkelds to Rangiora/Kaiapoi cycleway  | 2.2           |              |     |
| Chinnerys Road  | 2.2           |              |     |
| Cones Road Bridge to Loburn Lea   | 2.2           |              |     |
| Hodgsons Road (around Loburn School)  | 3.1           |              |     |
| Swannanoa, Johns, O'Roarkes, Mt Thomas Roads (around Fernside School)   | 3.1           |              |     |
| Kaiapoi to Waikuku Beach (Ferry Road, Stalkers Road to Woodend Beach Road)  | 2.3           |              |     |
| Form connections between existing riverbank areas, esplanade reserves and other public reserves within Rangiora and Kaiapoi | 2.1, 2.2, 2.3 | 2017 onwards | WDC |

**WAIMAKARIRI DISTRICT COUNCIL****REPORT****FILE NO and TRIM NO:** RDG-32-50 / 170223017400**REPORT TO:** Council**DATE OF MEETING:** 7<sup>th</sup> March 2017**FROM:** Bill Rice, Senior Transport Engineer**SUBJECT:** Rangiora to Kaiapoi and Rangiora to Woodend Cycleways**SIGNED BY:**  
(for Reports to Council or Committees)  
Department Manager  
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to seek Council approval for the scheme designs and to commence detailed design and tender documentation for the Rangiora to Kaiapoi and Rangiora to Woodend cycleways, with a view to starting construction in Spring 2017.
- 1.2. Full scheme reports for each route have been prepared, and are attached (Doc 170110001102 – Rangiora to Kaiapoi, and Doc 170112002001 – Rangiora to Woodend)
- 1.3. The proposed cycleways are part of the national Urban Cycleways Programme and will provide cycle linkages between Rangiora and Kaiapoi and Rangiora and Woodend. This will supplement the existing road link between the towns, and will provide a safe and viable choice of transport modes other than private motor vehicles. They are consistent with national, regional, and district strategies.
- 1.4. The cycleways will be predominately 2.5m wide with a hotmix surface.
- 1.5. The proposed routes of each of the cycleways are outlined below

**Rangiora to Kaiapoi**

- 1.6. This route will extend the existing on road cycle lanes on Lineside Road, to a crossing point outside Number 625 Lineside Road. From this point the cycleway will be a 2.5m wide Asphaltic Concretes (AC) two way separated shared pedestrian and cycle path on the western side of Lineside Road and of the railway line up to Fernside Road.
- 1.7. Between Fernside Road and Mulcocks Road, the cycleway will follow Paisley Road. Paisley Road will be sealed to a width of 4m, and will operate as a shared space. In order to reduce vehicle numbers, and eliminate high speed rat running, Paisley Road will be closed to motor vehicles at Fernside Road. This proposal has been discussed with Paisley Road property owners and residents. They are supportive of the proposal.
- 1.8. From Mulcocks Road to 600m north of Mill Road, the shared path will run alongside the railway. The path then crosses the drain at this point, and continues to Mill Road on land which is currently privately owned. The property owner has indicated a willingness to sell.
- 1.9. It will run alongside Mill Road to join the existing track alongside the Kaiapoi River to just past Boys Drain. The final section to Mafeking Bridge will be along the top of the stopbank.

### **Rangiora to Woodend**

- 1.10. This route will extend the existing on road cycle lanes on Kippenberger Avenue to a crossing point east of Devlin Avenue. Beyond Devlin Avenue the cycleway will be a 2 way shared pedestrian and cycle path in the southern / western berm of Kippenberger Avenue and Rangiora Woodend Road. A new concrete bridge will be constructed across the Cam River opposite Golf Links Road.
- 1.11. The path will divert slightly at the Boys, Tuahiwi, Rangiora Woodend Roads intersection, so as the path is removed from the centre of this complex intersection. This diversion will require the path to be built on land currently owned by Mainpower at the intersection. The path will also be located on Mainpower land opposite the Gressons Road intersection. This is to avoid a deep drain which runs alongside the road through this area. Mainpower have indicated a willingness to accommodate the cycleway on both these pieces of land.
- 1.12. Within Woodend, a crossing point is proposed south of Chinnerys Road. New onroad cycle lanes will be provided from here to School Road.
- 1.13. Funding for both projects has been approved by NZTA for funding from both the Urban Cycle Programme (UCP) and the National Land Transport Programme (NLTP). The Council approved budget for both projects is based on a Council share of \$1,038,000 with the balance from the UCP and NLTP. The updated cost estimate for both projects results in a Council share of \$1,075,550 or an increase of 3.6%. It is recommended that the projects proceed to detailed design and tender as it is more than likely the tender price will be within the approved budget based on recent tenders.

#### Attachments:

- i. Full scheme reports for each route have been prepared, and are attached (Doc 170110001102 – Rangiora to Kaiapoi, and Doc 170112002001 – Rangiora to Woodend). The appendices to the documents are available on request.

## **2. RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** report No. 170223017400.
- (b) **Approves** the scheme designs for the Rangiora to Kaiapoi and Rangiora to Woodend cycleways, as attached to this report.
- (c) **Approves** the commencement of detailed design and tender documentation for both the Rangiora to Kaiapoi and Rangiora to Woodend cycleways with a view to commencing construction in spring 2017. The design to be in accordance with the scheme designs attached to this report
- (d) **Delegate** authority to CEO and Property Manager to:
  - i. Conclude negotiations, and enter a contract, for an appropriate lease to enable the cycleway to be constructed partially within the KiwiRail designation between the Lineside Road rail crossing and Mill Road, noting that KiwiRail has approved the cycleway in principle.
  - ii. Conclude negotiations, and enter a contract, with the property owner to acquire the strip of land required for the Rangiora to Kaiapoi cycleway adjacent to the railway north of Mill Road, noting that the property owner is willing to sell the land and an acceptable price has been verbally accepted.

- iii. Conclude negotiations, and enter a contract, with Mainpower to enable the Rangiora to Woodend cycleway to be constructed on land currently owned by Mainpower on the corner of Tuahiwi Road and Rangiora Woodend Road noting that Mainpower has indicated a willingness to allow the cycleway to be constructed on this land.
  - iv. Conclude negotiations, and enter a contract, with Mainpower to enable the Rangiora to Woodend cycleway to be constructed on land currently owned by Mainpower on Rangiora Woodend Road opposite Gressons Road, noting that Mainpower have indicated support for an easement over this property.
- (e) **Notes** that reviews of speed limits on Lineside Road at the Rangiora end, Kippenberger Avenue, and Rangiora Woodend Road are currently under way or about to commence.
  - (f) **Notes** that the estimated Council share of cost exceeds the budget by \$30,000 (3.6%). However, it is expected, based on recent tenders, that the tender price is likely to be less than the estimate.
  - (g) **Circulates** this report to the Boards.

### 3. **ISSUES AND OPTIONS**

- 3.1. The primary issue with these cycleway projects is providing a safe environment for pedestrians and cyclists on the routes. The features to achieve this are outlined in the following sections, and described in more detail in the scheme reports.

#### **Rangiora to Kaiapoi**

- 3.2. This route will extend the existing on road cycle lanes, kerb and channel and footpaths on Lineside Road in Rangiora. It is proposed to provide a crossing point across Lineside Road outside Number 625 Lineside Road. From this point the cycleway will be a 2.5m wide Asphaltic Concrete (AC) two way separated shared pedestrian and cycle path on the western side of Lineside Road.
- 3.3. At the railway crossing the path will turn and follow the western side of the railway, until a point approximately 600m north of Mill Road. Over most of this section the pathway will be partly on unformed road reserve and partly on railway designation. The path will cross both Fernside Road and Mulcocks Road.
- 3.4. Over the section between Fernside and Mulcocks Roads, the path will follow Paisley Road. Paisley Road is currently unsealed and provides primary access to two properties. It is also used as a "rat run" between Fernside and Mulcocks Roads, particularly by drivers trying to avoid stopping for trains at either crossing
- 3.5. Paisley Road will be sealed to a width of 4.0m and operate as a shared space. The speed limit on this section will be reviewed to identify a safe and appropriate speed for this operation. Road markings, including Sharrows, will identify that this is a shared space.
- 3.6. Access at the Fernside Road end of Paisley Road will be restricted to pedestrians and cyclists only. This will eliminate the current rat running on Paisley Road, and limit vehicle usage to vehicles accessing properties on the road. This arrangement has been discussed with adjacent property owners. They are in support of the proposed operation of Paisley Road.
- 3.7. The railway veers away from Lineside Road approximately 600m north of Mill Road, and crosses the open drain which runs down the western boundary of the road reserve. It is

proposed that the cycleway will cross the open drain at this location on a new 8m long concrete bridge.

- 3.8. The proposal is for the cycleway to run on privately owned land to the west of the railway between the drain and Mill Road. Agreement has been obtained from the property owner for Council to purchase a 10m wide strip of land to enable this to happen.
- 3.9. The path will run along the north western side of Mill Road until it meets the existing vehicle access track along side the Kaiapoi River. At this point it will cross Mill Road on a sealed crossing.
- 3.10. It is proposed to upgrade the existing unsealed vehicle access track to a 4m wide shared path from Mill Road to the existing track crossing the stopbank east of Boys Drain. The shared space will incorporate markings and signage to identify it as shared space. The vehicle track crossing the stop bank will be sealed to minimise the migration of loose material onto the cycleway.
- 3.11. The cycleway will then follow the top of the stopbank to its termination point at the Mafeking Footbridge.
- 3.12. The effects of this cycleway on other road users is expected to be small. Some parking will be removed on the southern end of Lineside Road. Access to properties on Paisley Road will be affected by closing Paisley Road to motor vehicles at Fernside Road. This has been discussed with Paisely Road property owners. They consider that the advantages of sealing the road outweigh the disadvantages of the access restrictions associated with the closure of the Fernside Road access, and are supportive of the proposal.
- 3.13. The proposed cycleway has been subject to an independent Road Safety Audit. The audit team identified no serious, one significant, three moderate, and six minor safety issues. The one significant issue related to the 100km/h speed limit on Lineside Road at the crossing point. Discussions are underway with NZTA regarding the speed limit on this section of SH71 with the view of moving the 50km/h speed limit to the east side of the rail crossing. The moderate and minor issues are able to be addressed with minor design modifications through the detailed design phase.

#### **. Rangiora to Woodend**

- 3.14. This route will follow Kippenberger Avenue from East Belt to Rangiora Woodend Road at Golflinks Road. It will then follow Rangiora Woodend Road to School Road in Woodend. The proposed cycleways will include on road cycle lanes within the urban areas of Rangiora and Woodend, and a separated 2.5m wide Asphaltic Concrete two way shared pedestrian and cycle path on the southern / western side of Rangiora Woodend Road through the rural section. Crossing points are proposed near the urban limits of both Rangiora and Woodend to enable east bound cyclists to enter and leave the shared path.
- 3.15. It is proposed that cyclists will give way to motor vehicles at all road crossings, but that they will have priority over users of private accesses. Private vehicle entrances will be sealed to the property boundary, and modified where necessary to enable access to rural delivery mailboxes.
- 3.16. Some widening of Kippenberger Avenue within Rangiora, and Rangiora Woodend Road within Woodend will be required to accommodate the on road cycle lanes. A new pedestrian and cycle bridge is proposed over the Cam River at the intersection with Golf

Links Road. This bridge will be located behind the existing guardrail in the inside of the curve on Rangiora Woodend Road.

- 3.17. It is proposed that the new path will cross Boys Road and Tuahiwi Road approximately 20m from the intersection. It is a slightly less direct route than running adjacent to Rangiora Woodend Road. However, it moves the path slightly from the intersection, and reduces the length of road which needs to be crossed in one manoeuvre from approximately 20m to 7m. The safety advantages in this are considered to outweigh the slight reduction in directness.
- 3.18. A triangular section of land will be required from the block of land owned by Mainpower, and bounded by Tuahiwi and Rangiora Woodend Roads. Mainpower have indicated a willingness to work with Council to enable the cycleway to be located on that land.
- 3.19. A Multi Criteria Assessment was carried out to identify the preferred side of the road for the shared path section of the route. This assessment considered nine criteria, and included a sensitivity assessment with different weightings for each criterion. The south / west side scored consistently higher than the north / east side.
- 3.20. The effects of this cycleway on other road users is expected to be small. The speed limit over the length of the route is currently under review, and the presence of the cycleway may influence the safe and appropriate speed estimated through the review process.
- 3.21. The proposed cycleway has been subject to an independent Road Safety Audit. The audit team identified no serious, three significant, two moderate, and five minor safety issues. The three significant issues related to speed limits throughout the route. These will be addressed as part of the speed limit review currently underway. The moderate and minor issues are able to be addressed with minor design modifications through the detailed design phase.
- 3.22. Both routes link into existing infrastructure at both ends. Future upgrades of the cycle facilities within Rangiora, Kaiapoi, and Woodend is outside the scope of these projects, but would enhance the cycle connectivity within the towns
- 3.23. There are few viable alternative routes for cycleways connecting Rangiora with Kaiapoi or Woodend. The alternative routes have been assessed, and the assessment is described in the scheme reports.
- 3.24. A more comprehensive Multi Criteria Assessment was carried out to determine the preferred side of Rangiora Woodend Road for the Rangiora to Woodend route. This is included as an appendix to the Scheme Report.
- 3.25. The Management Team has reviewed this report and supports the recommendations

#### **4. COMMUNITY VIEWS**

- 4.1. Both cycleway projects have been promoted via various channels, including media engagement, social media and website updates, and displays at the Rangiora A & P Show and Kaiapoi Carnival over the past two years. This public engagement on both cycleway projects has generally resulted in very positive public feedback, the basic thrust of which can be summarised as 'just get on and do it'.
- 4.2. The attached scheme reports detail the community engagement that has been carried out in preparation of the scheme designs. Significant engagement with adjoining property owners, the walking and cycling reference group, Community Boards, and with



the general community, as noted above has been undertaken. The feedback has been used to refine the designs.

## 5. FINANCIAL IMPLICATIONS AND RISKS

- 5.1. The funding for the cycleway projects comes from the following sources.
- The national Urban Cycle Programme (UCP) through NZTA
  - The National Land Transport Fund (NLTF) through NZTA
  - The Council with 50% funded from development contributions and 50% from rates by loan.
- 5.2. The UCP funding is approved and fixed and based on the initial estimates as follows
- Rangiora to Kaiapoi - \$350,000
  - Rangiora to Woodend - \$170,000
- 5.3. The NLTF funding is a subsidy at 51% of the project cost less the UCP funding. NZTA has approved funding from the NLTF for both the Rangiora to Kaiapoi and Rangiora to Woodend Cycleways.
- 5.4. The Council share is 49% of the project cost less the UCP funding.
- 5.5. The cost estimates for the cycleway projects based on the detailed scheme designs are as follows.
- Rangiora to Kaiapoi - \$1,720,000
  - Rangiora to Woodend - \$995,000
  - Total cost - \$2,715,000
- 5.6. The current approved Council budget is based on a net cost to Council of \$1,038,000. The updated cost estimates result in the net cost to the Council increasing to \$1,075,550 or 3.6% higher. It is more than likely that when the work is tendered a price lower than the engineers estimate will be achieved. Recent tenders have been at least 5% lower than the estimate.
- 5.7. In February 2016 the Council approved the following budget. This was based on the assumption the Rangiora to Woodend Cycleway would not receive NZTA funding but would receive UCP funding.
- 5.8. Budget approved by Council in February 2016 (Doc 160209009795)

| Project                      | 2015/16          | 2016/17          | 2017/18          | 2018/19    | 2019/20    | Total              |
|------------------------------|------------------|------------------|------------------|------------|------------|--------------------|
| Walking and Cycling Projects | \$330,000        | \$875,000        | \$965,000        | \$0        | \$0        | \$2,170,000        |
| NZTA Revenue (UCF)           | \$111,000        | \$173,000        | \$236,000        | \$0        | \$0        | \$520,000          |
| NZTA Revenue (NLTF)          | \$112,000        | \$273,000        | \$227,000        | \$0        | \$0        | \$612,000          |
| <b>Net Cost to Council</b>   | <b>\$107,000</b> | <b>\$429,000</b> | <b>\$502,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,038,000</b> |

- 5.9. As NZTA has now approved both the Kaiapoi to Rangiora and Rangiora to Woodend cycleways for funding the budget has been updated assuming the Council's share remains fixed at \$1,038,000. This updated budget has been included in the Draft 17/18 Annual Plan. This is shown as follows.

- 5.10. Budget as per the Draft 17/18 Annual Plan.

| Project                      | 2016/17          | 2017/18          | 2018/19    | 2019/20    | Total              |
|------------------------------|------------------|------------------|------------|------------|--------------------|
| Walking and Cycling Projects | \$1,205,000      | \$1,296,500      | \$0        | \$0        | \$2,501,500        |
| NZTA Revenue (UCF)           | \$284,000        | \$236,000        | \$0        | \$0        | \$520,000          |
| NZTA Revenue (NLTF)          | \$385,000        | \$558,500        | \$0        | \$0        | \$943,500          |
| <b>Net Cost to Council</b>   | <b>\$536,000</b> | <b>\$502,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,038,000</b> |

- 5.11. Below is the budget updated with the project estimates.

| Project                           | 2016/17            | 2017/18            | 2018/19    | 2019/20    | Total              |
|-----------------------------------|--------------------|--------------------|------------|------------|--------------------|
| Kaiapoi to Rangiora cost estimate | \$1,055,000        | \$665,000          |            |            | \$1,720,000        |
| Rangiora to Woodend cost estimate | \$150,000          | \$845,000          |            |            | \$995,000          |
| <b>Total Project Cost</b>         | <b>\$1,205,000</b> | <b>\$1,510,000</b> |            |            | <b>\$2,715,000</b> |
| NZTA Revenue (UCF)                | \$284,000          | \$236,000          | \$0        | \$0        | \$520,000          |
| NZTA Revenue (NLTF)               | \$385,000          | \$558,500          | \$0        | \$0        | \$1,119,450        |
| <b>Net Cost to Council</b>        | <b>\$536,000</b>   | <b>\$715,500</b>   | <b>\$0</b> | <b>\$0</b> | <b>\$1,075,550</b> |

- 5.12. As noted above it is more than likely the tender price will be lower than the estimate and so it is not recommended any adjustments be made to the budget at this stage.

- 5.13. A risk is the tender price is higher than the estimate. This risk is mitigated by fact the projects will be very attractive to the contracting industry due to their size and relatively low risk. Also the construction industry is quite competitive at the moment and this is demonstrated by the recent tenders received by the Council. It is more than likely a price lower than the estimate will be received.

## 6. CONTEXT

### 6.1. Policy

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

### 6.2. Community Outcomes

Transport is accessible, convenient, reliable, affordable and sustainable.

There is a safe environment for all.

Bill Rice  
Senior Transport Engineer



# RANGIORA TO KAIPOI CYCLEWAY SCHEME REPORT

Prepared by Waimakariri District Council  
February 2017



**Quality Assurance Information**

Prepared for: Ken Stevenson

Prepared by: Dan Lewis, Bill Rice, Kathy Graham

Reviewed by:

**Document History**

| Issue No. | Date       | Details |
|-----------|------------|---------|
| 1         | 23 /2/2017 |         |
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## EXECUTIVE SUMMARY

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This route will extend the existing on road cycle lanes, kerb and channel and footpaths on Lineside Road in Rangiora. It is proposed to provide a crossing point across Lineside Road outside Number 625 Lineside Road. From this point the cycleway will be a 2.5m wide Asphaltic Concretes (AC) two way separated shared pedestrian and cycle path on the western side of Lineside Road.

At the railway crossing the path will turn and follow the western side of the railway, until a point approximately 600m north of Mill Road. Over most of this section the pathway will be partly on unformed road reserve and partly on railway designation. The path will cross both Fernside Road and Mulcocks Road.

Over the section between Fernside and Mulcocks Roads, the path will follow Paisley Road. Paisley Road is currently unsealed and provides primary access to two properties. It is also used as a "rat run" between Fernside and Mulcocks Roads, particularly by drivers trying to avoid stopping for trains at either crossing

Paisley Road will be sealed to a width of 4.0m and operate as a shared space. The speed limit on this section will be reviewed to identify a safe and appropriate speed for this operation. Road markings, including Sharrows, will identify that this is a shared space.

Access at the Fernside Road end will be restricted to pedestrians and cyclists only. This will eliminate the current rat running on Paisley Road, and limit vehicle usage to vehicles accessing properties on the road. This arrangement has been discussed with adjacent property owners. They are in support of the proposed operation of Paisley Road.

The railway veers away from Lineside Road approximately 600m north of Mill Road, and crosses the open drain which runs down the western boundary of the road reserve. It is proposed that the cycleway will cross the open at this location on a new 8m long concrete bridge.

The proposal is for the cycleway to run on privately owned land to the west of the railway between the drain and Mill Road. Tentative agreement has been obtained from the property owner for Council to purchase a 10m wide strip of land to enable this to happen.

The path will run along the north western side of Mill Road until it meets the existing vehicle access track along side the Kaiapoi River. At this point it will cross Mill Road on a sealed crossing.

It is proposed to upgrade the existing unsealed vehicle access track to a 4m wide shared path from Mill Road to the existing track crossing the stopbank east of Boys Drain. The shared space will incorporate markings and signage to identify it as shared space. The vehicle track crossing the stop bank will be sealed to minimise the migration of loose material onto the cycleway.

The cycleway will then follow the top of the stopbank to its termination point at the Mafeking Footbridge.

The effects of this cycleway on other road users is expected to be small. Some parking will be removed on the southern end of Lineside Road. Access to properties on Paisley Road will be affected by closing Paisley Road to motor vehicles at Fernside Road. This has been discussed with Paisley Road property owners. They consider that the advantages of sealing the road outweigh the disadvantages of the access restrictions associated with the closure of the Fernside Road access, and are supportive of the proposal.

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The proposed cycleway has been subject to an independent Road Safety Audit. The audit team identified no serious, one significant, three moderate, and six minor safety issues. The one significant issue related to the 100km/h speed limit on Lineside Road at the crossing point. Discussions are underway with NZTA regarding the speed limit on this section of SH71. The moderate and minor issues are able to be addressed with minor design modifications through the detailed design phase.

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## 1 INTRODUCTION

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### 1.1 The need for the project

The proposed Rangiora to Kaiapoi cycleway will provide a cycle and pedestrian linkage between the two largest towns in the Waimakariri District, Rangiora and Kaiapoi.

There are three primary road routes linking Kaiapoi with Rangiora. The Island Road, Skewbridge Road, Flaxton Road route provides vehicle connection between south western Kaiapoi and southern Rangiora. The Smith Street, Lineside Road (SH71) route links the central areas of Kaiapoi with southern Rangiora. The Williams Street, SH1, Rangiora Woodend Road route links the northern Kaiapoi with eastern Rangiora.

Each of these routes is predominantly on high speed rural roads with no dedicated cycle facilities and varying shoulder widths. These routes are therefore unlikely to be attractive to the “Interested But Concerned” group of potential cyclists.

The Blue Line bus service currently runs along Lineside Road between Rangiora and Kaiapoi. It is proposed to change that route to Flaxton, Skewbridge, and Island Roads shortly. The Blue Line operates at 30 minute intervals through the day.

The 960 bus operates three services from Rangiora to Christchurch Airport and Hornby in the morning, and three return services in the evening. This service follows Flaxton, Skewbridge, and Island Roads between Rangiora and Kaiapoi.

There are therefore few available mode choices for travel between Rangiora and Kaiapoi other than private motor vehicles. The proposed Rangiora to Kaiapoi cycleway will provide a safe and pleasant route for cyclists between the two towns. As such it will help to encourage “Interested But Concerned” and other less confident cyclists to opt to cycle rather than drive.

This route is part of a growing cycle network within the Waimakariri District. In particular, it will connect to a proposed future cycleway between Kaiapoi and the cycleway about to be constructed as part of the Northern Corridor project. It will also connect with proposed new and upgraded cycle infrastructure within Rangiora and Kaiapoi.

### 1.2 Strategic context

#### 1.2.1 National Strategies

##### **Government Policy Statement 2012:**

The GPS seeks to develop a land transport system that supports economic growth and productivity, improves road safety and provides value for money.

The Cycleway Network will help deliver toward the GPS goals by:

- addressing current and future demand
- providing appropriate transport choices
- making the network more reliable and resilient
- providing a safe system, increasingly free of death and serious injury

##### **NZTA Statement of Intent**

The NZTA Statement of Intent has the following goals:

- Integrate one effective and resilient network for customers.
- Shape smart, efficient, safe and responsible transport choices.
- Maximise effective, efficient and strategic returns for New Zealand.

The Cycleway Network will help deliver toward the NZTA Statement of Intent goals by:

- Creating a cohesive system of cycleways that is an integral part of an effective and resilient transport network
- Contributing to the Safe Systems approach that NZTA is seeking to adopt by improving facilities for vulnerable road users.
- Improving travel choices by providing a safe cycle option for all potential users
- Utilising relatively low cost infrastructure (when compared with other modes), especially where existing corridors can be used, thereby achieving an efficient and strategic return for New Zealand.

### 1.2.2 Regional Strategies

#### Canterbury Regional Land Transport Strategy – (RLTS 2012-2042)

The RLTS seeks that Canterbury has an accessible, affordable, integrated, safe, resilient and sustainable transport system by achieving the following goals:

- Ensure a resilient, environmentally sustainable and integrated transport system
- Increase transport safety for all users
- Protect and promote public health
- Assist economic development
- Improve levels of accessibility for all
- Reduce greenhouse gas emissions from use of the domestic transport system

The Cycleway Network will help deliver each of these goals by:

- Improving resilience of the transport network to infrastructure damage or emergencies.
- Reducing greenhouse gas emissions from use of the transport system
- Improving resilience of the transport system to external changes.
- Improving land use and transport integration.
- Reducing fatal and serious injuries.
- Improving health from increase in time spent travelling by active means.
- Increasing energy efficiency per trip.
- Enhancing connectivity.
- Increasing travel choices.
- Improving mobility for the transport disadvantaged.

#### The Greater Christchurch Transport Statement

The GCTS set an overarching framework for transport in the Greater Christchurch area, including the urban areas of Selwyn and Waimakariri Districts.. It has a specific objective to *“Provide more options for people to walk, cycle and use public transport”*.

**Figure 1** shows the Transport outcomes sought by the GCTS and the associated objectives. The GCTS seeks a transport system will support economic and social well-being by connecting people, goods and services with places, while minimising the environmental impacts and creating liveable communities

The Cycleway Network will help deliver each of these goals by:

- Integrating land-use activities with transport solutions, enabling ease of movement between places.
- Providing safe, efficient and resilient links to connect people and places
- Improving efficient and predictable travel time between key places
- Providing more options for people to walk, cycle and use public transport
- Supporting place-making, and 'active travel' and public transport, reducing emissions and improving public and environmental health

| Transport Outcomes                          |   | Objectives   |
|---|---|--|
| Journey<br>Links between<br>people & places | Connectedness   | Integrate land-use activities with transport solutions, enabling ease of movement between places                                 |
|   | Resilience, reliability<br>and efficiency                               | Optimise the use of existing transport assets through managing travel demand and networks  |
|   |   | Provide safe, efficient and resilient links to connect people and places   |
|   |   | Ensure efficient and predictable travel time between key places  |
| Travel choice                               | Provide more options for people to walk, cycle and use public transport |  |
| Safety                                      | Safe journeys   | Minimise the severity and social cost of crashes   |
|   |   | Improve personal security  |
| Environment                                 | Liveable communities  | Support place-making, and 'active travel' and public transport, reducing emissions and improving public and environmental health |
|   | Low environmental impacts   |  |

**Figure 1: Greater Christchurch Transport Statement**

### Urban Development Strategy for Greater Christchurch and Land Use Recovery Plan (UDS/LURP)

The UDS and LURP seek to develop a transport system that meets the changed needs of people and businesses and enables accessible, sustainable, affordable and safe travel choices.

The Cycleway Network will help deliver toward each of these goals by:

- Enabling more people cycling in and between centres of activity and for local trips
- Providing a network of safe walking and cycling routes in and between centres as part of rebuilding and upgrading the road transport network.
- Creating a safe cycling connections throughout Greater Christchurch

#### 1.2.3 Local Strategies

##### Waimakariri District Council Walking and Cycling Strategy 2017 – 2022 (Draft)

The vision of Council's draft Walking and Cycling Strategy is that "Waimakariri residents choose to walk and cycle. The environment is friendly, safe and accessible for walkers and cyclists."

Inclusive Infrastructure, Community Connections, Safe Travel and Healthy Lifestyles are identified as the strategy's key priorities. The proposed Rangiora to Woodend and Rangiora to Kaiapoi cycleways are considered to make significant contributions to these key priorities.

These cycleways are included in the draft Walking and Cycling Action Plan

### 1.3 Safety Context

Safer Journeys and the Safe System, is the Government's strategy to guide improvements in road safety over the period 2010–2020.

The Safe System approach works on the principle that it is not acceptable for a road user to be killed or seriously injured if they make a mistake. The Safe System approach aims to create a forgiving road system based on these four principles:

1. **People make mistakes**

People make mistakes and some crashes are inevitable.

2. **People are vulnerable**

Our bodies have a limited ability to withstand crash forces without being seriously injured or killed.

3. **We need to share responsibility**

System designers and people who use the roads must all share responsibility for creating a road system where crash forces do not result in death or serious injury.

4. **We need to strengthen all parts of the system**

We need to improve the safety of all parts of the system – roads and roadsides, speeds, vehicles, and road use so that if one part fails, other parts will still protect the people involved.

To get to a Safe System, the following need to be achieved (see **Figure 4** also):

- safe roads and roadsides that are predictable and forgiving of mistakes – their design should encourage appropriate road user behaviour and safe speeds
- safe speeds that suit the function and level of safety of the road – road users understand and comply with speed limits and drive to the conditions
- safe vehicles that help prevent crashes and protect road users from crash forces that cause death or serious injury
- safe road use, ensuring that road users are skilled and competent, alert and unimpaired, and that people comply with road rules, choose safer vehicles, take steps to improve safety and demand safety improvements.



Figure 4: Safe System Approach (Source: NZTA, 2012 (Embedding the Safe System Approach to Road Safety))

A Safe System is greater than the sum of its parts. Even slight improvements across roads, speeds, vehicles and users will lead to proportionally greater safety outcomes. System designers need to investigate and understand the connections between the above components if we are to achieve the Safe System.

This cycleway project will seek to address safe roads and roadsides and safe speeds through design. Safe road use near cycleways will be addressed through the parallel education programme.

## **1.4 Existing Land Use Environment**

### **1.4.1 Southbrook**

The Southbrook area of Lineside Road is zoned Business 2 in the District Plan. There is a mixture of commercial businesses with some generating high volumes of heavy vehicle movements.

### **1.4.2 Lineside Road**

Lineside Road has motorway designation and is a limited access road. The railway runs within the Lineside Road corridor. There is minimal separation between the two.

Lineside Road is flanked by rural properties on both sides. There is a range of lifestyle blocks and farms. Towards the southern end of Lineside Road the land is low lying and subject to flooding. This area is predominated by farm land.

### **1.4.3 Kaiapoi River Environs**

The Kaiapoi River is contained within a main channel with high stop banks on both sides. It is a popular area for fishing, walking and cycling. There are formed vehicle tracks following the banks. The land is owned and maintained by ECAN.

## **1.5 Existing Transport Environment**

### **1.5.1 Lineside Road**

Lineside Road runs between Kaiapoi and Rangiora. It carries 14774 vehicles per day (2016). Lineside Road is state highway 71 and operated by NZTA. It has a posted speed limit of 100kph. This reduces to 50kph as the road enters Southbrook north of the rail crossing where it becomes a local authority road classified as strategic. Lineside Road is classified as Arterial in the One Network Road Classification (ONRC).

Lineside Road throughout Southbrook has kerb & channel on both sides. There is on-street parking on the east side. There are no footpaths.



**Lineside Road, Southbrook**

### 1.5.2 Paisley Road

Paisley Road runs parallel with Lineside Road west of the railway between Fernside Road and Mulcocks Road. It is four metres wide and gravel. It has a speed limit of 100kph. This road provides access to a small number of lifestyle blocks. It is often used to bypass queuing traffic at the Fernside/Lineside Road intersection.



**Paisley Road**

### 1.5.3 Mill Road/Kaiapoi River

Mill Road is a gravel road connecting Lineside Road and the Kaiapoi River area. It has a posted speed limit of 100kph but the environment does not support this speed. Mill Road provides access to three small properties, one farm and the Kaiapoi River. There are no vehicle counts for this road. Traffic volumes are seasonal and vary with the fishing seasons. This road is shared by motor vehicles, cyclist and walkers. The road along the river passes beneath the railway bridge and motorway bridge providing continuous access.



**Kaiapoi River stopbank**



## 2 OBJECTIVES

---

The following objectives are commonly used on Major Cycleway Projects:

|                                   |  |
|-----------------------------------|--|
| <b>Safety</b>                     | Cycle routes should be safe, and be perceived as safe, provide personal security, and limit conflict between cyclists and other route users.   |
| <b>Directness</b>                 | Cycle routes should be direct with minimal need to slow or stop, based on desire lines and result in few delays door to door. Cycle parking facilities should be in convenient locations.  |
| <b>Coherence and connectivity</b> | Cycle routes should be continuous and recognisable, link all potential origins and destinations and offer a consistent standard of protection and signage throughout.  |
| <b>Attractiveness</b>             | Cycle routes should integrate with and complement their surroundings, enhance public security, look attractive and contribute positively to a pleasant cycling experience. They should connect with urban landmarks and places to provide both markers that reduce the perception of distance as well as make more useful cycle connections. Cycle parking facilities should be in convenient locations. |
| <b>Comfort</b>                    | Cycle routes should be smooth, non-slip, well maintained and free of debris and water, have gentle slopes and be designed to avoid complicated manoeuvres and allow cyclists to feel comfortable with their position whilst riding or waiting.   |

These objectives have been used to assess the options developed in Section 5.

### 3 OPTION ASSESSMENT

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An assessment of possible routes has been undertaken by ViaStarda Ltd (document title). Their full report is included in Appendix B. Their Executive Summary is reproduced in full below.

#### Executive Summary

*“The provision of a shared path between Kaiapoi to Rangiora is identified in the Waimakariri District Council (WDC) Walking and Cycling Strategy and Implementation Plan (May 2011) as the transport focused project with the highest priority for implementation. This report is an assessment of the options considered for this project.*

*The report examines the project background, the strategic, safety and operational context for the shared path within the existing land and transport environments. Project objectives, design principles and design guidelines for the shared path are nominated. There are five route options that are described and assessed against the objectives and guidelines in a multi criteria analysis (MCA). The MCA clearly identifies the Lineside Road corridor as the preferred route option to be progressed.*

*Two very similar Lineside Road corridor options 1A and 1B were identified with the only variation being a section of the path approximately 300 m north of Mill Road where for approximately 200 m, there is insufficient space between the bottom of the rail batter and the drain to accommodate the path without piping or retaining and bridge works. Option 1A is the preferred option and requires the acquisition of a strip of farm land to the west of the road reserve to avoid the piping, retaining and bridge works. If land acquisition is not possible then Option 1B, will become the preferred option.*

*The preferred option, Lineside Road with land acquisition (Option 1A) is assessed in more detail with regard to constructability, meeting user and community needs, design standards and ongoing asset management issues are also considered.*

*The initial urban cycleways programme application identified that \$1,050,000 is the total cost expectation of the Rangiora to Kaiapoi Cycleway. The rough order cost estimate for construction of Option 1A is \$1.1m which is \$50,000 above the urban cycleways initial funding application. The rough order cost estimate to construct the Southbrook links cycle facilities is in the order of \$300,000.”*

## 4 PREFERRED OPTION

### 4.1 Description

The preferred option has been further developed into a scheme design. Scheme plans have been included as Appendix A. The following describes each section in more detail.

#### 4.1.1 Overall Route (dr'g No 3717 Sheet 1)

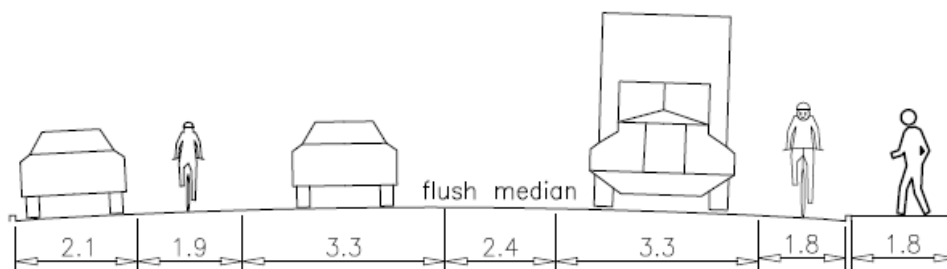
The preferred route is 7.2km long, and starts at the southern edge of the Rangiora urban area on Lineside Road at Southbrook. It runs along the south western side of the railway line to the Kaiapoi River, and follows the river downstream to link with the Mafeking footbridge in Kaiapoi.

Each section of the route is described in more detail in the following sections.

#### 4.1.2 Southbrook Connections (dr'g No 3717, Sheet 2)

The proposed 2.5m wide two way shared path will begin on the south west side of Lineside Rd adjacent to 625 Lineside Road, Rangiora. The path will be located immediately behind the kerb and channel. To connect to this path, the existing on-road cycle lanes will be extended south. This will include a flush median to aid in vehicles entering and exiting commercial premises. South bound cyclists will be provided with a refuge island to assist crossing Lineside Rd.

Pedestrians will be provided with a 1.8m wide footpath from the shared path to the existing footpaths outside McDonalds.



**Lineside Road cross section**

#### 4.1.3 Lineside Road to Paisley Road (dr'g No 3717, Sheets 3 & 4)

The 2.5m wide off-road facility follows the south west side of Lineside Rd to where it meets the Main North Railway at what is known as the 'S' bend. This section of path will require a 130m length of open drain to be piped with 1.050 dia pipes, and a further 60m of drain to be realigned. A 0.5m to 1.0m high retaining wall will also be needed, as the adjoining property is lower than Lineside Rd (SH 73).

There is an existing sight rail around the edge of the road. This will be replaced with a w section guardrail, or similar, to provide protection to path users from errant vehicles.

The path will continue within the existing road reserve on the south western side of the railway to Fernside Road where it connects with Paisley Road. KiwiRail require the edge of the path to be a minimum of five metres from the centre of the tracks and fenced to prevent users entering the rail corridor. The berm along this length provides enough room to meet this requirement. There are no formed property entrances adjoining this road reserve.

To provide a safe crossing facility across Fernside Rd, the alignment of the path deviates away from the railway to a distance of 20 metres. This enables the path to cross Fernside Road closer to perpendicular, thereby reducing the width of road to be crossed. It also increases the distance from the railway crossing, providing additional distance for motorists who have turned left off Lineside Rd to see path users crossing the road. Low landscaping will be used to define this crossing point and create safe waiting points for users.

#### 4.1.4 Paisley Road (dr'g No 3717, Sheet 5)

Paisley Road is an existing four metre wide metalled road connecting Fernside Road and Mulcocks Road. It is located west of the railway. There are six adjoining properties however, only two properties have their primary access off Paisley Road. The proposal is to seal Paisley Road and create a shared space. Traffic calming measures (road humps) could be used to lower vehicle speeds if found to be needed following completion.

Paisley Road formation is nine metres from the railway. Due to this separation, there is no fence proposed between the road and railway.

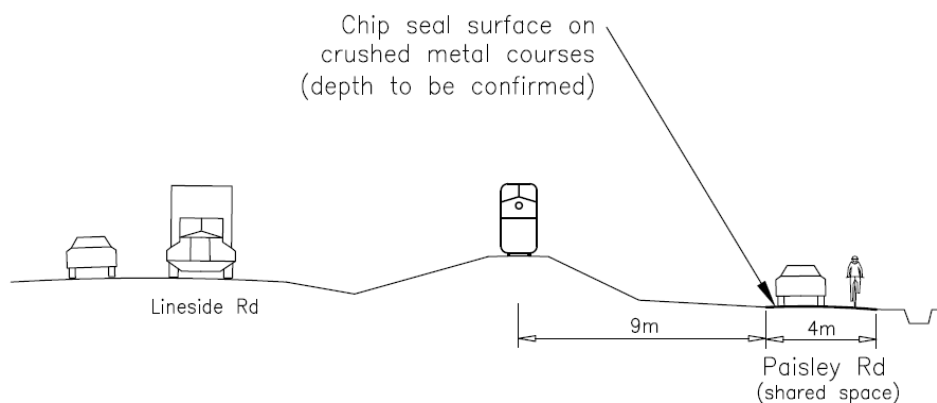
Paisley Road carries very low traffic volumes (21 vehicles per day in 2012, 44 in 2009). It is therefore considered appropriate for a shared space.

To eliminate motorists using Paisley Road as a thoroughfare, the Fernside Road end will be closed to motorised vehicles by way of barriers. Property owners on Paisley Road have been contacted and support this proposal.

Two adjoining properties with access from Paisley Rd and Fernside Rd are currently owned by the same owner. This person expressed concern that they will be required to drive the length of Paisley Rd then Lineside Road to access their Fernside Rd property. Adding a farm entrance off Paisley Rd will alleviate this. This solution will be explored during the detail design of this section.

Paisley Road is currently nine metres clear of the railway. There are two lengths of shelter along this section. These will remain undisturbed.

The south end of Paisley Road will be widened to provide manoeuvring space at the intersection. This will ensure vehicles exiting or entering will not conflict with path users. The proposed path will cross Mulcocks Road approximately nine metres south west of the railway tracks. This is considered adequate given the level of traffic using Mulcocks Road.



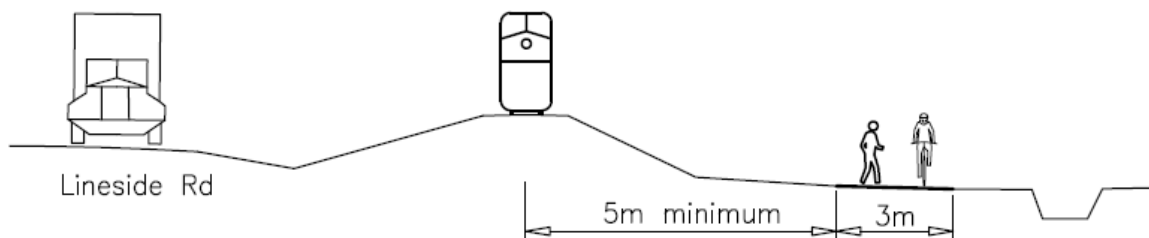
**Paisley Road cross section**

#### 4.1.5 Mulcocks Road to Mill Road (dr'g No 3717, Sheet 6,7,8)

The alignment of this section will follow the Road reserve on the south west side of the railway. The path will be located between the proposed fence and the adjacent open drain. There is a large shelterbelt on the south west side of the open drain. There are no formed property entrances onto this section of road reserve.

A new fence is proposed separating the railway and cycleway. This fence will be five metres from the centreline of the tracks. A minimum separation distance of 1.5m from the open drain is considered adequate without providing a safety fence. Planting of grasses, flax and/or Hebes to enhance this separation will be included.

A new 8m long concrete bridge is required to cross the drain 600m north of Mill Road. Agreement from the landowner has been gained for Council to purchase a ten metre wide strip adjacent to the drain and railway land. A new fence bordering the farmland will be constructed. There is an existing fence between this strip of land and the railway.



#### Mulcocks to Mill Road cross section

#### 4.1.6 Mill Road to Smith Street (dr'g No 3717, Sheet 10,13,14)

There have been two options developed where the path follows the Kaiapoi River. The preferred option is described here. This option is supported by the safety audit.

Once the path reaches Mill Rd, it will follow the roadside berm south to connect with the exiting vehicle track running along the Kaiapoi River. This existing track is approximately four metres wide and gravel. The proposal is to chip seal this existing width and create/formalise a shared space. This track is used to access the river for recreational purposes. Traffic calming devices (speed humps) will be installed to maintain a suitable speed environment. Parking of vehicles along the path could become an issue. Where there is insufficient room for parking alongside, some prevention measures may be required. These could be bollard and no stopping lines.

350m downstream of Mill Rd, the river bank track crosses Boys Drain. To enable crossing this drain, the track deviates on to the stop bank before descending down again. At this point, the cycleway will continue along the top of the stop bank.

The path will connect to the existing paths at the Mafeking footbridge. The existing vehicle track also crosses the stop bank. Localised sealing will enable pavement marking and prevent gravel migrating onto the path.

#### 4.1.7 **Alternative - Mill Road to Smith Street (dr'g No 3717, Sheet 11,12)**

This option includes constructing a new concrete bridge. Due to the cost of this bridge, this option is not the preferred option.

Once the path reaches Mill Rd, it will follow the roadside berm south to connect with the Kaiapoi River stop bank.

The path will head east along the top of the stop bank towards the railway bridge. Alteration to the stop bank is required to allow the path to pass beneath the railway bridge before ascending back to the top of the stop bank.

Part way around the stop bank the lower vehicle track merges with the stop bank where Boys Drain passes through the stop bank. Adjoining this location there is parking and access to Lineside Road. This area has potential to create conflict between path users and vehicles. The preferred treatment at this location is to construct a new 15m long concrete bridge across Boys Drain upstream of the stop bank. The path can deviate off the stop bank and across this bridge. Some bollard fencing to define vehicle pathways will be required to allow safe crossing of the access road before the path continues along on top of the stop bank.

The path will connect to the existing paths at the Mafeking footbridge. The existing vehicle track also crosses the stop bank which will be sealed to allow for pavement marking and to prevent gravel migrating onto the path.

## 4.2 **Assessment of effects on other modes**

### 4.2.1 **Southbrook**

There are many busy commercial vehicle entrances along Lineside Road within Southbrook. Crossings of this nature pose greater risk to users of bi-directional paths as motorists do not expect to encounter cyclists moving from left to right. Providing on-road cycle lanes through Southbrook mitigates this risk. While the addition of cycle lanes along Lineside Rd causes further risk to general motorists. There are two entrances the separated path will cross. Cycleway symbols and signage will be placed at these entrances to alert motorists to expect path users who have the right of way.

Parking along the south side will be removed to provide room for the on road cycle lanes and flush median. Off street parking is provided at all businesses on this section of the south side of Lineside Road. There is therefore little demand for on street parking in this area.

There is little off street parking provided at 636 Lineside Road (Lineside Automotive). Patrons of Lineside Automotive park informally within the road reserve immediately adjacent to the property boundary. Extending the existing kerb & channel to create the cycle lanes will provide additional on-street parks but make this informal parking more difficult.

The flush median will assist turning vehicles accessing all businesses on this section of Lineside Road.

### 4.2.2 **Lineside Road**

The proposed cycleway typically runs in unformed legal road adjacent to the Railway and Lineside Road. The effects on other road users over these sections are therefore minimal.

However, it runs on a section of unsealed road on Paisley Road between Fernside Road and Mulcocks Road. Paisley Road provides access to three properties. As noted above, some drivers use Paisley Road as

a “rat run”, often travelling at high speeds. The numbers and speeds of vehicles rat running on Paisley Road is likely to increase if the road is sealed. It is therefore proposed to close Paisley Road at Fernside Road.

The proposal to close the Fernside Road end of Paisley Road has been discussed with Paisley Road property owners. They consider that the advantages of sealing the road outweigh the disadvantages of the access restrictions associated with the closure of the Fernside Road access, and are supportive of the proposal.

The effects of preventing rat running on Paisley Road are considered minimal.

KiwiRail own and operate the rail corridor running parallel with Lineside Rd (SH73). The boundary between the rail land and road reserve is unclear. Operationally, KiwiRail require five metres of separation from the centreline of the tracks to any obstruction. This five metres will be maintained over the length of cycleway.

#### **4.2.3 Mill Road**

The proposed cycleway will cross Mill Road west of the railway line. Mill Road is unsealed and provides access to the river and one farm property. It carries very few vehicles.

The Mill Road crossing will be sealed. Mill Road users will have priority.

The effects on users of Mill Road are considered to be minimal

#### **4.2.4 Kaiapoi River Stop Bank**

The existing vehicle track along the Kaiapoi River will be sealed for a distance of approximately 350m. Parking along this length will be limited to areas beside the road to prevent users conflicting with parked cars.

A vehicle access to the riverside vehicle tracks crosses the stopbank immediately east of Boys Drain. It travels to the west along the top of the stopbank in order to cross Boys Drain, before descending to the base of the stopbank on the river side. This area will be sealed.

The effect on users accessing the river bank areas are considered minimal.

### **4.3 Meeting Strategies, Design Principles & Objectives**

#### **4.3.1 Strategies**

The Kaiapoi to Rangiora shared path is identified in the WDC Walking and Cycling Strategy and Implementation Plan (May 2011) as the transport focused project with the highest priority for implementation.

#### **4.3.2 Design Principles & Objectives**

The effectiveness of the preferred route and layout was assessed against the key cycleway objectives as follows:

##### **Safety:**

The route will limit conflict between path users and motor vehicles. It will generally be visible to users of Lineside Road, thereby increasing the level of personal security. Areas near Mill Road and the Kaiapoi River are less visible.

##### **Directness:**

This is the shortest, most direct route.

**Coherence and connectivity:**

This route is continuous with a consistent standard of facility.

Note: Connections suitable for the “interested but concerned” to destinations and amenities are required at both the Kaiapoi and Rangiora ends to maximise potential path use. These are outside the scope of this project. It is proposed to address these connections in subsequent cycling projects.

**Attractiveness:**

The route will integrate with the rural environment and contribute positively to a pleasant walking and cycling experience. There is ample scope to enhance the route with landscape features.

**Comfort:**

The route will feature a sealed path surface suitable for commuter cyclists, have gentle slopes and be designed to avoid complicated manoeuvres.

#### 4.3.3 Design standards

The proposed facility is a 2.5 m wide shared path with an asphalt surface.

The following guides will be used to complete the detailed design:

- NZTA Cycling Network Guidance
- Austroads Guide to Road Design
- New Zealand Cycle Trail Design Guide
- Christchurch Cycle Design Guidelines

**Separation**

The path is generally located away from traffic lanes. This eliminates the need for cycling in a contra-flow direction close to fast moving traffic. There may be a requirement for physical barrier separation at the S-curves associated with the Lineside Road rail crossing.

ViaStrada have prepared a draft report (W2R Roadside Barrier options V01 February 2016) for Council to use when considering using separation distances and barriers to separate IBC cyclists and pedestrians from opposing and high speed traffic. This report is included as Appendix C.

## 4.4 Asset Management issues

### 4.4.1 Path Management

The path will become a Council Roding Asset.

## 4.5 Maintenance

### 4.5.1 Path Maintenance

The maintenance of the path will be an addition to the road network maintenance contract. Mowing, spraying and surface maintenance will be required to keep the path at an acceptable level of service.

### 4.5.2 Drain Maintenance

Boys Drain is an open drain running parallel to the railway line. A section of this drain can only be cleaned out from the road reserve where the path is to be located. It is envisaged a small excavator



could be used to minimise any possibility of damage to the path. The remainder of the drain can be cleaned out from the opposite side of the drain to the path.

#### 4.5.3 Pipeline Maintenance

The water and sewer mains utilise the same road reserve the path will follow. Annual maintenance of air release valves is carried out. This work is performed using light utility vehicles. Access for this is along the path. Any significant works will require temporary closure of the cycleway.

## 4.6 Legal issues

### 4.6.1 Land Ownership

The cycleway will be located on property owned by Waimakariri District Council, KiwiRail and ECAN.

A 600 metre length of cycleway requires land acquisition. Council staff have been working with the landowner to secure an agreement to sell the required land area to the WDC.

KiwiRail have given approval in Principle for the cycleway to occupy the rail corridor.

ECAN have given approval in principle for the cycleway to occupy land adjoining the Kaiapoi River.

### 4.6.2 Consents Required

A number of consents are required for this project. These are:

- Building consent for new bridge (WDC)
- Earthworks within 20m of a waterway (WDC)
- Earthworks disturbing the bed of a waterway associated with bridge building (ECAN)
- An archaeological authority from Heritage New Zealand.

## 4.7 Cultural

An archaeological assessment has been completed for this project. The assessment identifies the project runs through the site of the historic Eyreton Branch Railway Junction. The assessment recommends obtaining an archaeological authority from Heritage New Zealand. The assessment is attached as Appendix D.

Mahaanui Kurataiao Ltd have been engaged to assess the impact of the project. The Kaitiakitanga Portfolio Committee for Te Ngāi Tūāhuriri Rūnanga met in September to discuss the cycleway and provided the following feedback:

- The committee were in general agreement with the draft archaeological assessment completed by Michael Trotter.
- Further, the committee recommend that policy CL3.8 of the Mahaanui Iwi Management Plan 2013 is applicable. CL3.8 states *“where a proposal is assessed by tangata whenua as having the potential to affect wāhi taonga or wāhi tapu, one or more of the following:*
  - (a) *Low risk sites:*
    - I. *Accidental Discovery Protocol”.*
- The committee recommends WDC refers to appendix 3 of the iwi management plan for the ADP.

- Finally, the committee wishes to be provided with an opportunity to review the finalised design of the pathway.

#### **4.8 Cost estimate**

The cost estimate for the cycleway is \$1,720,000. A full breakdown of this cost is included in Appendix E.

#### **4.9 Safety Audit**

Abley Transportation Consultants were engaged to carry out a Scheme Safety Audit of the scheme design. The safety audit has identified no serious, one significant, three moderate and six minor safety issues. The significant safety issue relates to the speed limit along Lineside Road (SH71) entering Southbrook. This is being addressed in consultation with NZTA. Moderate and minor issues are able to be addressed with minor design changes during the detailed design phase. The full Safety Audit is included as Appendix F.

#### **4.10 Project Risks**

A project risk register has been developed through the planning phase. This register has identified two major risks, six moderate and 19 minor risks.

Major Risk – Delivering within Budget

Robust cost estimates have identified the project cost is within funding limits.

Major Risk – Delay in NLTF Funding

NLTF funding has been approved.

Risk register is included as Appendix G.

## **5 CONSULTATION OUTCOMES**

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### **5.1 General Consultation**

Feedback from the community via Annual Plan and Walking and Cycling strategy processes has revealed a strong desire for cycling links between the District's main towns.

The Rangiora to Kaiapoi route has been identified as one of two high priority projects for walking and cycling in the district.

In late 2015 residents whose properties adjoined the proposed cycleway were written to outlining the proposed project. Reaction to the project has been positive and residents have been provided with regular updates since then via mail on the progress of the project.

Personal contact has been made with residents potentially affected by changes to the environment outside their property, including land purchase from one resident. These discussions have been accomplished without major issues.

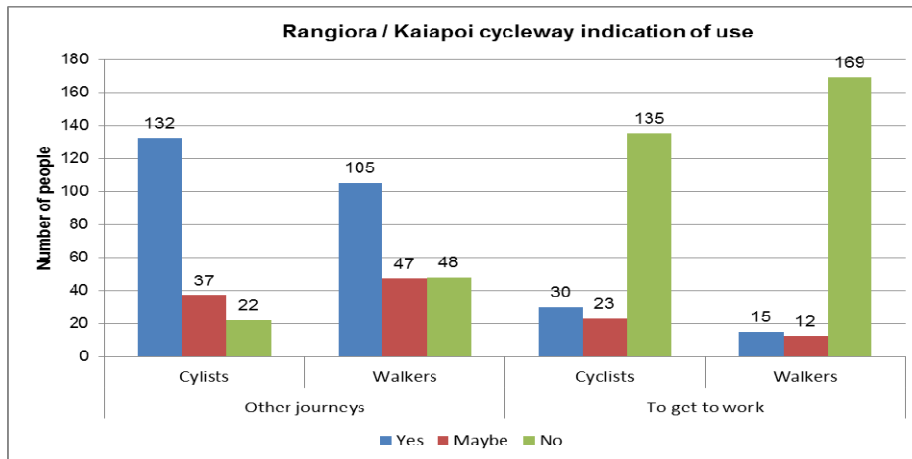
Business owners adjoining the route have been directly engaged with since the project commenced and positive feedback has been received.

The project has been promoted via various channels, including displays at the Rangiora A & P Show and Kaiapoi Carnival over the past two years, media engagement, social media and website updates.

## 5.2 Surveys

As part of the review of the Walking & Cycling Strategy in 2015 information was gathered about the potential use of the Rangiora – Kaiapoi cycleway.

The following graph shows the level of interest in the cycleway from walkers and cyclists, who indicated whether they would use the path to either travel to work or for other journeys.



Comments regarding the project included:

- I don't have business in Kaiapoi but it's a great distance for a lengthy walk. Foot/cycle traffic between the two towns is an amazing idea. Oh, and it's a lengthy jogging distance too! Yes, do it!
- It's a fantastic start – more of these off-road paths around the District would be great, especially if they all join up so the need to go onto roads is minimised. As a family we will definitely use the path often.
- I am looking forward to its completion and hope to see similar cycleways added to other parts of the District. I would happily pay increased rates for the benefits this would provide myself and my children and all of the District's residents
- Have the width at least 3 m, so walkers and cyclists have enough room if passing.

People who took the opportunity to comment on this path were generally very enthusiastic about the proposal with a few suggesting additional landscaping and the provision of seating to enhance the route. There was some concern expressed around the speed cyclists may reach on the path and the need for additional width to accommodate walkers and cyclists together.

## 5.3 Adjoining Properties

### 5.3.1 Paisley Road

Contact was made with property owners along Paisley Rd to discuss the proposal. All owners support the path and closing of the Fernside Road entry/exit.

### 5.3.2 Adjoining Properties

Fliers addressed to the adjoining properties along the path were sent once the preferred route was determined. No feedback has been received.

### 5.3.3 Southbrook Businesses

Three businesses in Southbrook have been contacted. These are Lineside Automotive, Stadium Cars and Luisetti Properties.

Lineside Automotive supported the changes proposed to the marking on Lineside Road. They suggested the new marking further north was an improvement.

Stadium Cars support the path. They expressed concern with losing customer parking along the road shoulder. The latest proposal creates four to five on-street parks outside their business.

Luisetti Properties were consulted as the property owners of Stadium Cars and the vacant land south of Stadium Cars. Ed Luisetti expressed a desire to access Lineside Road in the future which the path does not limit.

## 6 CONCLUSION

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The scheme design for the cycleway between Rangiora and Kaiapoi as shown in the scheme drawings, and described in this report will help meet a need for alternative travel modes between the two towns.

It will provide a shared pedestrian and cycle path which is fully separated from vehicle traffic over most of its length. Those locations where it is not fully separated will either be existing or extended on road cycle lanes within the Rangiora urban area or shared spaces with very low traffic volumes.

It is therefore recommended that:

- a) The scheme design be approved; and
- b) Approval is granted to develop a detailed design and tender documentation with a view to construction commencing in spring 2017.

## **7 APPENDICES**

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**7.1 Appendix A - Scheme Design Plans (3717 rev B)**

## **7.2 Appendix B - Route Assessment Report (ViaStrada)**

### **7.3 Appendix C - Roadside Barriers Report (ViaStrada)**



**7.4 Appendix D - Archaeological Assessment (Michael Trotter)**

## 7.5 Appendix E - Cost Estimate

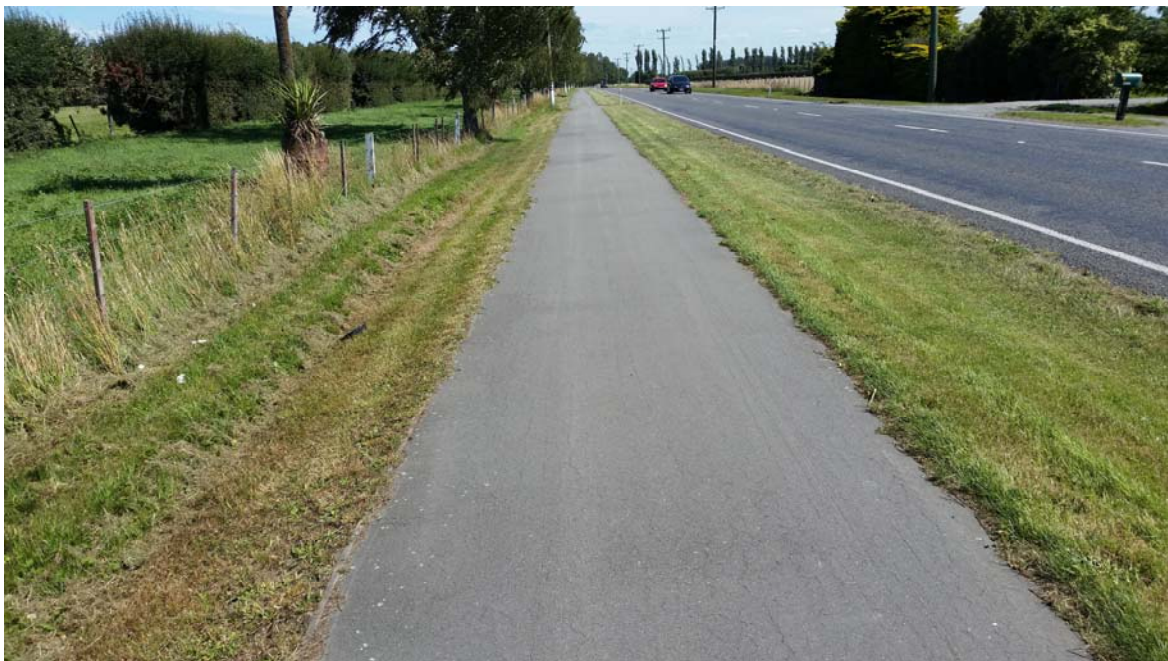
## 7.6 Appendix F - Safety Report

**7.7 Appendix G - Risk Register**



# RANGIORA TO WOODEND CYCLEWAY SCHEME REPORT

Prepared by Waimakariri District Council  
February 2017



**Quality Assurance Information**

Prepared for: Ken Stevenson

Prepared by: Dan Lewis, Bill Rice,

Reviewed by:

**Document History**

| Issue No. | Date | Details |
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## EXECUTIVE SUMMARY

The proposed Rangiora to Woodend cycleway will provide a cycle link between Rangiora and Woodend. This will supplement the existing road link between the towns, and will provide a safe and viable choice of transport modes other than private motor vehicles. It is consistent with national, regional, and district strategies.

The proposed route will follow Kippenberger Avenue from East Belt to Rangiora Woodend Road at Golflinks Road. It will then follow Rangiora Woodend Road to School Road in Woodend. The proposed cycleways will include on road cycle lanes within the urban areas of Rangiora and Woodend, and a separated two way shared pedestrian and cycle path on the southern / western side of Rangiora Woodend Road through the rural section. Crossing points are proposed near the urban limits of both Rangiora and Woodend to enable east bound cyclists to enter and leave the shared path.

It is proposed that cyclists will give way to motor vehicles at all road crossings, but that they will have priority over users of private accesses. Private vehicle entrances will be sealed to the property boundary, and modified where necessary to enable access to rural delivery mailboxes.

Some widening of Kippenberger Avenue within Rangiora, and Rangiora Woodend Road within Woodend will be required to accommodate the on road cycle lanes. A new pedestrian and cycle bridge is proposed over the Cam River at the intersection with Golf Links Road. This bridge will be located behind the existing guardrail in the inside of the curve on Rangiora Woodend Road.

It is proposed that the new path will cross Boys Road and Tuahiwi Road approximately 20m from the intersection. It is a slightly less direct route than running adjacent to Rangiora Woodend Road. However, it moves the path slightly from the intersection, and reduces the length of road which needs to be crossed in one manoeuvre from approximately 20m to 7m. The safety advantages in this are considered to outweigh the slight reduction in directness.

A triangular section of land will be required from the block of land owned by Mainpower, and bounded by Tuahiwi and Rangiora Woodend Roads. Mainpower have indicated a willingness to work with Council to enable the cycleway to be located on that land.

A Multi Criteria Assessment was carried out to identify the preferred side of the road for the shared path section of the route. This assessment considered nine criteria, and included a sensitivity assessment with different weightings for each criterion. The south / west side scored consistently higher than the north / east side.

The effects of this cycleway on other road users is expected to be small. The speed limit over the length of the route is currently under review, and the presence of the cycleway may influence the safe and appropriate speed estimated through the review process.

The proposed cycleway has been subject to an independent Road Safety Audit. The audit team identified no serious, three significant, two moderate, and five minor safety issues. The three significant issues related to speed limits throughout the route. These will be addressed as part of the speed limit review currently underway. The moderate and minor issues are able to be addressed with minor design modifications through the detailed design phase.

Consultation and public engagement on the project has generally resulted in very positive public feedback.

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The estimated cost of the project is \$995,000.

It is therefore recommended that detailed design and tender documentation commence with a view to construction starting in Spring 2017.



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## 1. INTRODUCTION

### 1.1 The need for the project

The proposed Rangiora to Woodend cycleway will provide a pedestrian and cycle connection between Rangiora and Woodend.

Rangiora is the major urban centre in the Waimakariri District. It has a population of 15,000 (2013 census). It provides shopping, education, recreation, business, and employment facilities for the wider District.

Woodend is a smaller township within the Waimakariri District. Its population is 2,700 (2013 census). The area in and around Woodend includes a number of significant district wide recreation facilities, including the nearby beaches (Woodend, Pegasus, and Waikuku), Pegasus lake, and Gladstone Park.

Proposed and ongoing growth to the north west, north east, and south east of Woodend is likely to result in a significant increase in population in the wider Woodend area. The proposed Ravenswood development will include an off road cycle path connecting Rangiora Woodend Road with the existing off road facility in Pegasus.

There is therefore a strong demand for travel between Rangiora and Woodend. It is expected that this demand will continue to grow as both Rangiora and Woodend grow.

Rangiora Woodend Road forms the primary link between Rangiora and Woodend. It is a 2 lane 2 way road, and carries 6000 vehicles per day (vpd) north of Chinnerys Road (2016 count), and 7700 vpd east of Boys Road (2015 count). It is a high speed road (current speed limit is 100km/h), and has minimal roadside shoulders. It is therefore likely that only the most confident and capable cyclists would use this route.

There is currently no bus service between Rangiora and Woodend.

The lack of cycle facilities and a bus service effectively limit transport options for most of those wishing to travel between Rangiora and Woodend to private motor vehicle.

The proposed cycleway would provide an alternative option for the "Interested but Concerned" group of potential cyclists.

### 1.2 Strategic context

#### 1.2.1 National Strategies

##### **Government Policy Statement 2012:**

The GPS seeks to develop a land transport system that supports economic growth and productivity, improves road safety and provides value for money.

The Cycleway Network will help deliver toward the GPS goals by:

- addressing current and future demand
- providing appropriate transport choices
- making the network more reliable and resilient
- providing a safe system, increasingly free of death and serious injury

## NZTA Statement of Intent

The NZTA Statement of Intent has the following goals:

- Integrate one effective and resilient network for customers.
- Shape smart, efficient, safe and responsible transport choices.
- Maximise effective, efficient and strategic returns for New Zealand.

The Cycleway Network will help deliver the NZTA Statement of Intent goals by:

- Creating a cohesive system of cycleways that is an integral part of an effective and resilient transport network
- Contributing to the Safe Systems approach that NZTA is seeking to adopt by improving facilities for vulnerable road users.
- Improving travel choices by providing a safe cycle option for all potential users
- Utilising relatively low cost infrastructure (when compared with other modes), especially where existing corridors can be used, thereby achieving an efficient and strategic return for New Zealand.

### 1.2.2 Regional Strategies

#### 1.2.3 Canterbury Regional Land Transport Strategy – (RLTS 2012-2042)

The RLTS seeks that Canterbury has an accessible, affordable, integrated, safe, resilient and sustainable transport system by achieving the following goals:

- Ensure a resilient, environmentally sustainable and integrated transport system
- Increase transport safety for all users
- Protect and promote public health
- Assist economic development
- Improve levels of accessibility for all
- Reduce greenhouse gas emissions from use of the domestic transport system

The Cycleway Network will help deliver each of these goals by:

- Improving resilience of the transport network to infrastructure damage or emergencies.
- Reducing greenhouse gas emissions from use of the transport system
- Improving resilience of the transport system to external changes.
- Improving land use and transport integration.
- Reducing fatal and serious injuries.
- Improving health from increase in time spent travelling by active means.
- Increasing energy efficiency per trip.
- Enhancing connectivity.
- Increasing travel choices.
- Improving mobility for the transport disadvantaged.

#### 1.2.4 The Greater Christchurch Transport Statement

The GCTS set an overarching framework for transport in the Greater Christchurch area with a specific objective to *“Provide more options for people to walk, cycle and use public transport”*.

**Figure 1** shows the Transport outcomes sought by the GCTS and the associated objectives. The GCTS seeks a transport system will support economic and social well-being by connecting people, goods and services with places, while minimising the environmental impacts and creating liveable communities

The Cycleway Network will help deliver each of these goals by:

- Integrating land-use activities with transport solutions, enabling ease of movement between places.
- Providing safe, efficient and resilient links to connect people and places
- Improving efficient and predictable travel time between key places
- Providing more options for people to walk, cycle and use public transport
- Supporting place-making, and 'active travel' and public transport, reducing emissions and improving public and environmental health

| Transport Outcomes                          |   | Objectives   |
|---|---|--|
| Journey<br>Links between<br>people & places | Connectedness   | Integrate land-use activities with transport solutions, enabling ease of movement between places                                 |
|   | Resilience, reliability<br>and efficiency                               | Optimise the use of existing transport assets through managing travel demand and networks  |
|   |   | Provide safe, efficient and resilient links to connect people and places   |
|   |   | Ensure efficient and predictable travel time between key places  |
| Travel choice                               | Provide more options for people to walk, cycle and use public transport |  |
| Safety                                      | Safe journeys   | Minimise the severity and social cost of crashes   |
|   |   | Improve personal security  |
| Environment                                 | Liveable communities  | Support place-making, and 'active travel' and public transport, reducing emissions and improving public and environmental health |
|   | Low environmental impacts   |  |

**Figure 1: Greater Christchurch Transport Statement**

### Urban Development Strategy for Greater Christchurch and Land Use Recovery Plan (UDS/LURP)

The UDS and LURP seek to develop a transport system that meets the changed needs of people and businesses and enables accessible, sustainable, affordable and safe travel choices.

The Cycleway Network will help deliver toward each of these goals by:

- Enabling more people cycling in and between centres of activity and for local trips
- Providing a network of safe walking and cycling routes in and between centres as part of rebuilding and upgrading the road transport network.
- Creating a safe cycling connections throughout Greater Christchurch

#### 1.2.5 Local Strategies

##### Waimakariri District Council Walking and Cycling Strategy 2017 – 2022 (Draft)

The vision of Council's draft Walking and Cycling Strategy is that "Waimakariri residents choose to walk and cycle. The environment is friendly, safe and accessible for walkers and cyclists."

Inclusive Infrastructure, Community Connections, Safe Travel and Healthy Lifestyles are identified as the strategy's key priorities. The proposed Rangiora to Woodend and Rangiora to Kaiapoi cycleways are considered to make significant contributions to these key priorities.

These cycleways are included in the draft Walking and Cycling Action Plan

### 1.3 Safety Context

Safer Journeys and the Safe System, is the Government's strategy to guide improvements in road safety over the period 2010–2020.

The Safe System approach works on the principle that it is not acceptable for a road user to be killed or seriously injured if they make a mistake. The Safe System approach aims to create a forgiving road system based on these four principles:

1. **People make mistakes**

People make mistakes and some crashes are inevitable.

2. **People are vulnerable**

Our bodies have a limited ability to withstand crash forces without being seriously injured or killed.

3. **We need to share responsibility**

System designers and people who use the roads must all share responsibility for creating a road system where crash forces do not result in death or serious injury.

4. **We need to strengthen all parts of the system**

We need to improve the safety of all parts of the system – roads and roadsides, speeds, vehicles, and road use so that if one part fails, other parts will still protect the people involved.

To get to a Safe System, the following need to be achieved (see **Figure 4** also):

- safe roads and roadsides that are predictable and forgiving of mistakes – their design should encourage appropriate road user behaviour and safe speeds
- safe speeds that suit the function and level of safety of the road – road users understand and comply with speed limits and drive to the conditions
- safe vehicles that help prevent crashes and protect road users from crash forces that cause death or serious injury
- safe road use, ensuring that road users are skilled and competent, alert and unimpaired, and that people comply with road rules, choose safer vehicles, take steps to improve safety and demand safety improvements.



**Figure 4: Safe System Approach (Source: NZTA, 2012 (Embedding the Safe System Approach to Road Safety))**

A Safe System is greater than the sum of its parts. Even slight improvements across roads, speeds, vehicles and users will lead to proportionally greater safety outcomes. System designers need to

investigate and understand the connections between the above components if we are to achieve the Safe System.

This cycleway project will seek to address safe roads and roadsides and safe speeds through design. Safe road use near cycleways will be addressed through an education programme which is planned to coincide with the opening of this route and the Rangiora to Kaiapoi one.

## 1.4 Existing Land Use Environment

The Rangiora to Woodend cycleway will connect the urban areas of Rangiora and Woodend. It passes through rural land over most of its length

The environment is Peri-urban on Rangiora approach. This area consists of the following features:

- Rural on north side of road
- Recent urban development on south side
- Pet supplies and dog grooming business operating at 57 Kippenberger Avenue

It changes to rural on both sides of the road east of Rangiora. This section has the following features:

- Mainpower recently purchased properties at the intersection of Rangiora Woodend Road and Tuahiwi Road with a view to constructing a substation on the site
- A major residential development is proposed between Rangiora Woodend Road and State Highway 1 on land owned by Ravenswood Developments west of Chinnerys Road.

The approach to Woodend is also Peri-urban, and includes the following features:

- Residential on eastern side of road
- The western side of the road is zoned rural, with a number of residential properties within the rural zone.
- The rural allotments on the western side of Rangiora Woodend Road tend to be long narrow properties. As a result, there are more property accesses on this section of Rangiora Woodend Road than would normally be expected in a rural environment.
- Footpaths and on-street parking exists along the east side of the road.

## 1.5 Existing transport environment

Traffic volumes on the route vary between 5,500 and 8,000 vehicles per day depending on location.

The following road classifications within Council's District Plan apply to the route:

- Kippenberger Road and Rangiora Woodend Road from Kippenberger Road to Boys road: Arterial
- Rangiora Woodend Road from Boys Road to State Highway 1: Collector

The entire route is classified as Primary Collector in the One Network Road Classification (ONRC)

### 1.5.1 Mid Block Sections

Each section of the route has the following features:

#### Rangiora Approach (Watkin Drive to Devlin Ave)

- 70km/h speed limit
- Kerb and channel, footpath, and cycle lane on southern side of road, but not on northern side
- 3.4m traffic lane in each direction



Kippenberger Ave

#### **Rangiora Approach (east of Devlin Ave)**

- 70km/h speed limit
- No kerb and channel or footpath
- No cycle provision
- 0.5 – 0.7m shoulder on both sides
- 3.4 – 3.5m traffic lane in each direction

#### **Rural Section**

- 100km/h speed limit
- No kerb and channel or footpath
- 0.5 – 0.7m shoulder on both sides
- 3.4 – 3.5m traffic lane in each direction

#### **Woodend Approach (Chinnerys Rd to 170m south of Woodend Rd)**

- 70km/h speed limit
- Kerb and Channel and footpath on eastern side of road, but not on western side
- No cycle provision
- 2.0m parking lane on eastern side
- 3.4 – 3.5m traffic lane in each direction
- 0.5-0.7m shoulder on western side





**Woodend approach**

**Woodend Approach (South of Woodend Road to School Road)**

- 70km/h speed limit
- Kerb and Channel and footpath on eastern side of road, but not on western side
- No cycle provision
- 7.1m parking lane on eastern side
- 3.4 – 3.5m traffic lane in each direction
- 0.5-0.7m shoulder on western side



**Rangiora Woodend Road, Woodend**

**1.5.2 Intersections**

The proposed cycleway route passes through three intersections on the cycleway side of the road. These are described below:

**Devlin Avenue**

- Tee Intersection
- Urban side road
- 70km/h on main road, 50km/h on side road
- Give way control on side road

**Boys Road Tuahiwi Road**

- Cross Roads intersection with a 5<sup>th</sup> arm
- All rural environment
- 100km/h on all approaches
- Stop controls on all side roads



**Boys Rd intersection**

**Turiwhaia Road**

- Tee intersection
- Semi urban environment on main road
- Rural environment on side road
- 70km/h on main road, 100km/h on side road
- Stop control on side road

## 2. OBJECTIVES

The following objectives are commonly used on major cycleway projects:

|                                   |  |
|-----------------------------------|--|
| <b>Safety</b>                     | Cycle routes should be safe, and be perceived as safe, provide personal security, and limit conflict between cyclists and other route users.   |
| <b>Directness</b>                 | Cycle routes should be direct with minimal need to slow or stop, based on desire lines and result in few delays door to door. Cycle parking facilities should be in convenient locations.  |
| <b>Coherence and connectivity</b> | Cycle routes should be continuous and recognisable, link all potential origins and destinations and offer a consistent standard of protection and signage throughout.  |
| <b>Attractiveness</b>             | Cycle routes should integrate with and complement their surroundings, enhance public security, look attractive and contribute positively to a pleasant cycling experience. They should connect with urban landmarks and places to provide both markers that reduce the perception of distance as well as make more useful cycle connections. Cycle parking facilities should be in convenient locations. |
| <b>Comfort</b>                    | Cycle routes should be smooth, non-slip, well maintained and free of debris and water, have gentle slopes and be designed to avoid complicated manoeuvres and allow cyclists to feel comfortable with their position whilst riding or waiting.   |

These objectives have been used to assess the options developed in Section 34.

### 3. OPTION ASSESSMENT

Three possible routes have been identified for this cycleway. All three routes follow Rangiora Woodend Rd between the Boys Rd intersection and Woodend. The three possible routes are:

- Rangiora Woodend Road / Boys Road / South Belt
- Rangiora Woodend Road / Boys Road / Northbrook Road
- Rangiora Woodend Road / Kippenberger Avenue

All three routes have their beginning at different locations within Rangiora and terminate at the same location in Woodend.

The Rangiora Woodend Road / Kippenberger Ave route has been identified as the preferred route. Kippenberger Ave continues as High St from East Belt. High St continues through the town centre. There are existing cycle lanes from East Belt to the edge of the town centre.

It is considered that this route provides better connections to key destinations in or near central Rangiora than the other routes, including:

- Rangiora CBD (including shopping and employment);
- Dudley Park and Aquatic Centre;
- Rangiora High School;
- Mainpower Oval;
- Rangiora Showgrounds

Once a preferred overall route was identified, a Multi Criteria Assessment was carried out to identify which side of Rangiora Woodend Road was more suitable for a shared path pedestrian and cycleway. The following key cycleway objectives were used as criteria to assess the two options. The original weighting of each criterion is shown in brackets:

- Safety and Comfort (20%)
- Directness and Coherence (20%)
- Connectivity to Other Destinations (5%)
- Social Safety and Attractiveness (10%)
- Local Business Impact (5%)
- Local Resident & Wider Community Impact (10%)
- Operational and Network Impact (10%)
- Ease of Construction and Cost (10%)
- Risks to Project (10%)

In addition, sensitivity testing was carried out using different weightings for the criteria. In each case that was tested, the South side of Rangiora Woodend Road scored consistently higher than the north side.

The full Multi Criteria Assessment is included in Appendix A.

-

## 4. PREFERRED OPTION

### 4.1 Description

#### 4.1.1 Overall Route (dr'g 3755 sheet 1)

The preferred route runs from east Rangiora along Kippenberger Avenue and Rangiora Woodend Road to School road in Woodend. The cycle facility will consist of on road cycle lanes in the urban areas of both Rangiora and Woodend, and a shared separated pedestrian and cycle path over the rural section. The shared path will be located on the southern side of Rangiora Woodend Road.

#### 4.1.2 East Belt to Devlin Avenue (dr'g 3755 sheet 2)

As the proposed separated shared path begins to the east of Devlin Ave, the following facilities will be provided to connect path users to the urban network.

On-road cycle lanes will be provided from East Belt to the separated path east of Devlin Ave. The width of these lanes will be 1.5m where the speed limit is 50kph and 2.0m where the speed limit is 70kph. Shoulder widening on the north side of Kippenberger Avenue will be required to provide space for this cycle lane.

There is an existing cycle lane on the southern side of Kippenberger Avenue between Watkins Drive and Devlin Ave. A cycle lane between Watkins Drive and East Belt will be created utilising existing road space. There is an existing footpath along this section providing for pedestrian users.

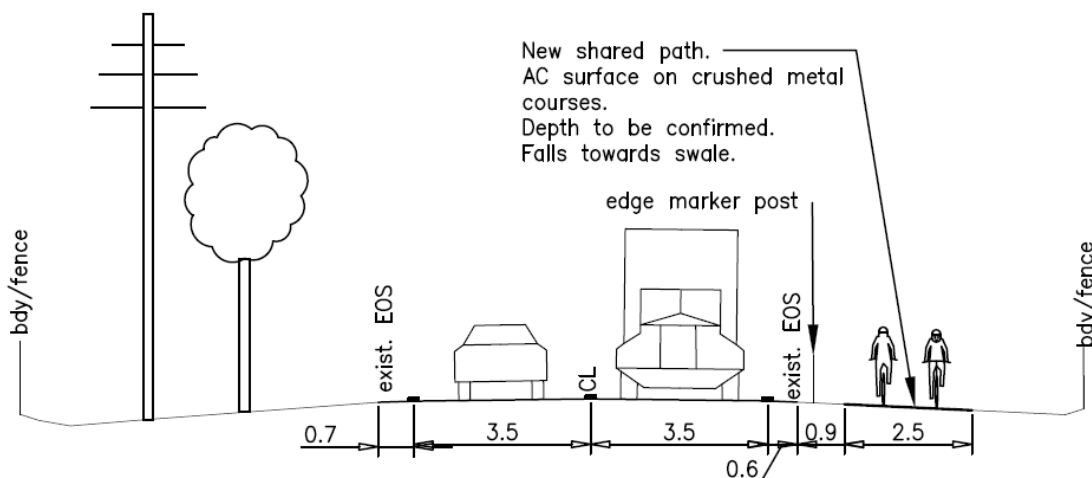
Existing trees planted by the community line both sides of Kippenberger Avenue. These trees prevent the formation of a separated path as there is insufficient space. Removal of these trees has not been considered as an option.

#### 4.1.3 Devlin Ave to Boys Road (dr'g 3755 sheets 2 & 3)

The separated shared path will begin approximately 100 metres east of Devlin Ave on the south side of Kippenberger Ave. Low landscaped islands will provide a safe crossing facility for south bound cyclist to cross to the path. A 1.8m wide footpath will connect the shared path to the existing footpath at Devlin Ave.

A new 12m long concrete bridge is required to cross the Cam River. This will sit beside the existing road culvert. Existing barriers on the inside of the curve will protect path users around the bend opposite Golf Links Rd.

The remainder of this section is straight forward. A number of rural vehicle entrances will be crossed. Treatment at each vehicle entrance will include provision for rural mail delivery. A typical vehicle crossing detail is shown on dr'g 3755 sheet 3



#### 4.1.4 Boys Road Intersection (dr'g 3755 sheet 4)

The intersection of Boys Road, Tuahiwi Road, and Harris Road with Rangiora Woodend Road (commonly known as Five roads) is a complex intersection in a high speed environment. The layout of the intersection can result in a high mental workload for drivers entering and leaving Boys and Tuahiwi Roads. The addition of a cycle route through the intersection on Rangiora Woodend Road is likely to increase the workload for drivers. In addition cyclists will need to be aware of the multiple manoeuvres that vehicles are able to make as they negotiate the intersection.

The intersection has a poor crash history. The crash data indicates that there have been one serious injury, two minor injury, and nine non injury crashes recorded at the intersection in the past five years. The most common crash type was drivers turning from Boys Road failing to give way to vehicles on Rangiora Woodend Road.

It is therefore considered that this intersection could pose a significant risk to path users if the path were to follow the most direct route through the intersection along Rangiora Woodend Road.

It is proposed to cross Boys Road and Tuahiwi Road separately. This results in path users only having to consider vehicles approaching from two directions at any time. It also reduces the length of road path users need to cross in a single manoeuvre from greater than 20m to two crossings of approximately 7m. The proposed path alignment crosses Boys and Tuahiwi Roads approximately 20 metres from the Rangiora – Woodend Road. This provides some separation between the intersection and the crossing points, but is still close enough to the intersection for vehicle speeds to be comparatively low.

The proposed alignment deviates from the direct alignment by approximately 30m, and includes a number of comparatively sharp bends. It is considered that the safety benefits from this alignment outweigh the disadvantages associated with the additional path length and sharp bends.

This intersection is subject to safety improvement investigations separate to this project. The proposed alignment has been assessed against possible future layouts of the intersection. The path will not preclude any of the designs currently being considered. However, the cycleway will need to be integrated into the design of any new intersection layout. This may result in changes to the path alignment. Such changes are considered to be minor when compared with the scope of wider intersection improvements

#### 4.1.5 Boys Road to Chinnerys Road (dr'g 3755 sheet 4,5 & 6)

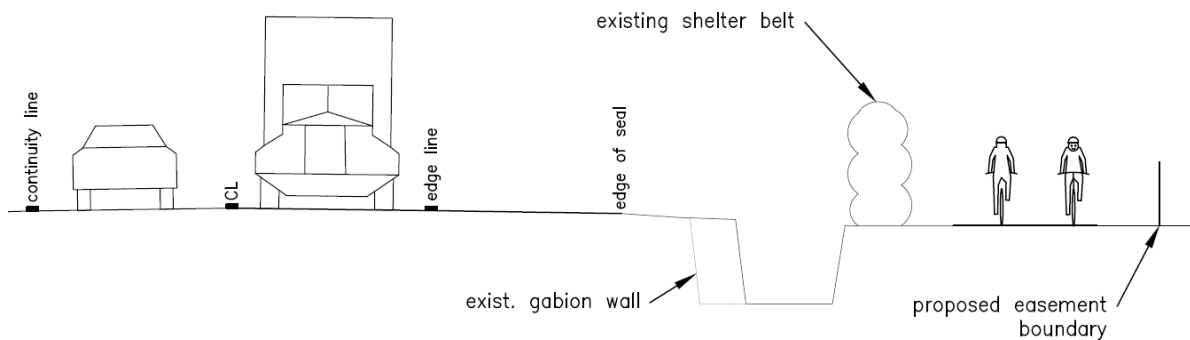
From Tuahiwi Rd, the path curves through private property to re-connect with Rangiora Woodend Rd. The path follows Rangiora Woodend Rd for approx. 180 metres before re-entering private property. Past improvements at the Gressons Road intersection included construction of a gabion retaining wall to facilitate shoulder widening. There is insufficient room for a path along this section. The private property is currently owned by Mainpower who have indicated a willingness to facilitate the cycleway over their land. Once past the Gressons Rd intersection, the path re-enters road reserve and follows the berm through to a location east of Chinnerys Rd.

There are multiple vehicle entrances with rural delivery which will be upgraded to sealed entrances. This is to allow for road marking and prevent gravel migrating onto the path.

Many properties have shelter planting along their road frontage. Trimming of these back to the boundary will be required to provide maximum space for the path.

The path will continue to approximately 50 metres east of Chinnerys Road. A crossing facility at the end of the separated path will provide safe crossing for pedestrians and south bound cyclists. From this

location, pedestrians connect to the existing footpath network along Rangiora Woodend Rd and Chinnerys Road. Three on-street parking spaces will be removed to allow for the crossing facility.



Typical cross section opposite Gressons Rd

#### 4.1.6 Ravenswood Spine Road (dr'g 3755 sheet 5)

The future Ravenswood subdivision will provide walking and cycling connections, including a shared pedestrian and cycle path, along the subdivision spine road to State Highway 1 at the existing roundabout at Pegasus Boulevard. A proposed 3 leg roundabout on Rangiora – Woodend Rd will provide access to this spine road.

The Rangiora to Woodend Cycleway will pass on the southern side of the roundabout, and so will not cross any approach to the roundabout. A connection between the Rangiora to Woodend and the Ravenswood Spine Road cycleways will be incorporated in the Roundabout design. This connection will need to cross Rangiora Woodend Road

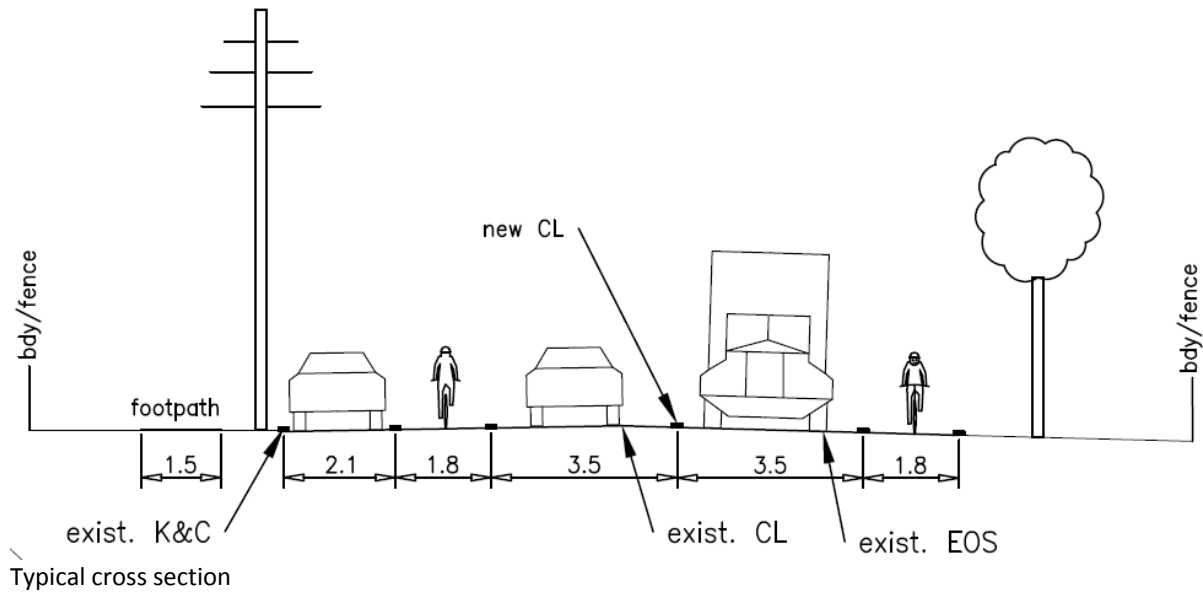
#### 4.1.7 Chinnerys Road to School Road (dr'g 3755 sheet 6 & 7)

The section of Rangiora Woodend Rd between Chinnerys Rd and School Rd has residential development of the east side and remains rural on the west. As noted in Section 1.4 , there are more property accesses on the western side of this section of Rangiora Woodend Road than would normally be expected in a rural area.

Footpaths and on-street parking exist along the east side of the road.

The proposal is to create on-road cycle lanes from the crossing facility near Chinnerys Rd to School Rd. The total width of the proposed carriageway is 12.7m. The existing sealed width is 10.5. Shoulder widening of 2.2m is required on the west side of Rangiora Woodend Road to provide the extra width.

Parking on the east side of the road will be maintained. There is no formalised parking on the west side of the road.



#### 4.1.8 Speed Limits

The speed limits identified in this report are existing speed limits. Speed limits along Rangiora Woodend Road are currently being reviewed as part of a separate process. This review may recommend changes in speed limits along the route.

## 4.2 Assessment of effects on other modes

#### 4.2.1 Roading Network

The proposed path is separated from the carriageway over the rural section of the route. Road traffic has priority over path users at all crossings. The effects of the path on the wider road network over this section, is therefore expected to be very small.

As noted in section 4.1.8, a review of speed limits on Kippenberger Avenue and Rangiora Woodend Road is currently under way. The presence of the cycleway is likely to affect the safe and appropriate speed identified through that review.

#### 4.2.2 Property Accesses

The proposed path crosses approximately 23 rural property accesses to dwelling and a number of farm paddock entrances. Path users will have priority over these accesses. Vehicle accesses will be sealed to the property boundary to minimise the amount of loose metal migrating onto the path at the accesses.

Accesses with Rural Delivery mail boxes will be modified to enable rural delivery vehicles to safely access the mail boxes.

#### 4.2.3 Bus routes

The existing City to Pegasus bus route includes stops along Rangiora Woodend Rd within the urban area of Woodend. This route is scheduled to change in April 2017 eliminating the stops along Rangiora Woodend Road. Therefore no provision for bus stops has been allowed for in the scheme design.

#### 4.2.4 Parking

On-street parking on Kippenberger Ave within the urban environment will be maintained. Within the rural environment there is no formal parking. The new cycle lanes will prevent parking along the road shoulder.



The presence of the shared path along the roadside verge for the length of Rangiora Woodend Road will prevent voluntary parking/use of this verge. The expectation is vehicles will use this space should stopping for emergencies be required.

On-street parking exists along the east side of Rangiora Woodend Road within the urban area of Woodend. Three parking spaces will be removed to provide room for the crossing facility at the end of the shared path. There is no formalised parking on the west side of the Rangiora Woodend Road. The cycle lane will prevent parking along this side of the road.

#### 4.2.5 Rubbish Collection

Properties along the route currently receive rubbish collection services. The current practise is to place bags/bins at the side of the road for collection. As the cycleway has at least 1.5m separation from the road, rubbish collection will be un-affected.

### 4.3 Meeting Strategies Design Principles & Objectives

#### 4.3.1 Strategies

The Woodend to Rangiora shared path is identified in the WDC Walking and Cycling Strategy and Implementation Plan (May 2011) as the transport focused project with the highest priority for implementation. It is also included as a key priority in the draft 2017 – 2022 Walking and Cycling Strategy.

#### 4.3.2 Design Principles and Objectives

The effectiveness of the preferred route and layout was assessed against the key cycleway objectives as follows:

**Safety:**

The route will limit conflict between path users and motor vehicles. It will be readily visible to users of Rangiora Woodend Road, thereby increasing the level of personal security.

**Directness:**

This is the shortest, most direct route.

**Coherence and connectivity:**

This route is continuous with a consistent standard of facility.

Note: Connections suitable for the “interested but concerned” to destinations and amenities are required at both the Woodend and Rangiora ends to maximise potential path use. These are outside the scope of this project. It is proposed to address these connections in subsequent cycling projects

**Attractiveness:**

The route will integrate with the rural environment and contribute positively to a pleasant walking and cycling experience. There is ample scope to enhance the route with landscape features.

**Comfort:**

The route will feature a sealed path surface suitable for commuter cyclists, have gentle slopes and be designed to avoid complicated manoeuvres.

#### 4.3.3 Design standards

The proposed facility is a 2.5 m wide shared path with an asphalt surface.

The following guides will be used to complete the detailed design:

- NZTA Cycling Network Guidance
- Austroads Guide to Road Design
- New Zealand Cycle Trail Design Guide
- Christchurch Cycle Design Guidelines

#### 4.3.4 Separation

The path is generally located away from traffic lanes. This eliminates the need for cycling in a contra-flow direction close to fast moving traffic. ViaStrada have prepared a draft report (W2R Roadside Barrier options V01 February 2016) for Council to use when considering using separation distances and barriers to separate IBC cyclists and pedestrians from opposing and high speed traffic. This report is included as Appendix C.

ViaStrada's barrier report recommended a minimum clearance of 1.5m between the edge of the traffic lane and the shared path. It further recommended the use of flexiposts or bollards within the 1.5m separation.

NZTA's Manual of Traffic Signs and Markings (MOTSAM) specifies spacing, and post specification for Edge Marker Posts on rural roads. Edge Marker Posts are a long standing method of providing delineation on rural roads. The recommended spacing for Edge Marker Posts is 100m on straights.

There does not appear to be any NZTA guidance for the use of flexiposts on high speed rural roads.

It is therefore proposed to discuss the use of flexiposts and/or closer spaced Edge Marker Posts to provide improved delineation between the cycleway and the road carriageway during the detailed design phase.

### 4.4 Asset Management issues

#### 4.4.1 Path Management

The path will become a Council Asset.

#### 4.4.2 Path Maintenance

The maintenance of the path will be an addition to the road network maintenance contract. Mowing, spraying and surface maintenance will be required to keep the path at a high level of service.

### 4.5 Legal issues

#### 4.5.1 Land Ownership

The cycleway will be primarily located on Waimakariri District Council road reserve.

Access to an area of land at Boys Rd intersection currently owned by Mainpower will be sought

A 125 metre length of the cycleway is to be located on property owned by Mainpower. A proposal to Mainpower will seek an easement over this land for the cycleway.

Mainpower have indicated a willingness to enable the cycleway to be built over their land.

#### 4.5.2 Consent Requirements

Building consents will be required for the bridge

An archaeological assessment has been undertaken by Michael Trotter. His recommendation is no archaeological authority is needed from Heritage NZ.

Earthworks within 20 metres of a waterway will be required from WDC.

## **4.6 Cost estimate**

Cost estimates have been provided in Appendix D.

## **4.7 Safety Audit**

An independent Safety Audit has been carried out by Abley Transportation Consultants. The full audit is included as Appendix E. The audit team identified no serious, three significant, two moderate, and five minor safety issues. The three significant issues are as follows:

### **4.7.1 Clearance to Live Traffic Lanes**

The audit team identified that there may be locations where it is not possible to achieve the desired 1.5m clearance between the path and the adjacent roadway. They recommend that consideration be given to reducing the speed limit on Rangiora Woodend Road.

### **4.7.2 Kippenberger Avenue Crossing – Speed Limit**

The audit team considered that any collision between a cyclist and motor vehicle at the crossing point on Kippenberger Avenue. In a 70km/h area would have a high likelihood of death or serious injury. They therefore recommended that speed limits along this section be reviewed, and that a threshold treatment be considered at the change in speed limit

### **4.7.3 Rangiora Woodend Road Crossing – Speed Limit**

The audit team raised a similar concern, to the one above, regarding speed at the Rangiora Woodend Road crossing. They recommended that speed limits at this location also be reviewed

All of the significant issues identified by the audit team regard speed limits on Rangiora Woodend Road. Council staff have recently commenced a review of speed limits along Rangiora Woodend Road. The comments of the audit team will be considered in this review process.

### **4.7.4 Moderate and Minor Issues Identified**

All of the moderate and minor issues identified in the safety audit will be able to be addressed in the detailed design stage with minor design modifications. These modifications are expected to have minimal impact on the estimated cost of the project.

## **4.8 Project Risks**

A risk register has been developed and maintained for this project. It is included as Appendix F.

## 5. CONSULTATION OUTCOMES

### 5.1 General Consultation

Feedback from the community via Annual Plan and Walking and Cycling strategy processes has revealed a strong desire for cycling links between the District's main towns.

The Rangiora to Woodend route has been identified as one of two high priority projects for walking and cycling in the district.

In late 2015 residents whose properties adjoined the proposed cycleway were written to outlining the proposed project. Reaction to the project has been positive and residents have been provided with regular updates since then via mail on the progress of the project.

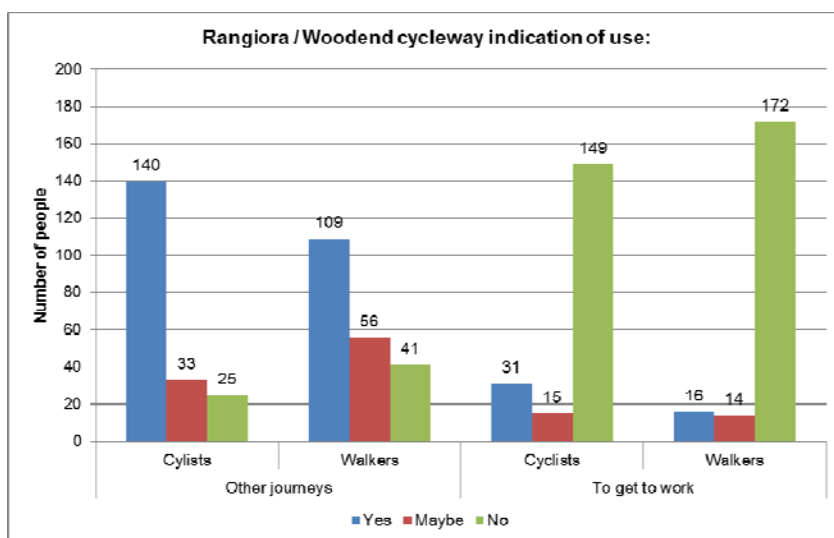
Personal contact has been made with residents potentially affected by changes to the environment outside their property, including land purchase from one resident. These discussions have been accomplished without major issues.

The project has been promoted via various channels, including displays at the Rangiora A & P Show and Kaiapoi Carnival over the past two years, media engagement, social media and website updates. The over-riding sentiment from the community has been 'just get on and do it'.

### 5.2 Surveys

As part of the review of the Walking & Cycling Strategy in 2015 information was gathered about the potential use of the Rangiora –Woodend cycleway.

The following graph shows the level of interest in the cycleway from walkers and cyclists, who indicated whether they would use the path to either travel to work or for other journeys.



Comments regarding the project included:

- A great way to enable people to get between Rangiora and Woodend as this has been difficult since the changes in the bus routes;
- A great safety enhancement for a narrow roadway;

- Brilliant! The Rangiora Woodend Road is way too narrow to safely cycle along. I ride thousands of km per year, and almost never use this road due to safety concerns;
- Excellent idea, support it wholeheartedly and happy for my rates to go towards worthwhile projects like this;
- I would really love to see this pathway installed. I would much prefer to cycle to Rangiora but choose not to because I find the road unsafe

People who took the opportunity to comment on this path were generally very enthusiastic about the proposal and very keen to have a pathway separate from the road. They do express concern regarding the speed of traffic along the road which has the potential to impact on anyone using the cycleway even if it is a separated path. Also of concern are the number of driveways this path will cross and the lack of visibility from some of these. The width of the path is also mentioned with people suggesting a 3m minimum width for the safety of cyclists and walkers.

### **5.3 Adjoining Properties**

#### **5.3.1 Adjoining Properties**

Letters have been sent to properties adjoining the path outlining the route. Very little feedback has been received.

### **5.4 Public Drop-in Session**

The Council held a drop-in session at the Tuahiwi School hall in August 2016. One of the displays was this cycleway project. A number of local residents showed interest in the project with most supporting the initial scheme design.

## 6. CONCLUSION

The scheme design for the cycleway between Rangiora and Woodend as shown in the scheme drawings, and described in this report will help meet a need for alternative travel modes between the two towns.

It will provide a shared pedestrian and cycle path which is separated from vehicle traffic over most of its length. Those locations where it is not fully separated will be existing or extended on road cycle lanes within the Rangiora and Woodend urban areas.

It is therefore recommended that:

- a) The scheme design be approved; and
- b) Approval is granted to develop a detailed design and tender documentation with a view to construction commencing in spring 2017.

## 7. Appendices

## 5.5 Appendix A – Multi criteria Assessment



## 5.6 Appendix B – Scheme Plans

## **5.7 Appendix C – Roadside Barriers Report (ViaStrada)**

## 5.8 Appendix D – Cost Estimate

## 5.9 Appendix E – Safety Audit

## 5.10 Appendix F – Risk Register

**WAIMAKARIRI DISTRICT COUNCIL****REPORT**

**FILE NO:** GOV-01-06, RDG-01/170207010670

**REPORT TO:** Council

**DATE OF MEETING:** 7 March 2017

**FROM:** Ken Stevenson, Roading Manager

**SUBJECT:** Request for approval for the Footpath Operation of NZ Post Electric Delivery Vehicles in Rangiora and Kaiapoi.

**SIGNED BY:** \_\_\_\_\_  
 (for Reports to Council or Committees) Department Manager

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


**1. SUMMARY**

- 1.1. The purpose of this report is to seek Council approval for NZ Post to use four wheeled electric Paxster vehicles on footpaths within the residential areas of Rangiora and Kaiapoi.
- 1.2. NZ Post is seeking this approval due to the changing letter and parcel delivery business. The number of letters being sent is decreasing while the number of parcels is increasing due to the rise in online shopping. Currently bicycles are used for letter deliveries and vans for parcel deliveries. The proposed vehicle is a four wheeled electric Paxster vehicle that can be used on the road or on the footpath to deliver letters and small parcels. This vehicle was available for viewing by Councillors last November.
- 1.3. The four wheeled Paxster vehicle has been classified by NZTA as a Light Goods Vehicle (Class NA) and can be driven on the road. In order for the Paxster to be driven on the footpath, NZTA has granted a formal exemption from Road User Rule Clause 2.13(1) of the Land Transport (Road User) Rule 2004.
- 1.4. The proposal is that the vehicles will be used in the residential areas of Rangiora and Kaiapoi. They will not be used in high pedestrian areas such as the town centres and outside schools at opening and closing times and will only be used around schools, retirement villages and rest homes, the hospital and other medical facilities and outside other retail businesses at times of low traffic and pedestrian demand.
- 1.5. NZ Post has carried out trials in Lower Hutt, Wellington, Auckland and New Plymouth and has engaged a number of third party experts to assess the safety of the vehicle and the operation. NZ Post has refined the operation based on the trials and on the third party feedback and the operation is now considered suitable to be approved within the residential areas of Rangiora and Kaiapoi.

**Attachments**

- i NZ Post Executive Summary and Request for Approval Document (Doc 170227018690)
- ii NZ Post Integrated Delivery Agent background document (Doc 170227018701)

## 2. RECOMMENDATION

**THAT** the Council:

- (a) **Receives** report N° 170207010670.
- (b) **Approves** the use by NZ Post of four wheeled electric Paxster vehicles on footpaths within the residential areas of Rangiora and Kaiapoi and in accordance with the NZ Post Request for Approval Document (Doc 170227018690).
- (c) **Notes** that the areas in which the vehicles are specifically excluded in Rangiora and Kaiapoi include the town centre areas and outside schools between 8:30am and 9:15am and between 2:00pm and 4:00pm.
- (d) **Notes** that the vehicles will not be used in any area where there is reason to expect that there will be high footpath usage at the time of the vehicle passing the area. These areas include:
  - Outside retirement villages, the hospital, and other medical facilities,
  - Outside schools (other than the exclusion times), preschools, and any other learning institutions,
  - Outside any retail business outside of the town centre exclusion areas which would be trading during delivery working hours.
- (e) **Circulates** this report to the Boards.

## 3. ISSUES AND OPTIONS

- 3.1. NZ Post is proposing to change their method of delivery in the residential areas in Rangiora and Kaiapoi due to the changing nature of letter and parcel delivery. The number of letters being sent by post continues to fall and the volume of parcels being delivered to peoples' homes is increasing with the rise in online shopping. As such NZ Post is proposing to use a vehicle smaller than a van but capable of carrying more than a bicycle to enable parcels and letters to be delivered in the residential areas.
- 3.2. NZ Post has chosen a four wheeled electric Paxster vehicle as the vehicle they propose to use.
- 3.3. Since 2014 NZ Post has carried out testing of the vehicle and has completed trials in Lower Hutt, Wellington, Auckland and New Plymouth.
- 3.4. NZ Post also engaged a number of third party experts to provide safety input on the vehicles and the use of the vehicles. The third party experts were:
  - Stu Kearns – Ex Chief Crash Investigator NZ Police
  - Transport Specifications Ltd – Automotive Engineers
  - Mackie Research and Consulting

A summary of their findings is shown in the attached documents.
- 3.5. The four wheeled Paxster vehicle has now been classified by NZTA as a Light Goods Vehicle (Class NA) and can be driven on the road. In order for the Paxster to be driven on the footpath, NZTA has granted a formal exemption from Road User Rule Clause 2.13(1) of the Land Transport (Road User) Rule 2004.
- 3.6. NZ Post has carried out a full risk, safety and route assessment and has provided the attached document outlining their operational and safety rules and procedures.

- 3.7. The general safety rules relating to the safe operation on footpaths are as follows.
- Vehicles will maintain a safe speed on the footpath. (max 20km/h)
  - Vehicles will give way to pedestrians, mobility devices or wheeled recreational devices used on the footpath.
    - This means that the vehicle will pull off the footpath if possible as to not obstruct the other user, and come to a complete stop until the user passes.
    - The vehicle will never be operated in a way that forces another user of the footpath to step off the footpath, into traffic, take any other evasive action, or force the other user into an unsafe situation.
  - Vehicles will not block the footpath
  - Vehicles will not ride on the grass verges
  - All operators will only enter or exit footpaths from driveways or other formed access points. The vehicle will never be driven up or down the kerb.
  - All operation will only be on the left-hand footpath of the road except in specifically identified areas.
- 3.8. Riding on the footpath is not permitted in the following situations.
- In areas specifically excluded or not permitted by the Council and as shown in the attached document.
  - When travelling to and from the Delivery Branch and any dead-rides.
  - If there is no mail delivery for some distance i.e. 50m or greater distance between delivery points (unless during a formal hazard assessment it is demonstrated to be unsafe on the road).
  - In areas where there is reason for the 'operator' or 'leader' to expect that there will be high footpath usage at the time of the vehicles passing the area.
- 3.9. The areas specifically excluded in Rangiora and Kaiapoi include the central business areas as well as outside schools between 8:30am and 9:15am and between 2:00pm and 4:00pm.
- 3.10. The vehicles will not be used in any area where there is reason to expect that there will be high footpath usage at the time of the vehicle passing the area. For example:
- Outside retirement villages, rest homes, the hospital, and other medical facilities,
  - Outside schools (other than the exclusion times), preschools, and any other learning institutions,
  - Outside any retail business outside of the town centre exclusion areas which would be trading during delivery working hours.
- 3.11. Council staff will liaise with NZ Post staff to manage any day to day operational issues that might arise. In addition the agreement will be reviewed by discussion between NZ Post and Waimakariri District Council staff every three years and amended as required.



3.12. NZ Post is implementing this method of delivery in towns across the country and to date the following Councils have given full approval for the use of the vehicles on footpaths.

- Auckland Transport for North Shore, West Auckland
- New Plymouth District Council
- Ashburton District Council
- Oamaru (Waitaki District Council)
- Invercargill District Council
- Rotorua District Council
- Taupo District Council

3.13. The Management Team has reviewed this report and it supports the recommendations.

#### **4. THE COMMUNITY VIEWS**

4.1. Locally NZ Post has discussed their proposal with the Waimakariri Access Group and with Carina Duke of the NZ Blind Foundation. The feedback appeared to be neutral from the point of view they did not voice their support or opposition as such and they did not raise any specific concerns.

4.2. NZ Post has carried out trials of the vehicle in Lower Hutt, Wellington, Auckland and New Plymouth. These trials were by and large successful with few if any issues encountered.

4.3. Council staff have not carried out any specific or general community consultation on the use of these vehicles because this is a NZ Post operational issue.

#### **5. FINANCIAL IMPLICATIONS AND RISK**

5.1. There are no financial implications to the Council in relation to this matter.

5.2. A risk is incidents do occur and the Council is held to blame because it approved the use of the vehicles. This is unlikely as NZ Post has in place a thorough operational and safety plan and in addition NZ Post has a manager in Rangiora responsible for this operation who can address any issues immediately if they arise.

#### **6. CONTEXT**

##### **6.1. Policy**

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

##### **6.2. Community Outcomes**

Businesses in the District are diverse, adaptable and growing

There is a safe environment for all

Transport is accessible, convenient, reliable, affordable and sustainable

Ken Stevenson  
Roading Manager

## **Local Council- Executive Summary**

### **New Zealand Post Group - Introduction of New Electric Delivery Vehicle**

#### **Introduction**

New Zealand Post is planning to introduce a new postal delivery electric vehicle in metro areas around New Zealand over the next two years. The first metro area where these vehicles will be rolled out will be Auckland in 2016, starting in North Shore, and followed by the rest of Auckland. This follows a successful pilot of the vehicle in New Plymouth in 2015 and a trial in the Pt Chevalier and Westmere areas, in conjunction with Auckland Transport, in October 2014.

#### **Why are we introducing a new vehicle?**

The number of letters being sent by mail continues to fall significantly and the volume of parcels being delivered to people's homes is increasing with the rise in online shopping. As the needs of our customers change, it makes sense to look at using different types of vehicles that are smaller than a van, but can carry more than a bicycle.

New Zealand Post is responding to the challenge of building a sustainable business for the future and has extensively researched what international postal organisations are doing to effectively manage the changes in the market. One of the ideas that has been successfully introduced in Europe is the use of new electric vehicles that have the capacity to carry more parcels and mail, are suited to a wide range of terrain, and can operate for longer without the battery needing to be re-charged.

Since early 2014 we have undertaken thorough and rigorous testing of two potential new delivery vehicles on the footpath in residential areas, firstly in Lower Hutt, Wellington, then parts of Auckland and more recently in New Plymouth.

Overall results have shown that the four -wheeled electric Paxster vehicle is safe and offers more protection for our delivery people, it is also nimble and efficient for mail delivery. Customers and the public have been supportive and positive about New Zealand Post's new delivery approach.

Based on our results, we are planning to introduce the Paxster vehicle into our delivery fleet later this year.

## The Paxster vehicle

### Key features include:



**STYLE:** 4 wheeler  
**CAPACITY:** Up to 200kg  
**LENGTH:** 2.3M  
**WIDTH:** 1.2M  
**SPEED:** 45km/h  
**MOTOR:** Electric

The four-wheeled Paxster vehicle has been classified by NZTA as a Light Goods Vehicle (Class NA) and can be driven on the road. In order for the Paxster to be used on the footpath, NZTA has granted a formal exemption from Road User Rule Clause 2.13(1) of the Land Transport (Road User) Rule 2004 (TBC).

The vehicle is small and manoeuvrable enough for Delivery Agents to safely deliver mail to residents from the footpath, and can travel fast enough on roads to be safe and efficient in traffic to enable Delivery Agents to travel to their delivery rounds.

### What action are we seeking from Waimakariri District Council ?

Following successful testing of the Paxster in parts of Auckland in 2014, Waimakariri Council provided "in -principle" approval to operate this vehicle on the footpath.

New Zealand Post is now seeking final footpath exemption approval to operate the new Paxster vehicles on the footpath in residential areas of Rangiora and Kaiapoi from early- 2017.

New Zealand Post contact person:

John Roche  
 Regional Delivery Manager Canterbury  
 850 Wairakei Road  
 Christchurch  
 0274-363-224



NEW  
ZEALAND  
POST  
GROUP

Request for approval of the Operations Plan for the  
use of Electric Delivery Vehicles in Waimakariri  
District

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24 February 2017

## 1 Application

New Zealand Post requests that the Waimakariri District Council give approval for them to operate electric delivery vehicles (Paxters) on the footpath in metropolitan Rangiora and Kaiapoi.

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |

## 2. Contents

This document includes:

- Appendix 1 - Maps of the areas showing exclusion zones for approval
- Appendix 2 - Round Assessment Information detailing known hazards (schools, rest homes etc)
- Appendix 3 Leader Guide to using the Paxter
- Appendix 4 - New Zealand Post Safety Management Plan
- Appendix 5- Summary of Planned Communications to Residents and Businesses

## 3. Requirement for footpath access

Changes in customer demand means New Zealand Post needs to change the ways it delivers postal products. The introduction of an Integrated Delivery Agent allows for greater efficiency and more flexibility as to the products that can be delivered, in-line with changing customer expectations. This is complementary to maintaining the level of service specified by New Zealand Post's Deed of Understanding mandated by the New Zealand Government

The Integrated Delivery Agent requires the use of an electric delivery vehicle, and access to the footpath by those vehicles to deliver mail, parcels and other postal products.

## 4. Electric Delivery Vehicle Descriptions

This approval relates to the use of New Zealand Post's 4 wheeled electric delivery vehicles used for the purpose of delivering postal product. The vehicle that this approval covers is specified below:

#### 4.1. Loyds Paxster

- Classified as a class NA light good vehicle
- Exemption granted to section 2.13 of the Land Transport (Road User) Rule by NZTA, and subject to approval from the relevant road controlling authority to allow footpath access
- Operator must hold a current class 1 licence

### 5. Guidelines for safe operation on the footpath

New Zealand Post will operate on the footpath in accordance with the policies specified in its Safety Management Plan for electric delivery vehicles. The rules relating to footpath operation are summarised below:

#### General safety rules:

- Vehicles will maintain a safe speed on the footpath
- Vehicles must give way to pedestrians, mobility devices or wheeled recreational devices being used on the footpath
  - The operators must give way to pedestrians, mobility devices or wheeled recreational devices being used on the footpath. This means that the vehicle must pull off the footpath if possible as to not obstruct the other user, and come to a complete stop until the user passes.
  - The vehicle should never be operated in a way that forces another user of the footpath to step off the footpath, into traffic, take any other evasive action, or force the other user into an unsafe situation.
- Vehicles will not block the footpath
- Vehicles will not ride on grass verges
- All operators should only enter or exit footpaths from driveways or other formed access points. The vehicle should never be driven up or down the kerb.
- All operation shall be on the left-hand footpath of the road except in specifically identified areas

#### Riding on the Footpath is not permitted:

- In areas specifically excluded or not permitted by the Road Controlling Authority
- When travelling to and from the Delivery Branch and any dead-rides
- If there is no mail delivery for some distance i.e. 50m or greater distance between delivery points (unless during a formal hazard assessment it is demonstrated to be unsafe on the road).
- In areas where there is reason for the 'operator' or 'leader' to expect that there will be high footpath usage at the time of the vehicles passing the area.

## 6. Additional safety measures

NZ Post has completed a Safety and Wellbeing assessment of the vehicles and operating model. This assessment identifies risks needing to be eliminated, isolated or minimized in line with its obligations under the Health & Safety Employment Act, including:

- Rounds will be left-hand side delivery to allow for the safe entry of electric delivery vehicles into traffic flow when exiting the footpath
- Operators are required to wear Personal Protection Equipment (PPE) as specified by NZ Post

## 7. Reporting, complaints & issue resolution

New Zealand Post commits to investigating any issues raised by Waimakariri District Council in good faith, and Waimakariri District Council commits to working with NZ Post in good faith to ensure the long-term success of the Integrated Delivery agent and use of electric delivery vehicles.

In regards to complaints from the public via the New Zealand Post customer call centre, New Zealand Post commits to either resolving the issue or agreeing a timeline for resolution with the customer within 48 hours of lodging the complaint.

New Zealand Post will provide quarterly reports regarding incidents involving any electric delivery vehicles and other road users or property damage. Incidents involving a fatal or serious injury crash will be notified within 24 hours

## 8. Operators and Training

All operators of electric delivery vehicles must have completed NZ Post's training programme prior to driving on the footpath, and have passed an assessment administered by an approved NZQA trainer.

## 9. Warrants

Waimakariri District Council may request that all electric delivery vehicles carry a warrant of authorisation or other documentation demonstrating approval for footpath operation, to be provided by Waimakariri District Council if required. Vehicles will carry authorisation documentation from NZTA.

## 10. Amendment and Review

This agreement should be reviewed by discussion between NZ Post and Waimakariri District Council, three years from the signing date. New Zealand Post will continue to operate under the terms of this agreement until advised in writing of any changes or variations that Waimakariri District Council wishes to add.

## **Appendix 1: Exclusion zones**

Vehicles will not operate on footpaths in the areas marked in yellow on the attached map.







Rangiora Exclusion Zone



Rangiora Schools & Preschools



Rangiora Resthomes



Kaiapoi Exclusion Zone



Kaiapoi Schools & Preschools



Kaiapoi Resthomes

## Appendix 2: Round Assessment Report



**Known Hazards:**

Detailed on the attached spreadsheet are a list of the rest homes, hospitals and schools located within this branch catchment. As per our safety management plan we will not use the Paxster vehicle on the footpath during high traffic times.

**Schools**

Paxster Operators will not be permitted to use the vehicles within 100 Mtrs of schools during the periods of :0830-0915 and 1400-1600

**Rest Homes and Hospitals**

Paxter operators will be trained to exercise discretion when encountering sensitive or high use foot traffic area.

Operators will not use the Paxter on the footpath around rest homes and hospitals when pedestrians are present.

**Peak Periods of Foot Traffic Usage**

Outside of the exclusion zones Paxter operators will be trained to exercise discretion when encountering unusually busy periods of foot traffic, ie sports events, street entertainment etc, in these circumstances they will move onto the roadway.





Schools

| Round Num | Name                     | Address  | Type        |
|-----------|--------------------------|--|-------------|
| kai001    | Kaiapoi High School      | 46 Ohoka Road Kaiapoi                              | High School |
| kai001    | Portobello               | 107 Otaki St Kaiapoi                               | Kindy       |
| Kai001    | Kaiapoi Baptist          | 67 Fuller Street Kaiapoi                           | Kindy       |
| kai001    | St Patricks              | 61 Fuller Street Kaiapoi                           | School      |
| kai002    | Karanga Mai              | 46 Robert Coup Road Kaiapoi                        | College     |
| kai002    | Vickery Kindy            | 22 Vickery Street Kaiapoi                          | Kindy       |
| kai002    | ABC                      | 56 Williams Street Kaiapoi                         | Kindy       |
| Kai003    | Kaiapoi Borough School   | 20 Hilton Street Kaiapoi                           | School      |
| Kai005    | Kaiapoi North School     | 278 Williams Street Kaiapoi                        | School      |
| kai005    | Kidsfirst                | 10 Ranfury Street Kaiapoi                          | Kindy       |
| Kai005    | Kaiapoi Preschool        | 8 Tunas Street Kaiapoi                             | Kindy       |
| Kai006    | Sovereign Star Nursery   | 414 Williams Street Kaiapoi                        | Kindy       |
| Rra001    | Ashgrove School          | 38 Seddon St Rangiora Back entrance (kingsbury St) | School      |
| Rra003    | Ashgrove School          | 38 Seddon Street Rangiora                          | School      |
| Rra003    | Rangiora Borough School  | 58 Church Street Rangiora                          | School      |
| Rra003    | First learning Preschool | 48 Church Street Rangiora                          | Kindy       |
| Rra003    | Rangiora Playcentre      | 35 White Street Rangiora                           | Kindy       |
| Rra003    | Kidsfirst                | 203 King Street Rangiora                           | kindy       |
| Rra004    | Bush Street Kindy        | 27 Bush Street Rangiora                            | kindy       |
| Rra004    | ABC                      | 62 Percival Street Rangiora                        | kindy       |
| Rra004    | ABC                      | 8 Johns Road Rangiora                              | Kindy       |
| Rra004    | Abc                      | 85 Johns Road Rangiora                             | kindy       |
| Rra004    | Rangiora Borough School  | 157 King Street Rangiora (back Entrance)           | School      |
| Rra005    | st Josephs               | 41 Victoria Street Rangiora                        | School      |
| Rra005    | Rangiora Borough School  | 157 King Street (side Entrance)                    | School      |
| Rra005    | Kip McGrath              | 4 Ivory Street Rangiora                            | School      |
| Rra005    | Te Kohangreo             | 51 Ivory Street Rangiora                           | kindy       |
| Rra006    | Rangiora High School     | 125 East Belt                                      | High School |
| Rra006    | Rangiora High Nursery    | 4 Wales Street Rangiora                            | kindy       |
| Rra006    | North Canterbury Commu   | 140 East Belt Rangiora                             | College     |
| Rra006    | Pepper Tree              | 112 Kippenberger ave Rangiora                      | kindy       |
| Rra006    | Little Pepper Tree       | 74 East Belt Rangiora                              | Kindy       |
| Rra007    | Southbrook School        | 26 Marshall Street Rangiora                        | School      |
| Rra007    | New Life School          | 2 Denchs Street Rangiora                           | School      |
| Rra007    | Kindercare               | 52 Southbrook Road Rangiora                        | Kindy       |
| Rra007    | Southbrook Early Learnin | 89 South Belt Rangiora                             | Kindy       |

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### **Appendix 3: Leaders Guide to using the Paxter**



# Leader Guide to using New Zealand Post Paxsters

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## Table of Contents

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##### Paxster Cameras

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## Being a Leader of Delivery Agents using Paxsters

How can you best support the success of the Delivery Agents in your team? Do you have to be an expert yourself to help the Delivery Agents be professional and safe riding the Paxsters on their rounds? Who do you turn to for advice and support?

Being the leader of Delivery Agents using Paxsters can be quite daunting if you don't have Paxster experience yourself. This guide aims to:

- clarify your role and responsibilities as a Leader;
- provide the basic knowledge you need on subjects such as safety, maintenance, repairs, servicing and legislation;
- point you in the direction of relevant forms, resources and support.

You should feel much more confident about leading your Delivery Agents once you have read through this guide.

## Paxster Reference Documents

In addition to this document, we recommend you familiarise yourself with the following relevant documents:

1. Paxster User Guide
2. [Integrated Delivery Health & Safety Risk Assessment & Management Plan](#)

There are also Paxster training modules and a number of reference documents which can call be found in **Learning Zone**.

## Paxster Fleet Management

### Assigning Paxsters to each Delivery Agent

As a Leader, you will need to assign a Paxster to each Delivery Agent and keep a record of this information in the vehicle register (this register will be provided by the project team).

The Delivery Agents are responsible for the upkeep/maintenance of their assigned Paxster and will be expected to report any issues to their Delivery Leader.

This spreadsheet/vehicle register will need to be updated whenever there are changes or reassigning of Paxsters within and/or between branches

### Storing Paxsters in the Branch

As a Leader, you must ensure:

- sufficient space has been allowed in the branch to park and charge all Paxsters (including any spares)
- there is sufficient power supply for the Paxster charging units in the parking area

## Storing of Paxster keys in the Branch

When Paxsters arrive in branch, remove spare key(s) and store in a secure location.

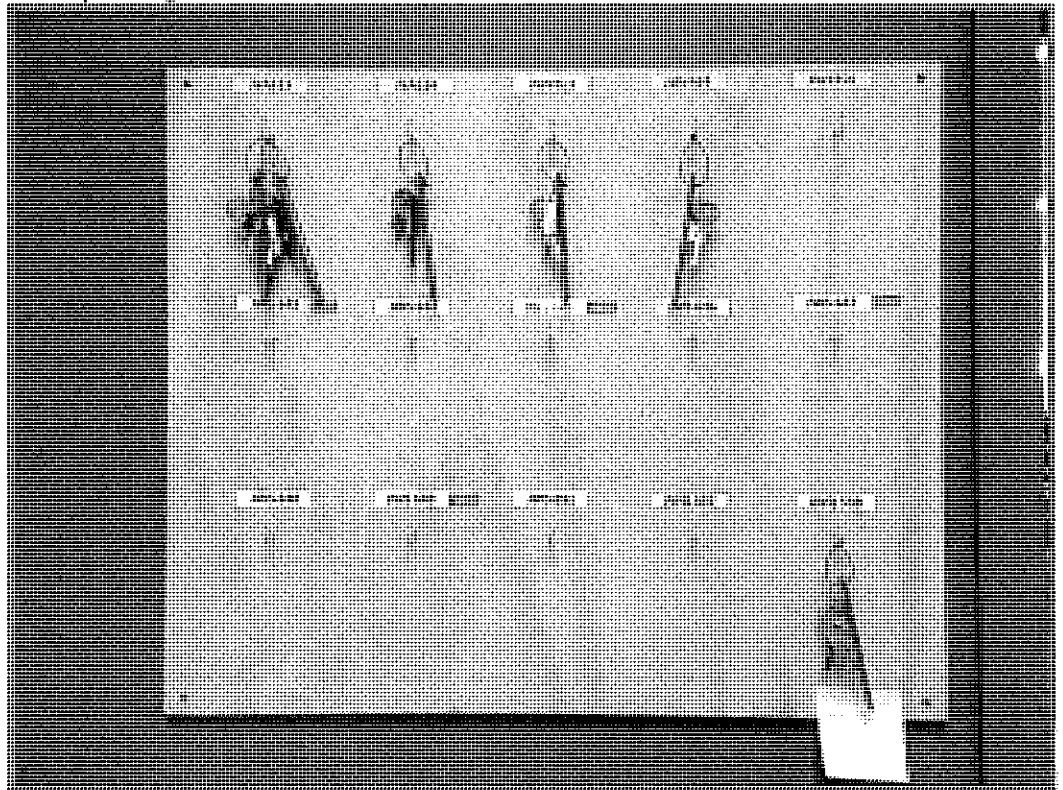
Set up key board for DA Paxster keys.

All keys are to be kept in a secure location within the branch and not to be left in the Paxsters.

If you already have a secure location to store motorcycle keys then utilise this for the Paxster keys.

The Delivery Agents are responsible for their keys and will be required to report lost keys or issues.

### Example Key Board





## Paxster Maintenance

### What is my role in Paxster maintenance?

As a leader, you must:

- Provide enough copies of the daily / weekly check sheets
- Supervise the Monday check (which is a full check)
- Sign the check sheet at the end of each week
- File & keep the daily / weekly check sheets for each Paxster for 12 months for audit purposes
- Ensure the Interval Service Checklist is completed every six months and provided to Fleet Management
- Provide a complete Paxster Care Kit and basic maintenance supplies
- arrange repairs
- Provide a spare Paxster, in good working condition.

### Paxster Daily Checklist

Check that the Delivery Agent:

- Conducts the daily and weekly check thoroughly
- Initials the block next to each item checked, in the relevant column for the day of the week
- Signs the check sheet at the end of the week
- Cleans the Paxster before the weekly check (and daily check when necessary)
- Performs basic maintenance properly
- Cleans the Paxster before sending it for repairs, servicing, WOF
- Conducts the daily check on the spare Paxster before using it

### How do I supervise the weekly check and why?

- Observe the Delivery Agent closely and ensure each item is thoroughly and correctly checked
- Provide coaching where necessary
- Check that the Delivery Agent signs the check sheet
- File it away until the next day's check is conducted

A thorough weekly check helps keep the Paxster safe and running smoothly between scheduled services . It's a good opportunity to check for loose or damaged parts needing repair or replacement.

All daily and weekly checks should be signed off by the Delivery Agent and Leader and held/kept on file for six months for auditing purposes.

### How do I supervise the daily check?

Although you are not expected to observe each daily check, observing as many as possible gives you the opportunity to help the Delivery Agent spot potential maintenance / safety problems early and to resolve them timely.

Follow the same approach as for the weekly check (discussed above).

**How will I know what to look for during the daily / weekly check?**

If you are unfamiliar with Paxsters, here are some ways to increase your knowledge and confidence:

- Watch the Paxster Delivery Agent training video entitled "How to perform a Paxster vehicle check" available in Learning Zone.
- Ask an experienced Paxster Delivery Agent / Paxster Mentor to show you how to conduct the vehicle check
- If possible, attend the Paxster Practical training run by a NZ Post Delivery Training Specialist; or
- Arrange to spend time with the Delivery Training Specialist at a place and time suited to you both.

**What is checked daily, and why?**

There are parts of the Paxster that are prone to wear and tear and will need regular maintenance and possible adjustment which are essential to Delivery Agent safety. This check must be performed daily - refer to the highlighted sections of the Paxster Daily and Weekly check sheet (see sample below).

As you work through the check sheet, carry out a physical check on each item. A copy of the check sheet can be found at back of this document.

**PAXSTER**

DAILY AND WEEKLY SAFETY & MAINTENANCE CHECK (version 1. 16062016)



| Item                        | Frequency | Day | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----------------------------|-----------|-----|-----|-----|-----|-----|-----|-----|-----|
| <b>Pre-Start Checks</b>     |           |     |     |     |     |     |     |     |     |
| 1. Check engine oil level   | Daily     |     |     |     |     |     |     |     |     |
| 2. Check coolant level      | Daily     |     |     |     |     |     |     |     |     |
| 3. Check brake fluid level  | Daily     |     |     |     |     |     |     |     |     |
| 4. Check tyre pressure      | Daily     |     |     |     |     |     |     |     |     |
| 5. Check lights             | Daily     |     |     |     |     |     |     |     |     |
| 6. Check mirrors            | Daily     |     |     |     |     |     |     |     |     |
| 7. Check seatbelts          | Daily     |     |     |     |     |     |     |     |     |
| 8. Check handbrake          | Daily     |     |     |     |     |     |     |     |     |
| 9. Check horn               | Daily     |     |     |     |     |     |     |     |     |
| 10. Check wipers            | Daily     |     |     |     |     |     |     |     |     |
| 11. Check windows           | Daily     |     |     |     |     |     |     |     |     |
| 12. Check door locks        | Daily     |     |     |     |     |     |     |     |     |
| 13. Check fuel gauge        | Daily     |     |     |     |     |     |     |     |     |
| 14. Check battery           | Daily     |     |     |     |     |     |     |     |     |
| 15. Check steering          | Daily     |     |     |     |     |     |     |     |     |
| 16. Check suspension        | Daily     |     |     |     |     |     |     |     |     |
| 17. Check brakes            | Daily     |     |     |     |     |     |     |     |     |
| 18. Check clutch            | Daily     |     |     |     |     |     |     |     |     |
| 19. Check gear shift        | Daily     |     |     |     |     |     |     |     |     |
| 20. Check pedals            | Daily     |     |     |     |     |     |     |     |     |
| 21. Check mirrors           | Daily     |     |     |     |     |     |     |     |     |
| 22. Check seatbelts         | Daily     |     |     |     |     |     |     |     |     |
| 23. Check handbrake         | Daily     |     |     |     |     |     |     |     |     |
| 24. Check horn              | Daily     |     |     |     |     |     |     |     |     |
| 25. Check wipers            | Daily     |     |     |     |     |     |     |     |     |
| 26. Check windows           | Daily     |     |     |     |     |     |     |     |     |
| 27. Check door locks        | Daily     |     |     |     |     |     |     |     |     |
| 28. Check fuel gauge        | Daily     |     |     |     |     |     |     |     |     |
| 29. Check battery           | Daily     |     |     |     |     |     |     |     |     |
| 30. Check steering          | Daily     |     |     |     |     |     |     |     |     |
| 31. Check suspension        | Daily     |     |     |     |     |     |     |     |     |
| 32. Check brakes            | Daily     |     |     |     |     |     |     |     |     |
| 33. Check clutch            | Daily     |     |     |     |     |     |     |     |     |
| 34. Check gear shift        | Daily     |     |     |     |     |     |     |     |     |
| 35. Check pedals            | Daily     |     |     |     |     |     |     |     |     |
| <b>Weekly Checks</b>        |           |     |     |     |     |     |     |     |     |
| 36. Check engine oil level  | Weekly    |     |     |     |     |     |     |     |     |
| 37. Check coolant level     | Weekly    |     |     |     |     |     |     |     |     |
| 38. Check brake fluid level | Weekly    |     |     |     |     |     |     |     |     |
| 39. Check tyre pressure     | Weekly    |     |     |     |     |     |     |     |     |
| 40. Check lights            | Weekly    |     |     |     |     |     |     |     |     |
| 41. Check mirrors           | Weekly    |     |     |     |     |     |     |     |     |
| 42. Check seatbelts         | Weekly    |     |     |     |     |     |     |     |     |
| 43. Check handbrake         | Weekly    |     |     |     |     |     |     |     |     |
| 44. Check horn              | Weekly    |     |     |     |     |     |     |     |     |
| 45. Check wipers            | Weekly    |     |     |     |     |     |     |     |     |
| 46. Check windows           | Weekly    |     |     |     |     |     |     |     |     |
| 47. Check door locks        | Weekly    |     |     |     |     |     |     |     |     |
| 48. Check fuel gauge        | Weekly    |     |     |     |     |     |     |     |     |
| 49. Check battery           | Weekly    |     |     |     |     |     |     |     |     |
| 50. Check steering          | Weekly    |     |     |     |     |     |     |     |     |
| 51. Check suspension        | Weekly    |     |     |     |     |     |     |     |     |
| 52. Check brakes            | Weekly    |     |     |     |     |     |     |     |     |
| 53. Check clutch            | Weekly    |     |     |     |     |     |     |     |     |
| 54. Check gear shift        | Weekly    |     |     |     |     |     |     |     |     |
| 55. Check pedals            | Weekly    |     |     |     |     |     |     |     |     |

**What is checked weekly?**

The section at the bottom of the check sheet (that's not highlighted) need to be completed on a weekly basis.

This includes: WOF, Registration, Servicing and Window washer

### What Paxster maintenance may the Delivery Agent do?

No modifications, letter holders, bungee cords, or any other unapproved devices may be fitted to the Paxster.

Delivery Agents may only perform basic maintenance on the Paxster. This includes:

- Inflating tyres
- Washing the Paxster
- Top-up washer fluid if needed

### What is in the Paxster Document Kit?

This document kit must be complete and kept in the side compartment of Paxster. It contains:

- Mid-range Document Pack which includes:
  - A copy of the Footpath exemption letter
  - Copies of HS1 & Incident report forms
  - A red envelope, including 'letter to doctor' and list of 'alternate duties'
- Every Paxster must also have a complete first aid kit

### Why & when must the Paxster be cleaned?

The Paxster must be washed **before** the Weekly Check (as a minimum) and before scheduled servicing. Mud must be removed before storing the Paxster in the branch.

Cleaning the Paxster regularly slows down corrosion as it removes corrosive grime and salt.

A clean Paxster projects a sense of pride and professionalism.

### What is in the Paxster Care Kit?

Make sure that a fully stocked Paxster Care Kit is always available in the Paxster storage area. It contains items the Delivery Agent uses to clean and maintain the Paxster and PPE, namely:

|                                       |                        |
|---------------------------------------|------------------------|
| Tyre pressure gauge                   | Wash bucket            |
| Air compressor                        | Wash brush             |
| Muc-Off Interior helmet & PPE cleaner | Wash sponge            |
| Bars Bugs - washer fluid              | Biodegradable Car wash |



It's recommended that a large plastic container is purchased to keep care kit items in.

### How do I re-stock the Paxster Care Kit

Most of the items listed above can be purchased at grocery stores, hardware stores or specialist vehicle supplies. Below is a list of where you will find additional items for purchase.

| Item   | Purchased from                              |
|--|---|
| Helmet interior cleaner and deodoriser (Muc-Off) | Agresso                                     |
| Pledge – used for external helmet cleaning       | Supermarket                                 |
| Helmet/visor cleaning cloth (Soft cloth)         | Repco/Super Cheap or Paxster accessory shop |
| Tyre pressure gauge                              | Repco/Super Cheap/Paxster accessory shop    |
| Bucket   | Supermarket/Super Cheap/Repco               |
| Car wash   | Repco/SuperCheap                            |

Use your NZ Post P-Card to purchase any additional items.

### How do I arrange a spare Paxster?

While the Delivery Agent's Paxster is in for repairs or servicing, the spare Paxster must be used. If an additional spare is required, please contact:

#### Paul Booth

New Zealand Post - Transport Logistics Manager

09 336 8052 / 021 064 6758

[Paul.Booth@NZPost.co.nz](mailto:Paul.Booth@NZPost.co.nz)

### How do I arrange regular Paxster Servicing?

The Paxster must be serviced every **6 months**. Your branch will have an arrangement with a local Crown agent. See below for the list of Crown locations. If a Crown agent is not in your area you will need to liaise with the nearest agent to your branch.

| Location                | Address Details   | Location            | Address Details   |
|-------------------------|---|---------------------|---|
| <b>Auckland</b>         | 18 Andromeda Cres<br>East Tamaki<br>Auckland<br>09 250 7000 | <b>Wellington</b>   | 226 Gracefield Road<br>Seaview<br>Lower Hutt<br>04 5684 444 |
| <b>Hamilton</b>         | 35 Tawn Place<br>Hamilton<br>07 850 5575                    | <b>Nelson</b>       | 21 Venice Place<br>Stoke<br>03 544 6740                     |
| <b>Tauranga</b>         | 28c Jean Batten Drive<br>Mount Maunganui<br>07 575 9026     | <b>Christchurch</b> | 128 Hayton Road<br>Wigram<br>03 361 1000                    |
| <b>New Plymouth</b>     | 11 Swans Road<br>Bell Block<br>06 759 9335                  | <b>Timaru</b>       | 59 Laughton Street<br>Washdyke<br>03 688 7053               |
| <b>Palmerston North</b> | 29 Shelley Street<br>Palmerston North<br>06 359 3500        | <b>Dunedin</b>      | 86 Otaki Street<br>Dunedin<br>03 453 4483                   |
| <b>Hastings</b>         | 500 Coventry Road<br>Tomoana<br>Hastings<br>06 870 4360     |                     |   |

Click on the following link for more details on the locations

<http://crownnewzealand.com/locations/>

Book the Paxster in for servicing with Crown at least one week before the service is due. Ensure the Paxster is clean when taken in for servicing.

[Interval Service Checklist](#)

**What should I do if the Delivery Agent is not checking and maintaining the Paxster as required?**

Delivery Agents are required to perform the necessary checks and maintenance at regular intervals. This is a crucial aspect for their own safety.

If your Delivery Agent is not checking and maintaining their Paxster, take time to reset expectations with them and work through the checks or maintenance together.

## Paxster Breakdown Process

**What happens when the Delivery Agents Paxster breaks down?**

1. Delivery Agent phones branch first with issue and waits for a replacement vehicle.
2. If breakdown occurs outside of working hours (mainly Saturdays) phone **Crown** on **0800 802 002**.
3. Delivery Agent continues to deliver their run with the replacement vehicle.

**What do I need to organise?**

As a leader, you must ensure:

- there is someone in the branch available to take any breakdown calls (this may include yourself or your Delivery support/admin person)
- once the breakdown call has been received from Delivery Agent, contact **Crown** on **0800 802 002** and explain the situation
- someone in the branch delivers replacement vehicle to the Delivery Agent and they remain with the damaged vehicle until the Service Agent arrives to repair or collect.
- See process map below:

### Paxster Breakdown/Service/Repair Process

The Crown service level for response time to a Paxster breakdown callout is prioritised as follows:

| Priority Level | Description  | Response Time       | Resolution Time |
|----------------|--|---------------------|-----------------|
| P1             | Electric Delivery Vehicle recovery or roadside assistance to allow Electric Delivery Vehicle to safely return to its base location (e.g. inflate or change tyre, accident recovery). | 2 hour              | 3 hours         |
| P2             | Simple repairs using Spare Parts ex local stock (eg. replace blown light or broken mirror minor repair).   | 4 Operational Hours | 24 hours        |
| P3             | Medium repair using Spare Parts that are ex warehouse overnight and the repair requires a greater degree of effort   | 6 Operational Hours | 48 hours        |

|    |   |          |                 |
|----|---|----------|-----------------|
|    | (eg. control board replacement, battery, drive, motor, glass or electrical repairs and common accident repairs).  |          |                 |
| P4 | Major repairs where there is medium accident damage and requires extensive outwork to carry out the repair and parts are sourced from the Manufacturer or offshore.             | 24 hours | 7 calendar days |
| P5 | Major accident damage and is there is a possibility the Electric Delivery Vehicle is written off.   | 48 hours | 2 weeks         |
| P6 | Standard service (according to manufacturer's recommendation) every 6 months, in accordance with clause 6 of this Appendix C and Appendix I (Paxster Service Checklist).        | N/A      | N/A             |
| P7 | Acceptance Services in accordance with Appendix A (Description of Electric Delivery Vehicle Acceptance Services) and Appendix B (Electric Delivery Vehicle Acceptance Process). | N/A      | N/A             |

More information and FAQs on Service Levels with Crown is attached at Appendix 1.

## Paxster Personal Protective Equipment (PPE)

As a leader, you are responsible for ensuring the Delivery Agents receive, maintain and correctly use the relevant Personal Protective Equipment (PPE). Detailed information on the uniform and accessories is available [Business Rules: People Uniform/PPE](#)

### When should I order PPE for an existing or new Delivery Agent?

As soon as the Delivery Agent has been appointed to their role. The Delivery Agent must receive PPE before attending their Paxster 1-day Practical Training.

See the following link for information on how to order the ID project uniform for Delivery Agents.

[Uniforms/PPE Ordering for Delivery Agents on Paxsters](#)

Use the current uniform ordering process and forms to order the relevant PPE. Click on the following link: <http://www.nzpost-apparel.co.nz/index.php>

Second hand helmets must **not** be issued.

If the required type and size of PPE is in stock at our local supplier, it should take 1 week for items to be delivered. If PPE is unavailable it will go on back order. For queries relating to availability please contact:  
**Karen Mikaera** on [karen.mikaera@nzpost.co.nz](mailto:karen.mikaera@nzpost.co.nz)

**Who pays for PPE?**



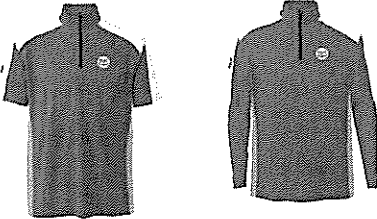
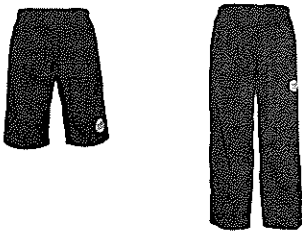
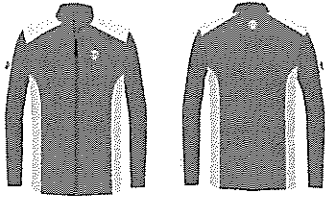
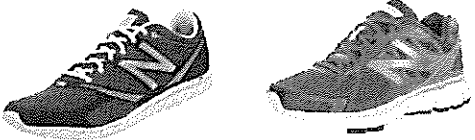
The Integrated Delivery Project will pay for initial setup costs for PPE at rollout. Each Delivery Branch covers the ongoing cost of PPE for all employees at that branch.

**Do I need to make a record of PPE issued to Agents?**

Uniform items supplied by Profile are automatically recorded in the supplier database when issued. When PPE accessories are issued, details must be recorded in a branch PPE register (template available under Safety and Wellbeing's 'Templates and Resources' section on the intranet). This register must be reviewed annually to ensure items are regularly replaced.

**What PPE must be worn?**

When riding the Paxster the Delivery Agent must wear the required uniform and PPE supplied by NZ Post, namely:

|   |   |
|---|---|
| <p><b>Helmet</b></p>                                        | <p><b>Full finger or fingerless gloves</b></p>  |
| <p><b>Postie short sleeve or long sleeve Polo top</b></p>  | <p><b>Postie shorts or track pants</b></p>     |
| <p><b>Postie softshell jacket</b></p>                      | <p><b>Approved Postie shoes</b></p>             |



### How is PPE stored?

#### Helmet

Store helmets upright on the storage rack at the branch.

#### Gloves

Store gloves at the branch on a drying rack in a well ventilated area - if wet.

#### Wet Weather Jacket and Pants

Store/hang jackets and pants on the storage rack at the branch in a well ventilated area (particularly when wet).

### How is PPE cleaned?

#### Paxster Helmet

A Care Kit containing resources that must be used to clean helmets can be found in the Paxster storage area at your branch. The Care Kit contains:

- Helmet interior cleaner and deodoriser
- Pledge for cleaning the helmet shell
- Cloth for cleaning

Use the table below to identify how to clean the parts of your helmet

| Part of Helmet       | Cleaning Instructions   |
|----------------------|---|
| Outer shell          | Use either mild soap or detergent and lukewarm water. Leave to dry at room temperature, or; clean with Pledge and a soft polishing cloth. |
| Inner comfort lining | Use Muk-Off to freshen inner comfort lining (this should be part of your care kit)  |

#### Other PPE

Use the table below to identify how to clean other Paxster PPE

| PPE    | Cleaning Instructions  |
|--------|--|
| Gloves | Spray with water-resistant spray. Dry at room temperature to prevent cracking. |

### When must PPE be replaced?

Use the table below to identify when PPE should be replaced.

| PPE | Replace if... |
|-----|---------------|
|-----|---------------|

|                |   |
|----------------|---|
| Paxster Helmet | <ul style="list-style-type: none"> <li>● If it has been dropped</li> <li>● Exposed to a severe knock</li> <li>● Chin straps are frayed, torn or cannot be fastened</li> <li>● Has visible cracks</li> <li>● Safety is compromised wearing the helmet</li> <li>● It is 2+ years old</li> </ul> <p><b>Note:</b> Check helmets regularly for: visible cracks, wear and tear of the helmet shell and strap.</p> |
| Gloves         | <ul style="list-style-type: none"> <li>● Any seam stitching has come undone</li> <li>● The gloves are torn</li> <li>● Safety is compromised by wearing the gloves (e.g. the gloves catch)</li> </ul>  |

## Managing Hazards

As a leader, you're responsible for overseeing the safety and wellbeing of your Delivery Agents and the vehicle fleet. The key to ensuring that your people are safe and well is to regularly focus on managing hazards.

Integrated Delivery presents a range of hazards that are either new or vary slightly to those that our Posties and Courier Drivers encounter. The project team have identified common hazards and how these will be controlled. For more information, refer to the [Integrated Delivery Health and Safety Risk Assessment and Management Plan](#). As a quick overview, key risks include:

- driving Paxsters on public roads,
- driving vehicles on footpaths,
- exposing Agents to moving vehicles,
- driver fatigue,
- manual handling,
- working in isolation,
- dealing with stressful situations (e.g. they will have more customers who may be unhappy).

### What do I need to do to manage hazards?

In addition to these risks, you need to ensure that local hazard assessments are conducted to determine how integrated delivery impacts upon the branch's indoor and round hazard registers. For instance, round hazards need to be re-evaluated as mail will be delivered from the left hand instead of the right. Indoor registers need to be updated to include new hazards introduced when branches are reorganised to accommodate vehicles and traffic flows.

New hazards need to be managed as per our current hazard management process. All the relevant forms and templates to help with this process are available on the intranet. As a Leader, you are responsible for ensuring:

- Delivery Agents continue to report hazards,
- new hazards are assessment and documented,
- practicable steps are taken to control the hazards (either eliminate or minimise) and
- hazard registers are kept up to date.

### What other practical ways are there of managing hazards?

As a leader, there are many ways that you can help manage the risk to your people. Here are some examples:

1. Check that your Agents are fit and alert to drive a vehicle when they present to work.
2. Encourage your people to report incidents, including pain and discomfort.
3. Ensure safety checks are properly conducted on the Paxster and personal protective equipment.
4. Do 'spot checks' to ensure Agents are carrying their drivers licences.

5. Take an interest in how Agents are loading their vehicles to ensure that the load is distributed and secure.
6. Basic maintenance is carried out by the Delivery Agent and items are replaced if necessary.
7. Vehicle repairs are carried out timely by authorised servicing agents.
8. Vehicle servicing, registration and Warranty of Fitness are up to date.
9. From time to time, go out and check how your Agents are doing while out on delivery and to provide feedback on their performance.
10. Ensure Delivery Agents comply with footpath rules, the Road Code and NZ Post policy.

## Dealing with Incidents and Accidents

An incident is any unplanned event that results in harm, or could have resulted in harm or damage to equipment or the environment. Incidents include near misses, early symptoms of pain and discomfort, injuries and property damage.

Leaders must ensure all incidents are reported immediately by completing a HS1 Incident Report Form, ensuring investigations are completed and corrective action applied. Monitoring incidents helps us identify hazards, trends and unsafe behaviour. It enables us to take the necessary action to eliminate and minimise hazards right across the Paxster fleet.

### How do I report an incident?

All incidents, however minor, must be reported by completing the HS1 within **24 hours**. These should also be recorded in your branch incident register.

### What must the Delivery Agent do in the event of an accident?

In the event of an accident, the Delivery Agent must:

- Take stock of their own safety and wellbeing, including others who may be involved.
- Complete a HS1 form within **24 hours** (download a copy from the [intranet](#)).
- Complete a [Vehicle Claim Form](#).

In addition, if someone is injured the Delivery Agent must:

- contact the emergency services if required,
- report the accident to the Police within **24 hours** and
- contact their Delivery Branch Leader immediately.

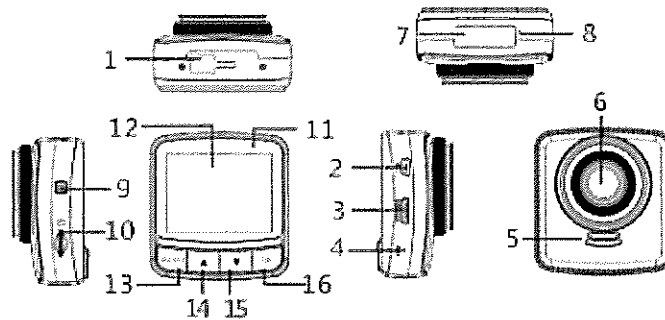
If another vehicle is involved they should:

- Take photos of the other vehicle's damage (if possible)
- Note its licence plate number
- Exchange details with the other party
- Contact their Delivery Branch Leader immediately

**What must I (the leader) do in the event of an accident?**

Focus first on the Delivery Agent's wellbeing.  
 Arrange medical and personal support if required.

Remove the SD card from the camera (see photo below) and retrieving the data and replacing the SD card with the spare one located at the branch. When the investigation is complete the SD card can be put back on the Paxster which was involved in the incident.



| No. | Description         |
|-----|---------------------|
| 1   | Suction cup connect |
| 2   | USB   Power         |
| 3   | HDMI output         |
| 4   | Reset               |
| 5   | Speaker             |
| 6   | Wide angle lens     |
| 7   | Serial No.          |
| 8   | Microphone          |

| No. | Description   |
|-----|---------------|
| 9   | Power button  |
| 10  | Card slot     |
| 11  | LED indicator |
| 12  | 2.4" screen   |
| 13  | Menu          |
| 14  | Up            |
| 15  | Down          |
| 16  | OK            |

If Paxster is not driveable, call Crown on 0800 802 002 who will arrange for Paxster to be towed to an approved service provider

Complete the HS1 and Vehicle Accident Report with the Delivery Agent. An incident investigation is required along with corrective actions. Contact your Safety and Wellbeing Business Partner if you require assistance.

New Zealand Post has agreed to provide quarterly reports regarding incidents involving any electric delivery vehicles and other road users or property damage. Incidents involving a fatal or serious injury crash will be notified within 24 hours to the local council.

**Are there any changes to the injury management and claims process?**

As an Accredited Employer in the ACC Partnership Programme, we will continue to actively support our people affected by work-related injury and illness. This includes a commitment to providing appropriate medical, social and workplace support. Light or alternate duties are available to facilitate the rehabilitation process. Agents should carry a copy of the red envelope for Customer Service Delivery to present to a doctor.

Case management will be provided by either Gallagher Bassett or ACC for motor vehicle claims.

**How is vehicle insurance managed?**

New Zealand Post is required to meet the full cost of repairs to company vehicles and any other third party where it was proved that the New Zealand Post rider is at fault.

New Zealand Post reserves the right to recover associated costs if an incident was caused by the rider being careless, or:

- The Paxster did not have current Warrant of Fitness (WoF)
- The Delivery Agent did not have a valid license
- The Delivery Agent was under the influence of drugs or alcohol

**Where do I find the relevant forms?**

All Hazard Management forms can be found on the intranet. See link below: <http://intranet.nzpost.co.nz/OneGroup/divisions/our-people-culture/people-zone/safety-and-wellbeing/safety-wellbeing/templates-and-resources>

Refer to the 'Common Hazards' poster as a resource to assist the Delivery Agents in identifying hazards. This can be found under 'Delivery Leader Resources' in Learning Zone.

**Do I change how I manage safety & wellbeing?**

There is no change to the way you currently manage your Safety & Wellbeing procedures and reporting ie: staff and contractor site inductions, emergency procedures, team briefs and training, rehabilitation and support, accident and incident reporting and Safety and Wellbeing Action Groups (SWAGs)

## Transportation and Acceptance of Paxsters

### Between local branches

If there is a requirement to transport Paxster between local branches, where possible the Paxster can be driven (depending on distance) otherwise please get in touch with Paul Booth (National Transport Logistics Manager) who will help you with this.

### Across Regions

If you are required to transport a Paxster across regions (i.e. Hamilton - Rotorua) please get in touch with Paul Booth.

### Acceptance by Branch

1. When a Paxster arrives at your branch, it will contain the following Paxster Release Form.
2. The distribution centre will fill out the top and left parts of the form and include one form in every Paxster.
3. Once the Paxster arrives at the branch, remove the form and check that everything is included that is indicated on the Vehicle Destination Check List, as per picture below.
4. Once completed, scan and return to [Terence.DSouza@nzpost.co.nz](mailto:Terence.DSouza@nzpost.co.nz).

### Paxster Release Form

Registration Number   
 Fleet Number   
 Cost Centre   
 Destination   
 Contact Name   
 Address 1   
 Address 2   
 Address 3 & Post Code

Dispatch Date  Arrival Date   
 Dispatched by

**Vehicle Dispatch Check List**

|  |  |
|--|--|
| Registration Plates  |  |
| Registration label   |  |
| WOF  |  |
| NZTA Certificate   |  |
| Paxster User Guide   |  |
| Camera & Memory Card   |  |
| Lighting Upgrade   |  |
| Oscals completed   |  |
| Vehicle Battery Charged  |  |
| Keys (2 ignition, 4 rear cabinet & 4 side pockets & front locks) |  |

Dispatchers Name

**Vehicle Destination Check List**

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Receivers Name



## Legal Compliance & Expectations

The Delivery Agent is responsible for displaying a current WoF and Registration on the Paxster **at all times**.

|  |  |
|--|--|
| <b>How is Paxster registration done?</b> | <p>Registration is paid by New Zealand Post.</p> <p>To organise a Paxster registration contact <b>Crown</b> on <b>0800 802 002</b>.</p> <p>Check that the current label is displayed on the Paxster. If they haven't arrived on time they can be reprinted through your local VTNZ for a small fee.</p>                      |
| <b>How do I arrange a WOF?</b>           | <p>Arrange for the Warrant of Fitness check through authorised provider (i.e. VTNZ or local service agent) by contacting <b>Crown</b> on <b>0800 802 002</b>.</p> <p>Any work / repairs must be performed by an authorised service provider.</p>   |
| <b>Who pays traffic infringements?</b>   | <p>Delivery Agents must tell their leader when they receive any traffic infringements while riding the Paxster. Delivery Agents are personally responsible for paying any traffic fines.</p> <p>Delivery Agents are expected to drive in a safe manner and abide by all New Zealand rules and speed limits at all times.</p> |

**What Paxster contractual information do I need to know?**

### Warranty Periods and Requirements

| Description  | Warranty Period     |
|--|---------------------|
| Paxster Hardtop - Generation 2 - Core Components:<br>- Motor, Gearbox, DRIVE-system electronics, Battery Management System (BMS), Traction battery, Chassis  | 3 years (36 months) |
| Suspension and brake system<br>- Shock absorbers including bearings, A-arms including bearings, steering links/rods, wheel hubs including bearings, steering knuckle, brake levers and master brake cylinder including check valves, brake callipers | 1 year (12 months)  |
| Components subject to wear and tear:<br>- Brake linings, discs, pads and callipers, mechanical/hydraulic park brake, tyres and tubes, wiper blades, saddle and backrest, floor coverings/floor panels, light bulbs                                   | 6 months            |
| Labour and parts (excluding those listed as 'subject to wear and tear' above)  | 2 years (24 months) |

|  |                       |
|--|-----------------------|
| 'Latent defects' being defects which repeatedly, consistently or intermittently prevent satisfactory performance of the Goods classified in the category 'Suspension and brake system" | Maximum 2 (two) years |
|--|-----------------------|

( \*more detail in Appendix D - Warranty Period). More information should be obtained from Fleet Management.

### **Warranty - General Exclusions**

The Warranty does not cover damage, failures or corrosion resulting from or caused by:

- Failure to operate the vehicle in accordance with the recommendations in the User Manual.
- Failure to follow 6 month time intervals for periodic service in accordance with interval check sheet.
- Misuse, such as overloading, using the vehicle to tow, driving over curbs or using the vehicle as a power source (other than for low power accessories such as phone and scanners).
- Failure of a component not covered by warranty (see components subject to wear and tear)
- Racing and competitive driving
- Damaged caused by car washes and high pressure washers
- Theft, vandalism, fire, flooding or immersion of battery in water or fluids
- Accident, collision or being towed
- Repairs performed by any other htran Paxster AS, or an authorised service provider as specified.
- Glass breakage, unless resulting from defect in material or workmanship
- Normal wear and tear, including dings, dents, chips or scratches

## **Paxster Training**

### **What does Paxster training involve?**

Delivery Agents will be required to successfully complete training before operating a Paxster.

The training is a mix of online and classroom learning (ie: blended learning) which includes theory and practical exercises as well as assessments and competency sign-off.

The online theory training is accessed via Learning Zone. This includes 5 courses:

- Safe and legal on a Paxster
- Explore the Paxster
- Drive the Paxster
- Safe manual handling while loading the Paxster
- Performing a vehicle check on the Paxster

It is a requirement that all Paxster online learning is completed prior to attending practical training. In the event that a Delivery Agent does not complete their online learning prior to attending, the Delivery Agent will need to be rescheduled on a future session. It will be the responsibility of the team leader to reschedule the delivery agent on a future training session through Learning Zone.

For more information please see the Delivery Agent Training Plan available on Learning Zone:

<https://nzpost.totaracloud.com/login/index.php>

## Paxster Cameras

### How to use a Camera on a Paxster

When first using a camera, the time zone will need to be changed to NZ time and the Card ID to the registration number of the individual Paxster. The process is:

1. Unplug power cable to the camera
2. Insert the Micro Card before installing the camera and format it.
3. Change Card ID to the Paxster Registration e.g. JWY463 - See page 20 of the **Camera Manual**
4. Change time zone to +12 - See page 22 of the **Camera Manual**
5. Plug camera into the Paxster.
6. Once Paxster is taken outdoors, it will sync and update the time.

For more information please see the Camera Manual.

## Appendix 1

### FAQs on Crown Service Levels

#### What is the Crown service level for response time to a Paxster breakdown callout?

The prioritisation of jobs is set out below:

| Priority Level | Description   | Response Time       | Resolution Time |
|----------------|---|---------------------|-----------------|
| P1             | Electric Delivery Vehicle recovery or roadside assistance to allow Electric Delivery Vehicle to safely return to its base location (e.g. inflate or change tyre, accident recovery).  | 2 hour              | 3 hours         |
| P2             | Simple repairs using Spare Parts ex local stock (eg. replace blown light or broken mirror minor repair).  | 4 Operational Hours | 24 hours        |
| P3             | Medium repair using Spare Parts that are ex warehouse overnight and the repair requires a greater degree of effort (eg. control board replacement, battery, drive, motor, glass or electrical repairs and common accident repairs). | 6 Operational Hours | 48 hours        |
| P4             | Major repairs where there is medium accident damage and requires extensive outwork to carry out the repair and parts are sourced from the Manufacturer or offshore.   | 24 hours            | 7 calendar days |
| P5             | Major accident damage and is there is a possibility the Electric Delivery Vehicle is written off.   | 48 hours            | 2 weeks         |
| P6             | Standard service (according to manufacturer's recommendation) every 6 months, in accordance with clause 6 of this Appendix C and Appendix I (Paxster Service Checklist).  | N/A                 | N/A             |
| P7             | Acceptance Services in accordance with Appendix A (Description of Electric Delivery Vehicle Acceptance Services) and Appendix B (Electric Delivery Vehicle Acceptance Process).   | N/A                 | N/A             |

- **Where a Crown service agent is not local (i.e. in the same town) will Crown sub contract a local provider, e.g. Oamaru, nearest Crown agent is Timaru?**

Crown will not sub-contract local providers (except in the case of tyres). Crown have good coverage and mobile units so it is expected that they would be able to respond within 2 hours.

One of the issues we have had is that our warranty for the vehicles is dependant upon us instructing "authorised service agents" to conduct any work on the vehicles. If someone who isn't authorised does any work then we may lose our warranty. Paxster have trained Crown and also provided them with the authority to act as their service agents in New Zealand.

- **Is there any distinction between service levels for vehicle breakdowns vs punctures (other minor service issues, e.g. replace broken mirror, light, etc). Could a local provider or the branch itself carry wheel and other spares for immediate response?**

As per table above.

This Issue is similar to question above whereby NZ Post may void the warranty if work is done on the vehicles by anyone other than the authorised service agent. A benefits is if a job is done by Crown all of the jobs will be recorded and monitored for trends etc.

Procurement has discussed the potential of investigating whether there are any jobs which can be done at a local level, but this was more for when the warranties expire (3 years).

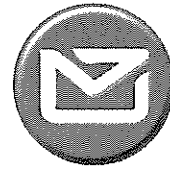
**Is vehicle recovery (i.e. getting it back to base or service location from where it breaks down) part of the service agreement. How does this work where the Crown agent is not local?**

Yes. This is part of the scope.

See above section on Vehicle Breakdown.

## Appendix 4: NZ Post Safety Management Plan





NEW  
ZEALAND  
POST  
GROUP

# **Integrated Delivery Health and Safety Risk Assessment and Management Plan**

## **DRAFT**

**June 2016**

## Reference

|                            |  |
|----------------------------|--|
| <b>Document title</b>      | Integrated Delivery Health and Safety Risk Assessment and Management Plan  |
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## Introduction

Risk management is fundamental to ensuring that the new Integrated Delivery (ID) model is a safe operating environment for our people and the public. Trial and piloting of this proposed work system and tools, particularly the delivery vehicles, has provided valuable insight into the nature of risks and the effectiveness of control measures.

This paper consolidates key learnings about the health and safety risk profile for implementing Integrated Delivery. Notably, it focuses on:

- identifying hazards that are new or substantially different to those associated with the current Postie and courier driver roles,
- applying a consistent methodology to risk assess each hazard,
- outlining controls to eliminate or minimise harm and
- recommending actions to further reduce the risk profile of the ID system of work.

The paper identifies and individually risk assesses each of the following key hazards:

1. driving the Paxster on public roads,
2. driving the Paxster on footpaths,
3. exposure to moving vehicles,
4. driver fatigue,
5. delivering in extreme weather conditions,
6. manual handling,
7. working in isolation and
8. stressful situations.

Before outlining how each of these risks was assessed and controlled, the paper provides background information to put the assessment in context. This includes an overview of the proposed ID work system, New Zealand Post's continuing commitment to health and safety throughout the change process and how governance will be provided via the Integrated Delivery Working Group (IDWG).

The information presented in this assessment is a 'snapshot' of our current understanding of the risks and how they can be effectively controlled. Given that risk management is a dynamic and continual process, the content requires regular review to ensure new risks are included and controls for existing risks are working effectively to prevent and mitigate harm.

## Context: Integrated Delivery

New Zealand Post's traditional letter business has been declining and its parcel business, whilst growing, operates in a fast moving and highly competitive environment. Integrated Delivery, merging parcel and mail delivery using electric Paxster vehicles, leverages delivery of mail volumes to significantly improve price competitiveness of our residential parcel delivery services. Instead of having separate posties and couriers in residential areas, one 'Delivery Agent' will be delivering parcels and mail on a Paxster (where this makes sense).

New Zealand Post will be rolling out Integrated Delivery around the country over the next 18 months. This change in delivery model will result in profound changes in the manner in which delivery work is done. The Integrated Delivery project will be implementing new tools, systems, and work processes that will be used by integrated delivery agents. This risk assessment is intended to identify foreseeable risks and New Zealand Post's plans to manage these in the interests of keeping Delivery Agents safe and healthy at work.

This section provides background information about the ID Project to place this assessment in context. It focuses on how the ID work system has developed via trial and pilot, information about the new Paxster delivery vehicle and operating conditions for Delivery Agents.

### IDA trials and pilot

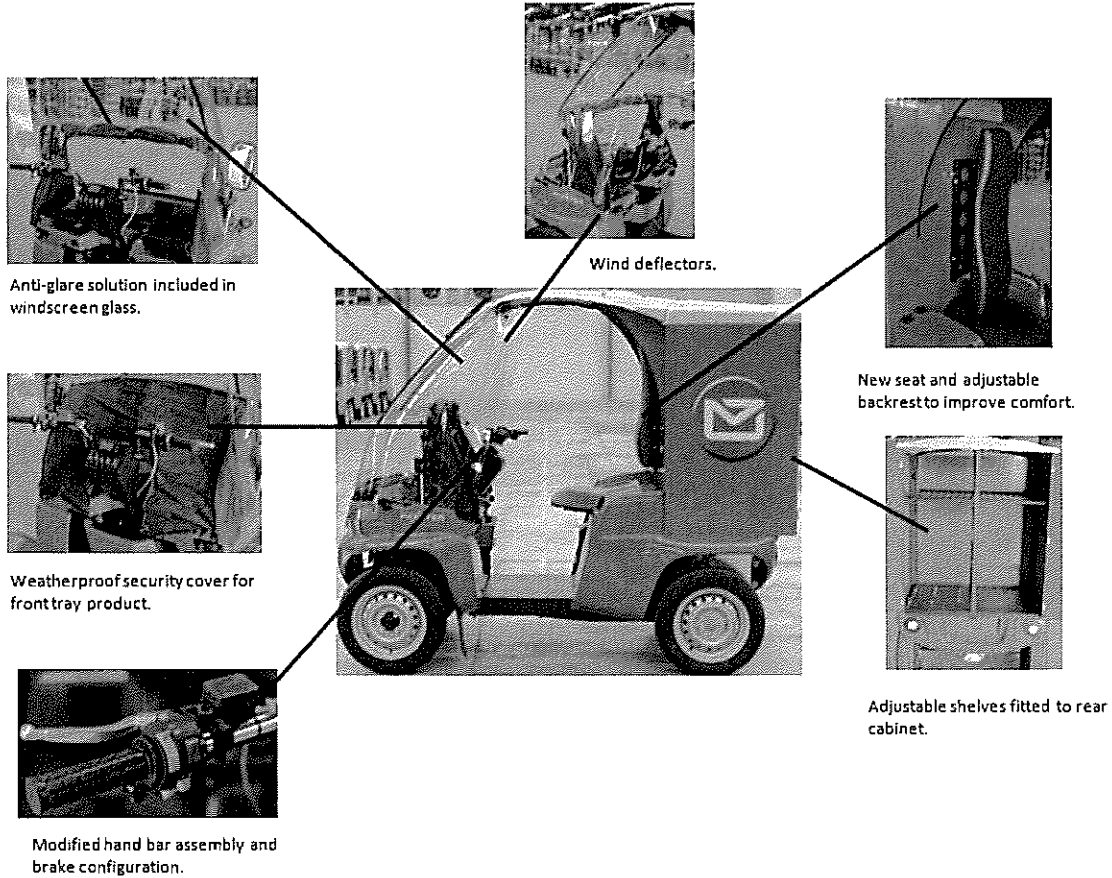
Since 2014, the concept of integrated delivery using electric vehicles to deliver both parcels and mail has been extensively tested in a range of contexts. The first trial in Wellington involved an assessment of the suitability and effectiveness of different modes to deliver future product. A further trial was conducted in Auckland to test the concept in a key metropolitan area.

Two new electric vehicles, a Loyds Paxster and Kyburz DXP, were procured to trial. Both vehicles are designed and used in Europe as postal delivery vehicles, and were sought because they have a greater capacity to transport larger bulkier items and remove physical distance constraints of New Zealand Post's current delivery modes.

Based on trial results, the Board of Directors approved a large scale commercial pilot involving the procurement of 50 vehicles for roll out in New Plymouth. The aim was to prove the ID concept at scale by making a permanent change to a provincial city. Since June 2015, all delivery rounds in the Taranaki District have implemented integrated delivery. The Kyburz was used for "on day" delivery while Paxsters were used for priority mail and parcel delivery to "off-day rounds". This provided an opportunity to test the vehicles and work system with different Postie populations under variable conditions for an extended period (e.g. peak and low product volumes, different terrain and weather seasonality).

Learnings from the New Plymouth pilot were used to develop a business case for presentation to Board in November 2015. A national roll out of ID was approved. This included acquisition of a fleet of Paxster vehicles (Gen 2 with modifications – see Figure 1 for an image of the vehicle, including new key features). Implementation is due to begin in mid-2016.

Figure 1. Loyds Paxster: the four wheeled postal delivery vehicle



### **Paxster delivery vehicle**

Under European Union Directive 2002/24/EC, the Paxster is classed as a light quadricycle and meets minimum safety requirements under this Directive. In the absence of an equivalent vehicle classification, the NZTA classed the Paxster as a motor vehicle to enable its operation on local roads. NZTA allow the Directive to dictate the requirements that vehicles must meet to ensure roadworthiness. Technical standards also apply in New Zealand, which maintains the integrity of the safety standards developed for this unique class of vehicle across the European Union.

Vehicle classification is important to articulate because it necessitates minimum safety features and terms governing the use of the vehicles (see Table 1). Notably, Paxster operators require a class 1 license and a helmet is the only legally mandated personal protective equipment (PPE) required. The vehicle is subject to fewer safety standards than passenger vehicles because they carry goods and are engineered

to travel at lower speeds (maximum 45 km/hr). For instance, vehicles do not require fitted seat belts, head restraints or impact testing regimes.

*Table 1. Paxster vehicle classifications and exemptions*

|  |   |
|--|---|
| EU classification                                    | L6e light quadricycle   |
| NZ vehicle classification                            | Class NA (Light Goods Vehicle)  |
| Exemptions required for motor vehicle classification | Interior Impacts 2001, section 2.3(1)<br>Seatbelt and Seatbelt Anchorages 2002 - All requirements.<br>Seat and Seat Anchorages 2002, section 2.1.<br>External Projections 2001, section 2.1.<br>Light vehicle brakes 2002, section 2.5. |
| Driver license                                       | Class 1   |
| PPE  | Helmet  |

Vehicle specifications for the Paxster are presented in Table 2. Notably, the vehicle is battery powered, and engineered to operate at a maximum speed of 45 km/hr.

*Table 2. Vehicle specifications for the Paxster*

|                               |                           |
|-------------------------------|---------------------------|
| Manufacturer                  | Loyds Industri AS, Norway |
| Dimensions (width/length, mm) | 1120 x 2150               |
| Weight                        | 400kg                     |
| Payload (theoretical)         | 300kg                     |
| Payload (measured)            | 96 kg                     |
| Maximum speed                 | 45km/hr (limited)         |
| Power output                  | 6kw - electric            |

#### **Operating conditions**

Paxsters will be operated by employees of New Zealand Post called Delivery Agents. The purpose of this role is to safely deliver products and services offered by the business in New Zealand's "first and last mile" in a way that meets our brand, customer experience, service and productivity expectations.

Based on current designs, an Agent's typical working day will start at 7am at a delivery branch (or a hub, depot) when mail and parcels arrive. Mail will be prepped for Delivery Agents by interim sorters initially and as mail processing technology improves, branches will receive increasing amounts of pre-sequenced

mail. This will allow Delivery Agents to be primarily working outdoors driving a Paxster. Agents will need to scan and sort parcels for delivering to their rounds. Parcels and mail items will be loaded into the Paxster before they head out on delivery. Agents will be required to re-load product during the day at the delivery branch or other location.

Vehicles will be driven on the road according to a pre-determined route in an urban area. Agents have permission to drive on the footpath to get to, and move between, delivery points to deposit product in letter boxes. The distance between the delivery points will be greater for Agents when delivering priority items. Vehicle dismounts are required if letter boxes are inaccessible from the vehicle. Agents are also required to travel down driveways to deliver and pick up parcels directly from customers. They need to be available to answer contact centre queries via mobile phone up to 5.30pm on a day they are rostered to work (12.30pm on a Saturday).

The Agent is considered a key frontline role providing consistently high customer service experience. They are expected to be curious and get to know their customers, and their customers will know and trust them. Agents are expected to proactively identify opportunities to enhance customer service, spot potential sales opportunities, and improve productivity. To facilitate this level of service, Agents are required to carry and use mobile phones and scanning equipment to send and receive customer and product information, including item tracking.

Full time Delivery Agents will work standard hours of 37 hours and 40 minutes over four days. This means an average working day of 9 hours and 25 minutes. The number of standard hours and working days are to be set and changed by agreement and may be more or less than this. Working days will be determined by roster. Overtime at T1.5 will apply to hours worked on rostered days in excess of 40 per week, except in the case of Delivery Agents who have agreed to their standard weekly hours being greater than 40 per week. For these employees, the time when overtime starts will be agreed at the time the extended hours are agreed.

Agents will potentially work for less than their standard hours when product volume is lower and longer than their standard hours when product volume is higher. Overtime penal rates will be agreed with agents when their standard hours are agreed, for 4 day per-week Agents overtime rates will apply for work performed in excess of 40 hours per week. For known high volume/peak periods (e.g. lead up to Christmas and following a Public Holiday) additional resourcing plans will also be in place.

During a working day Agents can decide when to take a 5 minute paid break every hour and a 30 minute unpaid-break in the middle of the day. The majority of working hours will be outside delivering using a Paxster.

## Commitment to health and safety

New Zealand Post remains fundamentally committed to health and safety as the Integrated Delivery work system is designed and implemented. Our *Safety and Wellbeing System and Standards* remain applicable to this process. Key elements of the system are noted along with how they apply to the ID project implementation.

### 1. Assessment of hazards and risks

In addition to this high level assessment, sites will be supported to undertake their own local risk assessments to determine how ID impacts upon their current hazard and round registers. Any changes made within branches will also need to be assessed for any new hazards that are introduced. For instance, physical changes to the layout of the branch.

To support branches, checklists will be made available and monitored via a "branch fitness check". A Safety and Wellbeing Specialist will visit branches within 7 days of implementation to check branch set up, operator comfort, hazard and incident registers and address any concerns.

### 2. Training

New Zealand Post is committed to ensuring Delivery Agents and their leaders are properly trained to safely operate vehicles, handle parcels and carry out their other duties prior to implementing integrated delivery at a site.

Safety training will be provided to agents via on line learning modules with learning reinforced through practical instructor led training for small groups of agents (approx 4 per session). Agents will then have an opportunity to practice their skills on the job while continuing to receive coaching and feedback prior to undertaking a competency assessment. A copy of the learning pathway for Delivery Agents is attached at Appendix A.

Following assessment as "competent", Agents will be subject to annual refresher training to ensure they are complying with all safety procedures and operating rules. If any additional or ongoing safety training is identified as necessary from time to time then New Zealand Post will provide this to Delivery Agents.

### 3. Incident reporting and investigation

New Zealand Post will remain committed to the accurate and timely reporting, recording and investigation of all incidents. Incidents include near misses, early symptoms of pain and discomfort, injuries and property damage. Incident data and investigation findings from sites where integrated delivery has been implemented will be centrally monitored and regularly analysed for trends by a Safety and Wellbeing Specialist.

The Safety and Wellbeing Specialist may determine from time to time to request the assistance of a suitably qualified external expert to investigate incidents that appear may have complex or multiple

contributing causes that should be identified to improve risk management.

**4. Injury management**

As an Accredited Employer in the ACC Partnership Programme, New Zealand Post will continue to actively support our people affected by work-related injury and illness. This includes a commitment to providing appropriate medical, social and vocational support, including light or alternative duties whenever possible and practicable to facilitate the rehabilitation process. Case management will be provided by either Gallagher Bassett or ACC for motor vehicle claims.

**5. Communication and employee participation**

New Zealand Post will continue to consult with employees and their representatives about the proposed ID work system and associated health and safety risks. The company and unions have agreed to the establishment of a joint Integrated Delivery Working Group (IDWG) to oversee national implementation of integrated delivery. One of the roles of this group is to ensure employees' views are communicated to the company and can influence decision making.

Additional opportunities for employees' input and direct participation at site level will include training, team briefings, feedback surveys and conversations with their leaders.

Employees can also access traditional representative channels including Safety and Wellbeing Action Group (SWAG) members or attend SWAG committee meetings.

**6. Contractor and visitor management**

The company has robust procedures in place for contractor and visitor management at its sites and these will continue in line with the new provisions introduced by the Health and Safety at Work Act.

**Emergency management**

New Zealand Post has identified and implemented response procedures to protect and appropriately support its workforce through a variety of emergency situations. These procedures are regularly reviewed and updated at a Group level. Implications for emergency management at an individual site will be considered when integrated delivery is implemented at a site.

**7. Employee wellbeing**

As New Zealand Post employees, Delivery Agents will have access to wellbeing initiatives such as EAP Services.

**8. Performance measurement and reporting**

Safety and wellbeing performance will be regularly measured and reported to senior stakeholder groups and the IDWG .



## Health and safety governance for integrated delivery nationally

The Integrated Delivery Working Group has been established as an engagement forum and stakeholder reference group for the Integrated Delivery project. Specifically, the union members of the Working Group will contribute on behalf of their members to the development of safe work processes and practices for IDA nationally and monitor:

- Roster design in integrated delivery sites;
- Additional resource plans for high peak periods in ID sites;
- Work measurement and round sizing

Membership will include three representatives from each union (ETu and PWUA) and six managers or business representatives. Local and expert representation will be seconded as required.

## Risk assessment method

To facilitate compliance with the new Health and Safety at Work Act, a risk management method was used to assess the risk profile of the new Integrated Delivery Agent role. This involved a dynamic and continual six steps process of hazard identification, risk evaluation, risk control, documentation, communication and review.

### Step 1: Identification of hazards

In order to manage risks to health and safety, New Zealand Post has identified hazards for Delivery Agents that could give rise to reasonably foreseeable risks to their health and safety. Hazards in this context include anything that could cause physical and/or mental harm to any person and damage to property.

Hazards associated with introduction of the Paxster and new ways of working were identified using a range of methods. These included reference to:

- User feedback – employees who participated in trials and the pilot provided feedback about hazards via multiple channels (e.g. team briefings, SWAG meetings, surveys).
- Manufacturer's instructions and guidance.
- Industry injury/disease information and literature sources from other postal operators with similar work systems and tools.
- Analysis of incident reports and investigation findings from trials and the pilot.
- Consideration of current risks encountered by posties and couriers and how this profile could change as working conditions, systems and tools are revised.
- Internal subject matter experts – specialist vehicle trainers, product specialists, business owners of vehicle fleet policy, and safety and wellbeing specialists.
- External subject matter experts – NZTA, New Zealand Police, local road controlling authorities, discussions with WorkSafe and advice sought from those listed below.

A number of external experts were engaged to support the risk assessment process. Information about these experts is provided in the table below.

*Table 3. External experts engaged to support the ID risk assessment process*

| Name and Affiliation                             | Profession                      | Scope   |
|--|---------------------------------|---|
| Dr Hamish Mackie, Mackie Research and Consulting | Ergonomist                      | Assessment of the likelihood of fatigue and ergonomic risks associated with proposed work system.   |
| Stu Kearns, independent                          | Serious crash unit investigator | Assessment of risks when operating vehicles on footpaths and roadways and suitability of the XTR helmet.                                  |
| Transport Specifications Limited (TSL)           | Vehicle engineers               | Provided a range of physical vehicle tests to assess performance and safety for Agents and pedestrians (e.g. handling, and impact tests). |

### Step 2. Evaluation of risk

Risk is the chance, rare to almost certain, that a hazard will cause harm. The level of risk was estimated using the health and safety risk assessment matrix presented in Figure 2. This is a generic matrix used by New Zealand Post Group Risk, but has been tailored for health and safety related events.

Likelihood and consequence are cross referenced to determine risk (definitions of likelihood and consequence are included in Appendix B). This is defined as inherent risk or the level of risk that exists without any controls in place to manage or mitigate the likelihood of harm. As part of this process, consideration was also given as to who and what could be harmed and how.

Figure 2. Health and safety risk assessment matrix

|                                 |  | Consider the <i>likelihood</i> of a hazardous event occurring |          |          |          |                |
|---------------------------------|--|---|----------|----------|----------|----------------|
|                                 |  | Rare  | Unlikely | Possibly | Likely   | Almost certain |
| Consider the <i>consequence</i> | Catastrophic<br>(e.g. fatal)                                     | Low   | Moderate | High     | Extreme  | Extreme        |
|                                 | Major<br>(e.g. permanent disability)                             | Low   | Moderate | High     | Extreme  | Extreme        |
|                                 | Moderate<br>(e.g. hospitalization/short or long term disability) | Low   | Moderate | Moderate | High     | High           |
|                                 | Minor<br>(e.g. first aid)  | Low   | Low      | Moderate | Moderate | High           |
|                                 | Superficial<br>(e.g. no treatment)                               | Low   | Low      | Low      | Low      | High           |

Level of risk determines ownership of the risk and required actions. For instance, extreme risk is owned by the Chief Executive and Board of directors. See Appendix for more detail about risk level, ownership and action.

### Step 3. Control of risk

New Zealand Post has a duty of care to do everything reasonably practical to control the risk of harm to people. 'Reasonably practical' is a new phrase introduced by the Health and Safety at Work Act. To determine if something is reasonably practical, we are required to weigh up and consider the following factors:

- How likely are any hazards or risks to occur?
- How severe could the harm that might result from the hazard or risk be?
- What a person knows or ought to reasonably know about the risk and the ways of eliminating or minimising it?
- What measures exist to eliminate or minimise the risk?
- How available and suitable is the control measure(s)?

Lastly, we have to weigh up the cost:

- What is the cost of eliminating or minimising the risk?
- Is the cost grossly disproportionate to the risk?

This means that level of inherent risk determines priority for action. Higher risks with serious consequences should be prioritised and controlled with reference to the new 'hierarchy of control measures' introduced by the Health and Safety at Work Act (see Figure 3).

*Figure 3. Hierarchy of control measures*

|                        |                   |  |   |
|------------------------|-------------------|--|---|
| <b>Most effective</b>  | <b>ELIMINATE:</b> |  |   |
|                        | 1                 | <b>Eliminate the hazard</b> – remove it completely from your workplace.  | If this isn't reasonably practical, then... |
|                        | <b>MINIMISE:</b>  |  |   |
|                        | 2                 | <b>Substitute the hazard</b> – with a safer alternative.   | If this isn't reasonably practical, then... |
|                        | 3                 | <b>Isolate the hazard</b> – prevent people from coming into contact with it                                    | If this isn't reasonably practical, then... |
|                        | 4                 | <b>Engineering controls</b> – adapt tools or equipment to reduce risk  | If this isn't reasonably practical, then... |
|                        | 5                 | <b>Administration controls</b> – change work practices and organisation (e.g. job rotation, rules)             | If this isn't reasonably practical, then... |
| <b>Least effective</b> | 6                 | <b>Use personal protective equipment (PPE)</b> – this is the last option after you have considered all others. |   |

Elimination strategies should be considered as part of proposed changes to systems of work, equipment, processes, procedures or physical lay out. This promotes the 'prevention through design principle', which is considered the most effective method of preventing or controlling occupational injury and disease. Essentially, it enables risk to be anticipated and 'designed out'.

If elimination is impractical, risks need to be minimised by taking one or more of the following actions that is most appropriate and effective in relation to the nature of the risk: substitution, isolation, engineering controls, administrative controls and provision of PPE. These measures need to be fit for purpose; suitable for the nature and duration of work; and installed, set up and used correctly. Maintenance regimes are necessary to ensure that some control measures remain effective.

Once these controls are established, residual risk can be determined. This is defined as the risk that remains once appropriate control measures have been put in place to manage and reduce the risk to as low as reasonably practical.

**Step 4. Documentation of risk**

The purpose of this paper is to document reasonably foreseeable risk in the context of implementing integrated delivery.

**Step 5. Communication of risk**

NZ Post will communicate the risks and hazards identified with Delivery Agents and Delivery Fleet Leaders who will be working with, or affected by them. This information will include:

- the nature of the risks and hazards and how they can be affected by it,
- controls in place to manage the risk and their responsibilities to follow the controls,
- any specific training or personal protective equipment required,
- requirement to report where controls are not working or could be improved and
- consequences of not following control measures.

**Step 6: Review of risk**

NZ Post will centrally monitor and review and, as necessary, revise control measures during the period of implementation to ensure the IDA remains a safe and healthy system of work for our people and the public. Ensuring multi-site visibility and learning while implementing a new work system is highly desirable. A Safety and Wellbeing Specialist has been assigned the responsibility for overseeing this and providing specialist support to leaders for the duration of the implementation project. In particular, they will focus on hazards that are controlled by minimization strategies (e.g. administrative controls or PPE) to determine their effectiveness. At the conclusion of the implementation project, responsibility for ongoing review and monitoring will be transitioned to Delivery Fleet Leaders having primary responsibility as part of their normal daily working practice with more detailed oversight and multi-site reviews occurring at regular intervals.

The level of risk and effectiveness of controls will determine how often a risk needs to be reviewed. This is usually:

- when a new relevant hazard or risk is identified,
- on a regular time framed basis (annually at a minimum),
- when a control measure has failed to control a risk it was intended to mitigate (e.g. in the event of a serious incident or near miss),
- before a change at the workplace that is likely to give rise to a new or different risk (e.g. a change to a system of work, a process or a procedure and changes to the physical work environment),
- where monitoring indicates that controls are failing to control a risk it was intended to mitigate.

## Risks and controls

### 1. *Driving Paxsters on public roads*

There is a risk that vehicles operating on public roads may crash; strike, or be struck by, another vehicle; and/or strike pedestrians.

#### Possible implications

- Death or serious injury to Agent and/or members of the public.
- Damage to public and/or privately owned property.
- Prosecution of New Zealand Post and/or Agent under the Health and Safety at Work Act.
- Enforcement action taken against the individual operator found to be driving carelessly, which includes fines, demerit points and/or prosecution.
- Damage to New Zealand Post's brand and reputation and/or cancellation of NZTA approval to use the vehicles in New Zealand.

#### Examples of pre-conditions

- Agent inexperience or lack of training to operate a vehicle.
- Vehicle may be travelling at a speed inconsistent with the flow of traffic in a situation where there is no room for faster travel to pass the vehicle safely.
- Vehicle may not be seen by another driver using the roadway.
- Compromised roadworthiness due to lack of warrant, servicing and maintenance.
- Vehicle instability due to overloading, uneven distribution of product and/or steep or even terrain.
- Inadequate time in which to complete delivery resulting in driver inattention or distraction.
- Agents may be physically impaired or incapable of operating the vehicle safely.
- Agent fatigue or discomfort.

#### Inherent risk rating

Inherent risk is the level of risk that exists without any controls in place to manage or mitigate the likelihood of risk. Inherent risk ratings are as follows:

- Consequence: catastrophic
- Likelihood: likely
- Inherent rating: extreme

#### Controls

Risks could be eliminated if vehicles were not operated on public roads, but this is impractical given the businesses operating model.

Minimization strategies will be applied to reduce the risk rating to as low as reasonably practical. These include vehicle selection, improvements made to vehicle usability, adherence to vehicle class technical standards, fleet management practices to ensure road worthiness, enhancements to vehicle visibility,

training Delivery Agents about safely managing vehicle speed, driver's license requirements and monitoring, personal protective equipment, safe loading procedure, rules to minimize driver distraction, round design, workload management, fatigue and fitness for driving, first aid, training and supervision.

### 1.1 Vehicle selection

One of the reasons the Paxster was selected as the vehicle of choice for national rollout was because it was found to be the safer of the two vehicles independently tested. While both the Paxster and Kyburz are designed for the purpose of postal delivery within Europe, the Paxster was found to be more suited to the tasks and conditions under which it will be operated in New Zealand.

A transport engineer from Transport Specifications Limited provided a direct comparison between the vehicles in relation to safety, practicality and ease of operation. The Paxster outperformed the Kyburz in most tests.

The following key findings were made in relation to the safety of the Paxster:

- *Stability* – the Paxster could be operated at higher speeds before cornering limits were reached with the limitation being loss of traction and a tendency to slide.
- *Performance and battery life on delivery*– the Paxster performed well and maintained power allowing Agents to focus on the task of driving.
- *Crash impact* – sufficient operator survival space was maintained when the frontal impact strength was tested.
- *Pedestrian impact* – the lower and more rounded front end of the Paxster means that pedestrians are likely to be deflected away, rather than dragged under, the vehicle. Mirror design was also superior from a pedestrian safety perspective as they collapse on impact.
- *Reliability* –speedometer and park brake were found to be unreliable, but these issues were addressed with the manufacturer when New Zealand Post ordered the new model of Paxster.

### 1.2 Vehicle usability

During trial and pilot, there was a process of refinement to make the vehicle as usable as possible for the driver. User feedback resulted in the retro-fitting of items to improve comfort (e.g. 'wings' were fitted to the front of the vehicle cab to deflect wind). Lloyds was consulted about more fundamental design changes that could be made to the next iteration of the vehicles for national roll out. For instance, the handle bar assembly on the current version of the vehicle has been redesigned to improve performance.

To improve usability and comfort while driving, consensus amongst Agents in New Plymouth was that more training could be provided to 'fit' the person to the vehicle. This included training on customizing new adjustable seating positions and how to operate the vehicle using minimal body forces (to apply brakes, steering). An ergonomist also advised that there should be training provided to Agents on the safest means of mounting and dismounting the vehicle given the repeated nature of this activity during the course of a working day. This training module requires development for deployment on-line, and for initial implementations will be provided in the 1 day practical training by the vehicle instructor.

### **1.3 Adherence to vehicle class technical standards**

The Paxster is manufactured to meet the minimum safety requirements for its light quadricycle vehicle class under European Union Directive 2002/24/EC. The NZTA allow this standard to also dictate the safety requirements in the New Zealand context.

### **1.4 Roadworthiness**

To further mitigate risks associated with operating vehicles on roads, New Zealand Post is required to ensure vehicles are maintained in a roadworthy and legal condition at all times. When vehicles arrive in the country, they undergo entry certification to gain registration and a warrant of fitness (WOF). This involves checking, certifying, registering and licensing vehicles to ensure they are safe enough to drive on roads.

In addition to one-off registration, Delivery Fleet Leaders will be required to ensure vehicles are regularly licensed and have a warrant of fitness. Given vehicles are new, the first WoF will be issued for three years. Thereafter, a WoF is required every 12 months. Vehicles will be expected to undergo a WoF if they have been involved in a serious incident. Checks by a certified agent ensure vehicles meet required safety standards at the time of inspection (e.g. tyre condition, brake operations, structural condition).

To ensure vehicles are in a warrantable condition at all times, Delivery Agents will conduct a daily inspection using a checklist to systematically assess the safety and roadworthiness of their vehicle. Damage and defects should be noted and reported to their Delivery Fleet Leader. Vehicles that are unsafe to drive will be placed out of service immediately and repaired by an independent agent approved by Loyds before being made available to drive. All reported faults should be reviewed by a competent person with feedback to the driver of the outcome of the review and/or the action that was taken. This procedure needs to be outlined in training and information for Agents and leaders.

Vehicles will be regularly serviced at intervals determined by the manufacturer. Loyds have approved an independent service agent to provide national support to the Paxster fleet. This ensures there is adequate mechanical support to maintain these unique vehicles.

Each vehicle should have its own maintenance record to keep track of this activity. Records should note faults reported/repaired, routine maintenance required/completed, repairs undertaken. Records should be regularly monitored to identify recurring faults, gaps in maintenance programmes or lapses in preventative maintenance.

### **1.5 Vehicle visibility**

Paxsters will be painted red with accents of yellow to reflect the colours of the New Zealand Post brand, and operated with their headlights on regardless of lighting conditions. An expert has recommended a range of further measures to improve the visibility of the Paxster to other road users. This included retro-fitting vehicles with additional daytime LED lights and adding reflective chevrons to the rear doors. Stu Kearns has been engaged to sign off on the solution implemented.



The independent service agent and Loyds have developed solutions that meet the expert's expectations and these will be retrofitted to all vehicles prior to deployment. Agents will require training and information about when and how to activate lighting. For initial deployments this training will be provided during the one day practical training by the vehicle instructor.

### **1.6 Vehicle speed**

As per the New Zealand road code, Agents are expected to travel within all posted speed limits and at a speed consistent with traffic flows to minimise the likelihood of collision and reduce injury severity in the event of collision.

Engineered to move at a maximum speed limit of 45 km/h, the Paxster can maintain this speed on the flat or downhill when fully loaded. This 45 km/h speed is within normal NZTA expectations for 50km/h speed limit areas where considerations on setting the speed limit include the high likelihood that vehicle traffic will frequently encounter cyclists, pedestrians, turning vehicles, parking vehicles and attendant frequent requirements to slow or to stop.

On moderate uphill sections, speeds of 25-35km/h are typical for the Paxster. This reduces to 20-22km/hr on steeper uphill sections. While the engineered speed restriction is a safety feature in itself, the slowness of the vehicles when fully loaded in these circumstances may pose a risk to other road users and Agents if traffic flow is unduly impeded.

During early trials, other road users were found to have potential to become abusive to Agents if hindered by the vehicle. For the New Plymouth pilot and future planned implementations on-line training followed up with practical training has been developed on the Agents' obligation not to impede faster moving traffic and to pull over or stop to let other vehicles pass. Steps have also been taken to increase the visibility of the Paxster vehicle to improve safety in situations where other road users are attempting to pass the vehicle.

In New Zealand there are no minimum speed restrictions and it is a daily occurrence for slower moving vehicles to be operating on our roadways (e.g. farm vehicles and cyclists). Advice from an independent expert has concluded that with visibility enhancements, including daytime LED lights and reflective chevrons, the vehicle could in many situations be operated safely for travelling short distances on many 70km/h roadways. In making this assessment, the expert noted that one of the factors NZTA requires in approving speed limits greater than 50km/h is greater physical width of the roadway to provide opportunity for faster moving traffic to pass slower moving vehicles safely. NZTA accepted this advice and the expert's opinion that operation would not unreasonably impede traffic on 70km/h roadways. NZ Post intends to retain the independent expert to assess any proposals to use the vehicle on 70km/h roads in early implementations with the expert also training internal round designers on how to make these assessments in the longer term.

### **1.7 Driver's license**

Agents must hold a current class 1 license (restricted at minimum) to drive a Paxster. This ensures Agents have studied the Road Code, which is the basic guide to safe, legal and considerate road user behaviour in New Zealand. As per law, Agents must carry their license while driving and need to comply with their licensing conditions (e.g. wearing of prescription glasses).

Driver licenses will be monitored in the NZTA's Transport Organisation Register Online (TORO). This enables managers to check that only licensed drivers are operating the Paxster as well as their drivers' license status and activities. Leaders should also conduct 'spot checks' to ensure Agents are carrying their licenses while driving the Paxster. Agents will be reminded of this requirement as part of initial and ongoing training.

### **1.8 Personal protective equipment**

A helmet approved by the NZTA is the only legally mandated item of PPE required to protect the head in the event of a collision. Use and maintenance of PPE should be included in training for Agents.

As per current procedure, equipment issued to Agents must be documented in a PPE register. Ongoing monitoring of PPE use is required to ensure it remains fit for purpose, is correctly worn, maintained and replaced.

### **1.9 Safe loading procedure**

Overloading and the uneven distribution of product could potentially undermine vehicle performance and stability thus increasing the likelihood of a vehicle incident. To mitigate this risk, a safe loading procedure will be implemented to ensure loads are within weight limits, evenly distributed, weighted to the bottom of the vehicle and secured. Agents will receive initial training and regularly reminded of the safe loading procedure.

Regular monitoring is required to ensure Agents are packing their vehicles safely and redistributing load as the vehicle gets lighter while on delivery.

### **1.10 Rules to minimize driver distraction**

Driver inattention or attention diversions are common contributing factors in crashes resulting in injury in New Zealand. To minimize distractions, Agents are expected to abide by a set of rules to ensure they maintain focus on the driving task at hand. For instance, Agents are not permitted to sort and scan while driving, use cell phones or listen to music devices. This information is included in training material and requires regular reminder and monitoring.

### **1.11 Round design**

Rounds specify the route that Agents should take on public roadways while out on delivery. The way in which a round is designed will impact upon an Agent's exposure to hazardous roadways. Therefore, a number of safety factors need to be considered and controls applied to the design of rounds in order to eliminate or minimize risk the risk of collision and injury.

Here are examples of factors that Delivery Support Systems will be considering when designing rounds for integrated delivery:

- *Left-hand delivery* – Delivery rounds will be designed so that operators are required to drive on the left-hand footpath of the road to ensure vehicles enter and exit roadways with the flow of traffic.
- *Gradient assessments* – Paxsters are not permitted to travel up roadways with gradients of more than 30% (17 degrees) or more.
- *Speed limit zones* – A risk assessment is required for every situation where it is proposed that a Paxster may need to travel on a road with a speed limit of 70km/hr. An external expert, Stu Kearns, will be providing initial assessments and training for Delivery Support Systems to undertake these assessments in the longer term. This training needs to be arranged.

#### **1.12 Workload management**

The management of workload is fundamental to ensuring that Agents have sufficient time in which to complete delivery safely with sufficient rest periods for recovery during and between shifts. During a shift Delivery Agents receive 5 minutes per hour as paid breaks.

The collective bargaining process has established that ID Rosters will be designed so that the combination of hours per day and the pattern of days on and off are such as to minimise the potential for employee harm. The joint union and company IDWG will oversee the implementation of Integrated Delivery nationally and its oversight role extends to:

- roster design in integrated delivery sites;
- additional resource plans for high peak periods in ID sites;
- work measurement and round sizing.

Workload will be monitored as part of the IDWG meetings and will feature as part of the controls to manage the risk of fatigue.

#### **1.13 Fatigue and fitness for driving**

Controls for the risk of fatigue and fitness for driving are presented in risk 4. *Driver fatigue*.

#### **1.14 First aid requirements**

In the event of a collision that causes injury, a quick first aid response can mean the difference between life and death, or can reduce the severity of the injury. All Paxsters carry a vehicle first aid kit.

Agents will all carry mobile phones as a job requirement enabling them to call for assistance from emergency services or from their Delivery Fleet Leader in the event of an incident.

#### **1.15 Training**

Training is fundamental to mitigating risks associated with operating the Paxster. A bespoke in-house training package has been developed to support the Integrated Delivery Agent role. All Agents and their leaders will be trained and assessed as competent before being permitted to drive vehicles.

The training programme encompasses e-learning modules that focus on safe driving principles, defensive driving techniques, frequently encountered hazards and controls, and information about reporting incidents. This will be reinforced with practical training and competency assessments that will be managed by qualified vehicle instructors. The training pathway is attached at Appendix A.

Given the majority of the risk mitigation strategies lie with the Delivery Agent training needs to be regularly assessed and monitored for effectiveness with cross-checking against incidents reported to ensure that Agents are complying with all safety procedures and that they understand all the operating rules.

#### 1.16 Supervision

NZ Post accepts that it has a legal obligation to ensure employees are supervised by a person who has knowledge or experience. This is challenging for employees who work independently across geographically dispersed locations and developing a compliance monitoring approach will be essential.

In addition the company will ensure that many of its senior leaders, Fleet Delivery Leaders and Delivery Support Officers undertake Delivery Agent training and are familiar with and can contribute to ongoing development of the safe operating procedures that apply to Delivery Agents.

#### Recommended actions

The current risk rating is high given that the consequence is extreme, but unlikely. The following actions are recommended to further minimise the risk of harm.

| #   | Title                        | Action  | Owner      |
|-----|------------------------------|---|------------|
| 1.1 | Vehicle usability            | Develop training material to improve the usability and comfort of Paxsters for Agents (e.g. adjusting seat, how to dismount vehicle).   | ID Project |
| 1.2 | Vehicle visibility           | New Paxsters require visibility enhancements to be retro-fitted.  | ID Project |
| 1.3 | Driver's licenses            | Develop system to collect driver license information for entry into TORO monitoring tool  | ID Project |
| 1.4 | PPE                          | Monitoring ongoing effectiveness of operator PPE (helmet) and any additional requirement.   | ID Project |
| 1.5 | Safe loading procedure       | Ensure safe loading procedures included in training and develop material for subsequent follow up by leaders.   | ID Project |
| 1.6 | Round design risk assessment | Engage Stu Kearns to provide tools and training to support Delivery Support Systems undertake risk assessments of roadways with speed limits of 70km/h if this use is proposed. | ID Project |
| 1.7 | Training                     | Ensure training modules for Agents and leaders outline key risks and mitigants.   | ID Project |
| 1.8 | Supervision                  | Consider how to supervise and monitor compliance for Agents who work independently across geographically  | ID Project |

|  |  |   |  |
|--|--|---|--|
|  |  | dispersed locations and document how this will be done. Ensure that representative numbers of Senior Leaders, Fleet Delivery Leaders and Delivery Support are trained in and are familiar with safe operating procedures for Delivery Agents. |  |
|--|--|---|--|

**Residual risk rating**

Residual risk is the risk that remains once control measures have been put in place to reduce the risk to as low as reasonably practical. Once all possible mitigating activities have been put in place, the risk will shift from extreme to high (see risk matrix below, which maps inherent, current and residual ratings).

|             |   | Likelihood |          |                     |          |                |
|-------------|---|------------|----------|---------------------|----------|----------------|
|             |   | Rare       | Unlikely | Possibly            | Likely   | Almost certain |
| Consequence | Catastrophic<br>(e.g. fatal)                  |            |          | Current<br>Residual | Inherent |                |
|             | Major<br>(e.g. permanent disability)          |            |          |                     |          |                |
|             | Moderate<br>(e.g. hospitalization/disability) |            |          |                     |          |                |
|             | Minor<br>(e.g. first aid)                     |            |          |                     |          |                |
|             | Superficial<br>(e.g. no treatment)            |            |          |                     |          |                |

## **2. Driving Paxsters on footpaths**

Operation of Paxsters on footpaths creates risk to the public and to Delivery Agents. Risks include:

- colliding with vehicles entering/exiting driveways,
- striking or running over footpath users (pedestrians, mobility devices and recreational devices), and
- 'forcing' footpath users onto the road and exposing them to oncoming traffic.

### **Possible implications**

- Death or serious injury to members of the public and/or the Agent.
- Damage to public and/or privately owned property.
- Prosecution of New Zealand Post and/or the vehicle operator under the Health and Safety at Work Act.
- Enforcement action taken against the individual Agent found to be driving carelessly, which includes fines, demerit points and/or prosecution.
- Damage to NZ Post's brand and reputation.
- Members of the public petitioning councils to revoke permits if vehicles are perceived to be operating carelessly or recklessly on footpaths resulting in revocation of permits to operate.

### **Examples of pre-conditions**

- Vehicles travelling at speed that is unreasonable and inappropriate to safe operation on the footpath (up to 45 km/hour).
- Operators failing to give way to other footpath users or vehicles moving across footpaths.
- Operator inattention or attention diversions (e.g. reading mailing addresses).
- Operators may not see other footpath users, particularly where their line of sight is obscured (e.g. high fences and overgrown bushes across driveways and footpaths or when turning a corner).
- Operator may be impaired to drive a vehicle (e.g. under the influence of drugs or alcohol).
- Vehicles may occupy most or the full breadth of a footpath forcing a pedestrian or other footpath user to give way or take evasive action to avoid the device by moving onto the road and into traffic moving at 50 km/hr or higher.
- Footpath users may unduly impede the passage of the vehicle or act unpredictably around the vehicle, especially children.
- Obstacles (e.g. utility services or rubbish bins on collection days) may unduly impede the passage of the vehicle increasing the number of times an Agent is required to exit the footpath and enter the roadway to navigate the obstacle.
- Footpath users and drivers exiting driveways may not see or hear the vehicle approaching.

**Inherent risk rating**

Inherent risk is the level of risk that exists without any controls in place to manage or mitigate the likelihood of risk. Inherent risk ratings are as follows:

- Consequence: Catastrophic
- Likelihood: likely
- Inherent rating: extreme

**Controls**

Risks could be eliminated if vehicles travelled solely on public roads, but this is an undesired control measure. For reasons of delivery efficiency, New Zealand Post has for many years applied for Council approval to operate cycles and motorcycles on footpaths for the purpose of delivering mail. The company has obtained permission from NZTA and NZ Police to seek and in many cases hopes to be granted approval to operate Paxsters similarly.

Accordingly risks associated with the operation of vehicles on footpaths need to be controlled through minimization strategies. A set of rules, presented below, will primarily govern the operation of vehicles on the footpath. However, all risk mitigation strategies that apply to driving Paxsters on public roads also apply to the operation of vehicles on footpaths. These include:

- 1.1 Vehicle selection
- 1.2 Vehicle usability
- 1.3 Adherence to vehicle class technical standards
- 1.4 Road worthiness
- 1.5 Vehicle visibility
- 1.6 Vehicle speed
- 1.7 Driver's license
- 1.8 Personal protective equipment
- 1.9 Safe loading procedure
- 1.10 Rules to minimize driver distraction
- 1.11 Round design
- 1.12 Workload management
- 1.13 Fatigue and fitness for driving
- 1.14 First aid requirements
- 1.15 Training
- 1.16 Supervision

**2.1 Footpath rules**

Operating vehicles on footpaths, with limited exceptions since a 2009 amendment, is illegal under the Land Transport (Road User) Rules 2004 . New Zealand Post has applied for and been granted an exemption to this rule (by NZTA ) that allows the company to apply to local road controlling authorities for approval to allow Paxsters to use footpaths in a similar way that bicycles are used to deliver to letterboxes within that authority's area.

The NZTA exemption and subsequent Council approvals have been granted on condition that vehicles are driven in accordance with safety rules to minimise the risk of harm to footpath users, other road users and Delivery Agents. In the absence of regulations governing this type of operation in the Road User Rules, New Zealand Post has developed and refined the rules based on learnings from the New Plymouth pilot and expert advice from serious crash investigator, Stu Kearns. Rules encompass speed limits, give way rules, no go areas and guidance about when to avoid footpath travel (e.g. when passing a school at 3pm).

Ultimately, this control measure is heavily reliant upon Agents behaving according to a comprehensive set of rules and exercising good judgment. This is a risk, as it assumes an Agent will comply with all of the rules all of the time. Given there are significant risks associated with breaching the footpath rules, a compliance assurance process is required to provide assurance that rules are being complied with.

In addition to monitoring by supervisor/trainer observations, from time to time, the Company is currently undertaking an assessment of other potential monitoring approaches such as inviting comment on driver behaviour from members of the public and installation of a static camera in the vehicle so that footage can be reviewed in the course of investigating a serious incident or accident.

## 2.2 Training

On-line training modules and practical 1 day training sessions to be provided to Delivery Agents include information about footpath rules and how to safely operate vehicles on footpaths. Specifically, training encompasses the:

- nature of the hazards associated with driving on footpaths and how they and members of the public could be affected by it,
- the rules in place to manage the risk and their responsibilities to follow these rules,
- defensive driving techniques (eg driving to weather conditions, slowing and moving to the right outer curve when approaching a left hand turn, slowing down when approaching driveways)
- requirement to report where controls are ineffective or could be improved and
- the serious consequences that could eventuate if control measures are not followed.

Agents also need to be regularly reminded of the footpath rules and the consequences of failing to comply.

### Recommended actions

The current risk rating is moderate given that the consequence could be catastrophic, but is unlikely to occur. The following actions are recommended to further minimise the risks associated with the operation of Paxsters on footpaths:

| #   | Title          | Action  | Owner      |
|-----|----------------|---|------------|
| 2.1 | Footpath rules | Develop and implement a compliance and assurance process to detect any systemic non compliance with footpath rules. | ID Project |



**Residual risk rating**

The residual risk rating is the risk that remains once control measures have been put in place to manage and reduce the risk to as low as reasonably practical. Once all possible mitigating activities have been put in place, the residual risk will continue to be moderate (see risk matrix below, which maps inherent, current and residual ratings).

|                    |   | <i>Likelihood</i> |          |          |          |                |
|--------------------|---|-------------------|----------|----------|----------|----------------|
|                    |   | Rare              | Unlikely | Possibly | Likely   | Almost certain |
| <i>Consequence</i> | Catastrophic<br>(e.g. fatal)                  |                   |          | Current  | Inherent |                |
|                    | Major<br>(e.g. permanent disability)          |                   | Residual |          |          |                |
|                    | Moderate<br>(e.g. hospitalization/disability) |                   |          |          |          |                |
|                    | Minor<br>(e.g. first aid)                     |                   |          |          |          |                |
|                    | Superficial<br>(e.g. no treatment)            |                   |          |          |          |                |

### **3. Exposure to moving vehicles**

As pedestrians, there is a risk that Delivery Agents could be struck by a moving vehicle. This risk for Delivery Agents is extremely similar if not identical to that faced by Posties delivering mail product.

#### **Possible implications**

- Death or serious injury to Agent.
- Prosecution of New Zealand Post and/or Agent under the Health and Safety at Work Act.
- Enforcement action being taken against the individual Delivery Agent for careless or negligent behaviour as a pedestrian.
- Damage to brand and reputation.

#### **Examples of pre-conditions**

- Exposure to slow moving vehicles within interchanges and car parks where vehicles are typically stored and loaded. This includes forklifts, trucks, courier vans and cars.
- When vehicles are unable to travel on footpaths, Agents stop the vehicle on the road-side and may be required to walk on the road to reach the delivery point.
- Agents walking on sections of footpath or driveways to reach letter boxes or the customer's front door.

#### **Inherent risk rating**

Inherent risk is the level of risk that exists without any controls in place to manage or mitigate the likelihood of risk. Inherent risk ratings are as follows:

- Consequence: catastrophic
- Likelihood: possible
- Inherent rating: high

#### **Controls**

##### **3.1 Branch traffic management risk assessment**

New Zealand Post has the greatest control of risks associated with moving vehicles within delivery branches. When branches are converted to Integrated Delivery the project implementation plan will require branches to conduct a traffic management risk assessment to determine the local risks and possible control measures suitable for the characteristics of the site. For instance, this will involve considering whether people and moving vehicles can be separated, erecting signage to direct customers to visitor car parks and managing the times at which operational vehicles use interchanges. The Project will support leaders to undertake this assessment and Project stage-gate and toll-gate processes will ensure that these are in place prior to implementation.

##### **3.2 Left hand delivery**

Rounds will be designed so that operators deliver product to addresses on the left-hand side of the road. This ensures Agents exit the Paxster if using the roadway rather than the footpath (not

recommended in training) from the left side on to a berm or footpath instead of stepping to the right side of the vehicle into a flow of traffic.

**3.3 Enhanced visibility of the Delivery Agent**

High visibility aspects have been deliberately designed into the shirts/jackets in the proposed Integrated Delivery uniform range to make an Agent more visible to vehicle operators in the Agent’s vicinity. These visibility aspects are consistent with those that appear in the current Postie Uniform.

Neither the Postie nor the Delivery Agent uniform as manufactured fully complies with the Australia/New Zealand Standard for high visibility garments (4602:1999). This Standard specifies best practice requirements for high-visibility clothing for persons working in high risk situations.

Examples of high risk situation are ..

- Roadway construction workers.
- Utility workers.
- Survey crews.
- Emergency responders.
- Road assistance/courtesy patrols.
- Flagging crews.
- Towing operators

New Zealand Post will continue to monitor and review the risk rating.

**Recommended actions**

The current risk rating is high given that the consequence is catastrophic and the likelihood is possible. The following action will further minimise the risks associated with Delivery Agents working within proximity to moving vehicles.

| #   | Title                                     | Action  | Owner      |
|-----|---|---|------------|
| 3.1 | Branch traffic management risk assessment | Develop guidelines to assist Delivery branches to conduct a traffic management risk assessment. | ID Project |

**Residual risk rating**

The residual risk rating is the risk that remains once control measures have been put in place to manage and reduce the risk to as low as reasonably practical. Once all possible mitigating activities have been put in place, the risk will be moderate (see risk matrix below, which maps inherent, current and residual ratings). Although the consequences of the risk are extreme the controls should significantly reduce the likelihood of incidents occurring.

|             |   | Likelihood |          |          |          |                |
|-------------|---|------------|----------|----------|----------|----------------|
|             |   | Rare       | Unlikely | Possibly | Likely   | Almost certain |
| Consequence | Catastrophic<br>(e.g. fatal)                  |            | Residual | Current  | Inherent |                |
|             | Major<br>(e.g. permanent disability)          |            |          |          |          |                |
|             | Moderate<br>(e.g. hospitalization/disability) |            |          |          |          |                |
|             | Minor<br>(e.g. first aid)                     |            |          |          |          |                |
|             | Superficial<br>(e.g. no treatment)            |            |          |          |          |                |

#### 4. Driver fatigue

Driver fatigue is a recognised risk factor for people who drive vehicles commercially. When fatigued while driving, judgment and decision making are affected and reaction times slow down thus increasing the risk of collision and injury.

##### Possible implications

- Death or serious injury to Agent and/or members of the public.
- Damage to public and/or privately owned property.
- Prosecution of New Zealand Post and/or Agent under the Health and Safety at Work Act.
- Enforcement action taken against the individual operator found to be driving carelessly, which includes fines, demerit points and/or prosecution.
- Damage to New Zealand Post's brand and reputation and or cancellation of NZTA approval to use the vehicles in New Zealand.

##### Examples of pre-conditions

- Delivering mail and parcels is demanding work with Agents needing to be alert for extended periods to look out for traffic and footpath users. Fatigue can easily lead to slips and lapses and a moment of not checking properly for traffic could lead to a collision.
- Drugs, prescribed medications or alcohol consumed by Agents even if/when not at work can contribute to the onset of fatigue.
- Total amount of time Agents spend working, including driving, either in a continuous period or over a day and/or week can contribute to physical and mental fatigue.
- Lack of rest periods while working or driving combined with sustained mental or physical effort.
- Environmental stresses such as heat, cold and vehicle vibration can result in fatigue.
- Challenging road and climatic conditions can increase mental and physical demands and may combine with other factors to increase fatigue risk.

**Inherent risk rating**

Inherent risk is the level of risk that exists without any controls in place to manage or mitigate the likelihood of risk. Inherent risk ratings are as follows:

- Consequence: catastrophic
- Likelihood: likely
- Inherent rating: extreme

**Controls**

During the recent CEA negotiations both unions and the company referred to the NZTA's Preventing fatigue in the commercial road transport industry: A good practice guide (2010). The parties agreed that rosters shall be designed with a view to ensuring that the combination of hours per day and the pattern of working and non-working days are such as to minimise the potential for employee harm.

It was also agreed to establish a joint IDWG to engage over and oversee the implementation of Integrated Delivery nationally including:

- roster design in ID sites;
- additional resource plans for high peak periods in ID sites; and
- work measurement/round sizing.

A number of factors recommended in the Guide are already well established within New Zealand Post's workplace and systems. For instance, management practices, assessing fitness for duty, driver health management, work environment, induction and training, vehicle management practices and systems for reporting incidents and near misses.

Independent ergonomist, Hamish Mackie, recommended the most effective way of managing fatigue hazards is to focus on the design of the Delivery Agent role and shift patterns. He noted that the proposed role shift patterns caused "no immediate cause for alarm", especially in relation to the working hours of truck drivers and the more dynamic nature of the Agent's role.

To habituate Agents to new longer shifts, Hamish recommended a stepped introduction to longer shifts. Notably, on the job habituation is achieved by gradually increasing shift left over time or starting with more rest breaks than usual and gradually reducing the rest periods until Agents become accustomed to working longer hours.

Overall, it was recommended that a long-term monitoring framework be developed and implemented to track Paxster usability and safety as the vehicle becomes embedded in the work system and the length of the outdoor delivery component increases. This includes reviewing shift and break patterns and aggregating reports of discomfort, pain and injury, near misses and incidents.

**Recommended actions**

The current risk rating is moderate given that the consequence could be catastrophic even if occurrence is unlikely. The following action will be taken to further minimize the risk of harm.

| #   | Title                     | Action   | Owner      |
|-----|---------------------------|--|------------|
| 4.1 | Fatigue management policy | Review current fatigue management policies and practices in line with the NZTA's <i>Preventing fatigue in the commercial road transport industry: A good practice guide</i> (2010). Identify any gaps requiring further development and implementation (e.g. training modules for Delivery Fleet Leaders on identifying driver fatigue). | ID Project |
| 4.2 | Monitoring and review     | Establish monitoring framework for incidents and near misses to identify indicators and trends indicative of fatigue risk increasing.  | ID Project |

**Residual risk rating**

The residual risk rating is the risk that remains once control measures have been put in place to manage and reduce the risk to as low as reasonably practical. Once all possible mitigating activities have been put in place, the risk will be moderate.

|             |   | Likelihood |                  |          |        |                |
|-------------|---|------------|------------------|----------|--------|----------------|
|             |   | Rare       | Unlikely         | Possibly | Likely | Almost certain |
| Consequence | Catastrophic<br>(e.g. fatal)                  |            | Current Residual | Inherent |        |                |
|             | Major<br>(e.g. permanent disability)          |            |                  |          |        |                |
|             | Moderate<br>(e.g. hospitalization/disability) |            |                  |          |        |                |
|             | Minor<br>(e.g. first aid)                     |            |                  |          |        |                |
|             | Superficial<br>(e.g. no treatment)            |            |                  |          |        |                |

## ***5. Delivering in extreme weather conditions***

Weather conditions are one of a number of contributory factors that lead to vehicle incidents.

### **Possible implications**

- Death or serious injury to Agent and/or members of the public.
- Enforcement action being taken against the Agent for careless use of a vehicle if lapse of judgment or not driving reasonably for the conditions.
- Prosecution of New Zealand Post and/or Agent under the Health and Safety at Work Act for failure to manage the risk of driving in extreme weather conditions.
- Damage to public and/or privately owned property.
- Damage to brand and reputation.

### **Examples of pre-conditions**

- Road and climatic conditions increase mental and physical workload and may combine with other factors to increase risk of fatigue or driver inattention.
- Agents may slide or lose control of vehicles in slippery conditions.
- High winds moving through the cab could rock the Paxster causing driver distraction.
- Subjecting Agents to extreme cold and heat compromises their ability to concentrate on the task of driving and increases the likelihood of error.

### **Inherent risk rating**

Inherent risk is the level of risk that exists without any controls in place to manage or mitigate the likelihood of risk. Inherent risk ratings are as follows:

- Consequence: catastrophic
- Likelihood: likely
- Inherent rating: extreme

### **Controls**

#### **5.1 'Weather policy'**

As per current 'weather policy', leaders will continue to conduct daily assessments of weather and road conditions to ensure agents can work safely and comfortably, particularly in adverse conditions (e.g. high winds, icy roads). The risk of harm is typically eliminated via a decision to postpone or cancel delivery until conditions improve and the linehaul network is able to deliver product to branches.

#### **5.2 Vehicle characteristics**

Vehicle performance in adverse weather conditions was assessed as part of the pilot in New Plymouth, and vehicle handling in slippery conditions formed part of the independent testing by TSL. The Paxster's performance was one of the reasons why it was selected as the vehicle of choice. In addition to having superior stability, the roof and windscreen provided better weather protection for the driver. Further retrofitting of items, such as wind deflectors, are hoped to further improve driver comfort.

Further retrofits may be required to protect the Agent in icy conditions and risk assessments will be made at the time of implementation in colder regions. For instance, vehicles could be fitted with improved slip reducing floor grip plates, winter tyres and chains if necessary. Norway Post, who use the Paxster, have advised that these accessories are fitted when temperatures drop below zero. In New Zealand's warmer climate these conditions will occur with less frequency than in Norway.

### 5.3 Delivery Agent Uniform

While the vehicle provides a degree of protection, Agents require uniform equipment to mitigate against the effects of climatic conditions when out on delivery. The Agent uniform is based on the Postie uniform, which has developed over years of experience to maximize comfort to those directly exposed to the elements. Notably, it's built on the concept of a garment layering system so individuals can adjust layers to regulate temperature. This includes base layers, mid-layers and outer shells for protection from wind and rain. Accessories are provided to protect extremities (socks, gloves, hardy footwear and if needed Yaktrax).

The uniform is also designed to protect against exposure to ultraviolet light. To protect the face, sunglasses and visors are supplied. The windscreen in the Paxsters has been modified to incorporate sun shielding foil in the manufacturing process. The Agent's body is protected by long sleeved garments with collars, and outer fabric layers are manufactured with a special sun protective fabric.

Ongoing monitoring of uniform will continue to ensure it's effective at protecting Agents from extreme weather conditions.

#### **Recommended actions**

The current risk rating is moderate given that although consequence is catastrophic, but incidents are unlikely to occur. The following actions are recommended to further minimise the risks associated with the operation of Paxsters in extreme weather conditions:

| #   | Title                     | Action   | Owner      |
|-----|---------------------------|--|------------|
| 5.1 | Uniform                   | Ongoing monitoring of the effectiveness of the Agent's uniform is required.                                    | ID Project |
| 5.2 | Weather-proofing vehicles | Ongoing feedback and assessments may be required to 'weatherproof' the Paxster if operating in colder regions. | ID Project |



**Risk rating**

The residual risk rating is the risk that remains once control measures have been put in place to manage and reduce the risk to as low as reasonably practical. Once all possible mitigating activities have been put in place, the risk will shift from moderate to low.

|                    |   | <i>Likelihood</i> |          |          |        |                |
|--------------------|---|-------------------|----------|----------|--------|----------------|
|                    |   | Rare              | Unlikely | Possibly | Likely | Almost certain |
| <i>Consequence</i> | Catastrophic<br>(e.g. fatal)                  | Residual          | Current  | Inherent |        |                |
|                    | Major<br>(e.g. permanent disability)          |                   |          |          |        |                |
|                    | Moderate<br>(e.g. hospitalization/disability) |                   |          |          |        |                |
|                    | Minor<br>(e.g. first aid)                     |                   |          |          |        |                |
|                    | Superficial<br>(e.g. no treatment)            |                   |          |          |        |                |

## **6. Manual handling**

Manual handling involves any activity requiring Agents to lift, lower, push, pull, carry, move, restrain, hold or handle objects. Manual handling of mail and parcel product puts Agents at risk of discomfort, pain and injury.

### **Possible implications**

- Agents may experience pain, discomfort and injury (e.g. back injury, acute low back pain, disorders of the knees, arms and hands). Repeat exposure to poor practices over extended periods can lead to ongoing disability.
- New Zealand Post will incur costs to provide treatment and cover absences or in the case of extended exposures see increased incidence of medical retirements.

### **Examples of pre-conditions**

Not all manual handling is harmful, but the chances of discomfort, pain and injury increase if one or a number of risk factors are present. Examples of risk factors include:

- *Load* – heavy, bulky uneven in its weight distribution, difficult to grip;
- *Environment* – slippery, sloping or with steps, carried outside;
- *People* – inadequately trained, insufficient in number, wearing clothing or footwear that may compromise manual handling.
- *Task* - large horizontal or vertical reaches, reaching above shoulder height or below mid-thigh, handling over long distances, postures (awkward, twisted, stooped);
- *Management* – inadequate rest breaks, insufficient people assigned to workload.

### **Inherent risk rating**

Inherent risk is the level of risk that exists without any controls in place to manage or mitigate the likelihood of risk. Inherent risk ratings are as follows:

- Consequence: moderate
- Likelihood: almost certain
- Inherent rating: high

### **Controls**

Complete elimination of manual handling risk is impossible given the nature of the business. However, the amount of manual handling required to sort mail will reduce and eventually be eliminated as the sequencing process will be automated at mail processing sites. In the mean-time, a number of strategies will be used to reduce the number and severity of injuries relating to manual handling.

#### **6.1 Parcel streaming process**

A number of the risk factors for discomfort, pain and injury associated with manual handling will be eliminated via the parcel streaming process. Under the ID model, parcels will be streamed to either a courier van or a Paxster for delivery depending on their characteristics. Parcels that are larger, heavier

and awkwardly shaped will be delivered via a courier van, which can hold more volume and has space for a trolley to facilitate safer handling. Agents will receive smaller and lighter items for delivery.

### 6.2 Manual handling training

A number of manual handling training resources have been developed to support ID implementation along with checklists to verify application of learning. The *Safe sorter* e-learning module has been developed to train agents how to safely handle mail at the sort case. Additionally, a parcel handling module has been developed to demonstrate the safe handling of parcels within the delivery branch.

Further training material will be developed as an e-learning module to provide guidance to Agents about how to safely manual handle out on delivery. The external environment is riskier with a plethora of factors that are difficult to control (e.g. uphill, weather conditions, uneven and slippery terrain). For initial implementations, training will be provided to Agents in the practical one day learning session by the instructor.

After implementation at a site any issues or incidents arising will be centrally monitored. If appropriate, a local physiotherapist should be invited to visit branches to assist individuals and provide practical advice and training to improve safe practices.

### 6.3 Assessment of equipment in branch

In planning for implementation, a branch check will be completed to ensure the necessary equipment is available to facilitate the parcel sorting process (e.g. ergo barrows and tables). Unsuitable equipment will be removed from the work area or replaced.

### 6.4 Uniform

The IDA uniform has been designed to facilitate the manual handling process. Garments are made of flexible fabric to move with the body. The garments are also tapered to the body to prevent fabric from catching or creating a hazard (e.g. as high viz vests often do).

### Recommended actions

The current risk rating is high. The following actions are recommended to further minimise the risks associated with manual handling mail and parcel product:

| #   | Title                     | Action  | Owner      |
|-----|---------------------------|---|------------|
| 6.1 | Manual handling training  | Develop e-learning training material to guide Agents about how to manual handle out on delivery.<br>Develop checklist for leaders to help ensure correct manual handling practices are being followed | ID Project |
| 6.2 | Manual handling equipment | Develop branch checklist to assess whether branch has suitable equipment for manual handling parcels.   | ID Project |

**Residual risk rating**

The residual risk rating is the risk that remains once control measures have been put in place to manage and reduce the risk to as low as reasonably practical. Once all possible mitigating activities have been put in place, the risk will shift from high to moderate (see risk matrix below, which maps inherent, current and residual ratings).

|                    |   | <i>Likelihood</i> |          |          |          |                |
|--------------------|---|-------------------|----------|----------|----------|----------------|
|                    |   | Rare              | Unlikely | Possibly | Likely   | Almost certain |
| <i>Consequence</i> | Catastrophic<br>(e.g. fatal)                  |                   |          |          |          |                |
|                    | Major<br>(e.g. permanent disability)          |                   |          |          |          |                |
|                    | Moderate<br>(e.g. hospitalization/disability) |                   |          |          |          | Inherent       |
|                    | Minor<br>(e.g. first aid)                     |                   |          |          | Residual | Current        |
|                    | Superficial<br>(e.g. no treatment)            |                   |          |          |          |                |

## **7. Working in isolation**

The new Health and Safety Work Regulations 2016 provide that businesses must manage risks to the health and safety of workers who perform isolated work. Delivery Agents will be working independently for significant portions of their work day in the Integrated Delivery business model. The new role will thus have less contact with colleagues but, in the course of delivering parcels, increases the amount of contact with customers compared with the current Postie role.

### **Possible implications**

- Agent's may receive reduced psycho-social satisfaction from working closely with colleagues in a team environment.
- Delivery Agent's may become less engaged with New Zealand Post's business objectives resulting in lower standards of customer service.
- Delivery Agent's may have higher rates of attrition if the nature of the work does not meet their personal needs or expectations of working collegially.
- Agents may not be able to summon assistance when it is needed.

### **Examples of pre-conditions**

- Agents will be out on delivery working on their own for over seven hours per day.

### **Inherent risk rating**

Inherent risk is the level of risk that exists without any controls in place to manage or mitigate the likelihood of risk. Inherent risk ratings are as follows:

- Consequence: moderate
- Likelihood: possible
- Inherent rating: moderate

### **Controls**

#### **7.1 Mobile Phones and work tools**

To minimize the risks of working in isolation to the health and safety of Agents, they will be required to carry mobile phones with them while on delivery to send and receive messages.

Postie and Courier work also involves a considerable amount of time working independently and this manner of working suits many who choose these roles. The potential to communicate effectively with Agents and enhance their easy access to relevant information and to keep in touch should be assessed on an on-going basis and whenever the company is considering potential for introducing new work tools.

### 7.2 Company communications

New Zealand Post will look to supplement team briefs with additional information channels (eg videos, noticeboards, 'tiki tours', e-learning). This ensures Agents have access to and receive information that they need for their role and to foster connection to the wider organisation.

### 7.3 Teamwork

Agents will be required to start their day at a Delivery or satellite Branch and will be loading their vehicles in a team environment. Delivery performance information will be assembled at a team level to reinforce Agents' sense of contribution to team achievement. Within branches the process of ensuring that Agents are familiar with more than one round and buddy training will continue.

### 7.4 Role description and profile

Clearly describing the nature of the role and the amount of work that is carried out independently to potential Delivery Agents will help potential candidates who would not be suited to a role with reduced social contact to self select "out".

#### Residual risk rating

The residual risk rating is the risk that remains once control measures have been put in place to manage and reduce the risk to as low as reasonably practical. Once all possible mitigating activities have been put in place, the risk will continue to be moderate.

|                    |   | <i>Likelihood</i> |                  |          |        |                |
|--------------------|---|-------------------|------------------|----------|--------|----------------|
|                    |   | Rare              | Unlikely         | Possibly | Likely | Almost certain |
| <i>Consequence</i> | Catastrophic<br>(e.g. fatal)                  |                   |                  |          |        |                |
|                    | Major<br>(e.g. permanent disability)          |                   |                  |          |        |                |
|                    | Moderate<br>(e.g. hospitalization/disability) |                   | Current Residual |          |        |                |
|                    | Minor<br>(e.g. first aid)                     |                   |                  | Inherent |        |                |
|                    | Superficial<br>(e.g. no treatment)            |                   |                  |          |        |                |

## **8. Stressful situations**

Events, such as theft or poorly behaved members of the public, may adversely affect an Agent's stress levels. Some consideration should be given as to how to support Agents who are negatively impacted if encountering these risks.

### **Possible implications**

- Agents may experience stress or trauma as the result of an encounter, increasing propensity for errors on and off the road.
- Agents may feel anxious about returning to a particular delivery point where they've encountered a stressful situation.

### **Examples of pre-conditions**

- Agents may be targeted by thieves wishing to steal parcel product.
- Agents may be confronted by a customer who becomes abusive if their parcel is late.

### **Inherent risk rating**

Inherent risk is the level of risk that exists without any controls in place to manage or mitigate the likelihood of risk. Inherent risk ratings are as follows:

- Consequence: moderate
- Likelihood: almost certain
- Inherent rating: high

### **Controls**

#### **8.1 Dealing with challenging customer situations**

New Zealand Post has developed (and piloted in New Plymouth) a range of communications material that is designed to make customers aware of proposed changes to services and modes of delivery ahead of changes being implemented.

An online e-module has been developed to help agent's foster positive engagement with customers and the general public. This will include skills that may be required to handle customers perceived to be difficult or abusive, and will be supplemented with leader-led conversations and coaching.

#### **8.2 Dealing with theft of vehicle or product**

Group Risk Security is helping to adapt Kiwibank's procedures on dealing with theft. The overarching message to agents will be, "Don't be a hero" look out for your personal safety first.

#### **8.3 Manager support and Employee Assistance Programme**

In the event of incidents when out on delivery the training provided to Agents requires them to look after themselves and anyone else impacted by the situation first and to call for assistance from their Delivery Fleet Leader as soon as practical to do so.

New Zealand Post also provides access to an employee assistance programme (via EAP Services) for its employees. Agents can access professional advice and support for a broad range of issues on a '24/7' basis. The support service is free and is fully confidential.

#### **Recommended actions**

The current risk rating is moderate. The following actions are recommended to further minimise the risks associated with stressful situations:

| #   | Title                                     | Action  | Owner      |
|-----|---|---|------------|
| 8.1 | Training on managing stressful situations | Finalise e-learning training material to guide Agents about how to handle stressful situations. | ID Project |

#### **Residual risk rating**

The residual risk rating is the risk that remains once control measures have been put in place to manage and reduce the risk to as low as reasonably practical. Once all possible mitigating activities have been put in place, the risk will shift from high to moderate (see risk matrix below, which maps inherent, current and residual ratings).

|                    |   | <i>Likelihood</i> |          |          |          |                |
|--------------------|---|-------------------|----------|----------|----------|----------------|
|                    |   | Rare              | Unlikely | Possibly | Likely   | Almost certain |
| <i>Consequence</i> | Catastrophic<br>(e.g. fatal)                  |                   |          |          |          |                |
|                    | Major<br>(e.g. permanent disability)          |                   |          |          |          |                |
|                    | Moderate<br>(e.g. hospitalization/disability) |                   |          |          |          | Inherent       |
|                    | Minor<br>(e.g. first aid)                     |                   |          |          | Residual | Current        |
|                    | Superficial<br>(e.g. no treatment)            |                   |          |          |          |                |



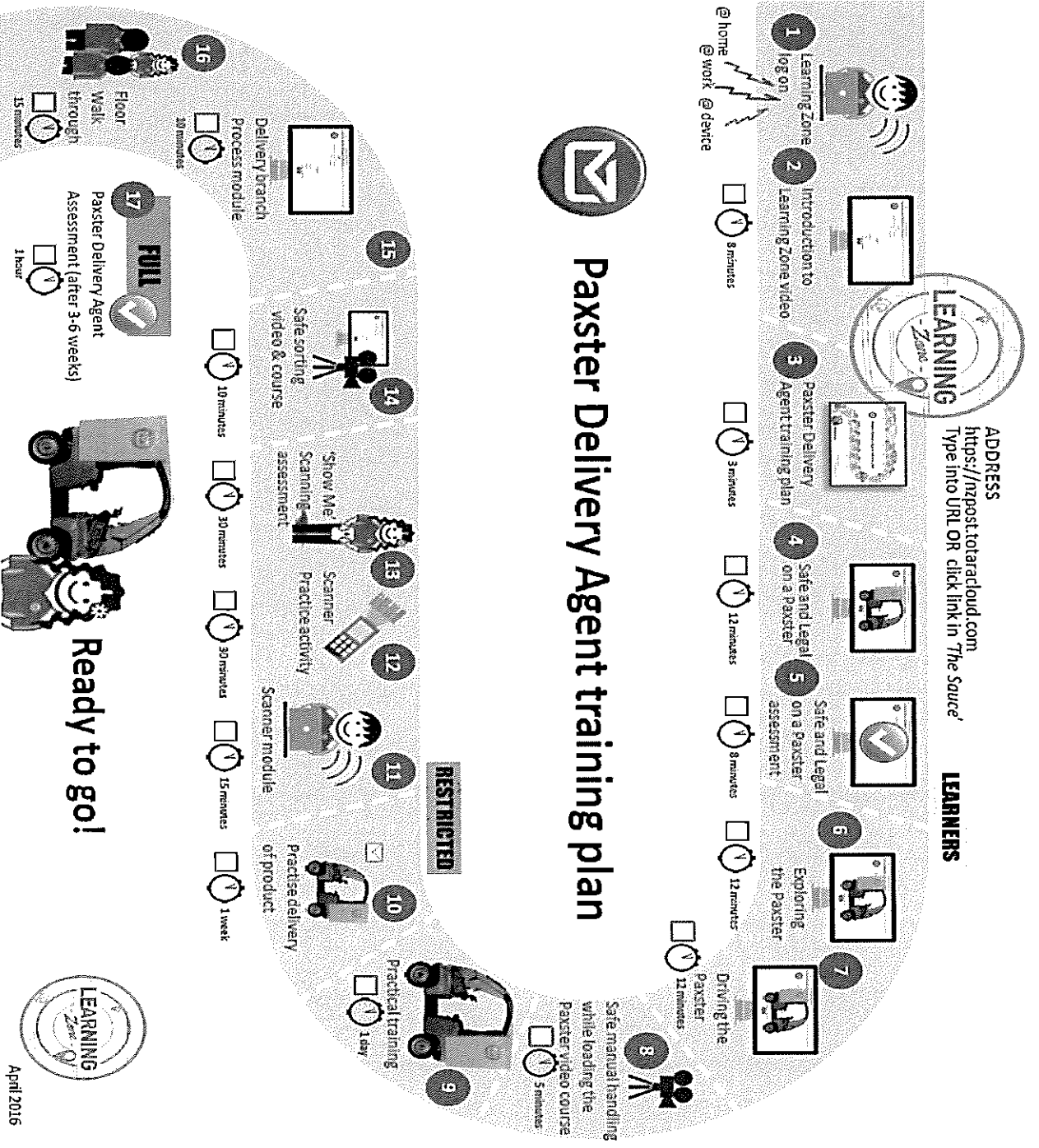
## Actions register

The following table summarises the outstanding actions that are being undertaken by a Safety and Wellbeing Specialist dedicated to the Integrated Delivery work stream.

| #   | Title                                     | Action   | Responsible |
|-----|---|--|-------------|
| 1.1 | Vehicle usability                         | Develop training material to improve the usability and comfort of Paxsters for Agents (e.g. adjusting seat, how to dismount vehicle).  | ID Project  |
| 1.2 | Vehicle visibility                        | New Paxsters require visibility enhancements to be retro-fitted.   | ID Project  |
| 1.3 | Driver's licenses                         | Develop framework to monitor that Agents have current driver's licenses and that they carry them on delivery.  | ID Project  |
| 1.4 | PPE                                       | Monitoring ongoing effectiveness of operator PPE.  | ID Project  |
| 1.5 | Safe loading procedure                    | Develop a framework to monitor the safe loading procedure.   | ID Project  |
| 1.6 | Round design risk assessment              | Engage Stu Kearns to provide tools and training to support Delivery Support Systems undertake risk assessments of roadways with speed limits of 70km/h.  | ID Project  |
| 1.7 | Training                                  | Ensure training modules for Agents and leaders outline key risks and mitigants.  | ID Project  |
| 1.8 | Supervision                               | Consider how to supervise and monitor compliance for Agents who work independently across geographically dispersed locations. Ensure that representative numbers of Senior Leaders, Fleet Delivery Leaders and Delivery Support are trained in and are familiar with safe operating procedures for Delivery Agents.                      | ID Project  |
| 2.1 | Footpath rules                            | Develop and implement a compliance and assurance process to detect any systemic non compliance with footpath rules.  | ID Project  |
| 3.1 | Branch traffic management risk assessment | Develop guidelines to assist Delivery branches to conduct a traffic management risk assessment.  | ID Project  |
| 4.1 | Fatigue management policy                 | Review current fatigue management policies and practices in line with the NZTA's <i>Preventing fatigue in the commercial road transport industry: A good practice guide</i> (2010). Identify any gaps requiring further development and implementation (e.g. training modules for Delivery Fleet Leaders on identifying driver fatigue). | ID Project  |
| 4.2 | Monitoring and review                     | Establish monitoring framework for incidents and near misses to identify indicators and trends indicative of   | ID Project  |

|     |   |  |            |
|-----|---|--|------------|
|     |   | fatigue risk increasing.   |            |
| 5.1 | Uniform                                   | Ongoing monitoring of the effectiveness of the IDA uniform is required.  | ID Project |
| 5.2 | Weather-proofing vehicles                 | Ongoing feedback and assessments may be required to 'weatherproof' the Paxster if operating in colder regions. | ID Project |
| 6.1 | Manual handling training                  | Develop e-learning training material to guide Agents about how to manual handle out on delivery.               | ID Project |
| 6.2 | Manual handling equipment                 | Develop branch checklist to assess whether branch has suitable equipment for manual handling parcels.          | ID Project |
| 8.1 | Training on managing stressful situations | Finalise e-learning training material to guide Agents about how to handle stressful situations.                | ID Project |

## Appendix A. Learning pathway for Delivery Agents



## Appendix B. Definitions of likelihood and consequence

When estimating risk, the following tables can be cross referenced to determine likelihood and consequence. Table 1 provides definitions of likelihood while Table 2 provides a range of possible consequences.

*Table 1. Assessing likelihood of harm*

|                |   |
|----------------|---|
| Almost certain | The event is almost certain to occur within the next two financial years. There is an 80-100% expectation that the event will occur during the time period. |
| Likely         | The event will probably occur within the next two financial years. There is a 50-80% expectation that the event will occur during the time period.          |
| Possible       | The risk exposure may possibly occur in the next two financial years. There is a 30-50% expectation that the event will occur during the time period.       |
| Unlikely       | The event may occur in the next two financial years. There is 5-30% expectation that the event will occur during the time period.                           |
| Rare           | There is <5% chance of the event occurring in the next two financial years.   |

Table 2. Assessing consequence

| Risk Factor                       | Extreme 5  | High 4  | Moderate 3   | Low 2  | Insignificant 1  |
|-----------------------------------|--|---|--|--|--|
| <b>Financial</b>                  | >\$30m Revenue impact<br>>\$30m Cost increase or failure to achieve projected reduction<br>>\$10m EBIT impact<br>>\$50m Capital impact   | \$30m-10m Revenue impact<br>\$30m-10m Cost increase or failure to achieve projected reduction<br>\$10m-2m EBIT impact<br>\$50m-10m Capital impact   | \$10m-1m Revenue impact<br>\$10m-1m Cost increase or failure to achieve projected reduction<br>\$1m-3m EBIT impact<br>\$10m-1m Capital impact  | \$1m-\$200k Revenue impact<br>\$1m-\$300k Cost increase or failure to achieve projected reduction<br>\$1m-100k EBIT impact<br>\$1m-\$100m Capital impact   | <\$200K Revenue impact<br><\$200K Cost increase or failure to achieve projected reduction<br><\$100K EBIT impact<br><\$100K Capital impact |
| <b>Business As Usual (BAU)</b>    | Core operational activity ceases for >48hours in a key region or a Premium customer is significantly impacted with an urgent service requirement (24 hours)<br><br>Widespread industrial action for >48 hours  | Core operational activity ceases for 24-48 hours in a key region or a Premium customer is impacted with a service requirement (24 hours)<br>Large amount of rework required Extensive Management effort required to rectify Industrial action   | Service interruptions impacting multiple locations<br><br>Limited industrial action  | Service interruptions impacting one location<br><br>Work to rule   | Isolated incident of service failure Managed as BAU activity<br><br>Individual employees disgruntled                                       |
| <b>Transformation</b>             | An event occurs or evidence points to results in one or more of the strategic initiatives not being delivered (as per the plan)  | An event occurs or evidence points to results one or more of the strategic initiatives being delayed by 6 months  | One or more key sub-projects are not delivered (as per the plan)   | One or more key sub-projects are delayed by 6 months (as per the plan)   | One or more key sub-projects are delayed by up to 3 months (as per the plan)   |
| <b>People</b>                     | >20 Loss Time Injury FTEU's per annum<br><br>Risk of death or serious injury<br><br>Critical shortage of the right skills such that we cannot deliver some or one of the strategic initiatives<br><br>Significant portion of employees have lost faith, feel disconnected and are uncertain about the ability to navigate a future path  | 10-19 Loss Time Injury FTEU's per annum<br><br>Serious injury<br><br>Significant shortage of skills such that there is a projected delay in one or some of the strategic initiatives<br><br>Large portion of employees have lost faith, feel disconnected and are uncertain about the ability to navigate a future path   | 6-9 Loss Time Injury FTEU's per annum<br><br>Some shortage of skills such that there may be a delay but it will be manageable<br><br>Some portion of employees have lost faith, feel disconnected and are uncertain about the ability to navigate a future path  | 3-5 Loss Time Injury FTEU's per annum<br><br>Minor shortage of skills but no significant delay<br><br>Small portion of employees have lost faith, feel disconnected and are uncertain about the ability to navigate a future path  | <3 Loss Time Injury FTEU's per annum<br><br>Very minor shortage of skills with no impact<br><br>No meaningful loss of employee commitment  |
| <b>Reputation</b>                 | Sustained damage to core elements of the brand impacting on business opportunities or an event which significantly brings into question Post's brand<br><br>Significant fraud  | Medium term damage to core elements of the brand which impacts or delays business opportunities for 6 months, or an event which brings into question Post's brand   | Medium term brand damage which impacts or delays business opportunities for 3 months, or an event which may bring into question Post's brand<br>Moderate fraud   | Some brand damage, manageable impact   | Minor damage, no perceptible impact  |
| <b>Customer – loss of revenue</b> | Loss of 1 Premium customer per annum<br><br>CR<br><br>Significant increase in the decline of Mail Volumes than what is expected  | Premium Customers impacted i.e. loss of 50% revenue of 1 or 2 Premium Customers per annum<br><br>Increase in the decline of Mail Volumes than what is expected  | Loss of 50% Premium Customer business over 2 years<br><br>Relationship with business customers/SME's i.e. revenue impact \$100k to \$1m  | Loss of 20-50% Premium Customer business over 2 years<br><br>Small number of customers affected Minimal management effort to recover Revenue impact \$50k to \$100k  | Loss of 20% or less Premium Customer business over 2 years<br><br>Multiple consumer customers impacted Revenue impact <\$50k               |
| <b>Regulation and Compliance</b>  | A breach of critical legislation such as the Commerce Act, Privacy Act, NZX and Consumer legislation which could compromise NZPG access to markets to raise funds and/or a breach of banking regulatory requirements which could compromise the ability to operate a banking licence. If such a breach occurs the non compliance is also systemic in nature, public and damaging to investor perception. Also, non compliance found to be the result of systemic failure or absence of key processes and controls. Major impact on business operations | A breach or alleged breach of general legislation that forms the NZPG's sensible and prudent compliance framework (such legislation considered to be the non-critical legislation, the breach of which is unlikely to make front page news story.)<br><br>A breach of Access rules and guidelines<br><br>A breach of a key customer contractual requirement<br><br>Significant potential for impact to business operations<br><br>Non-compliance is not systemic in nature but there has been or there is potential for repeated breaches | A breach of general legislation that forms the NZPG's sensible and prudent compliance framework (such legislation considered to be the non-critical legislation, the breach of which is very unlikely to make front page news story.) The impact of the breach would be moderate in terms of penalty and impact to business operations.<br><br>A moderate breach of Access rules and guidelines<br><br>A moderate breach of a key customer contractual requirement<br><br>Non-compliance is not systemic in nature, rather it results from human error | A minor breach of general legislation that forms the NZPG's sensible and prudent compliance framework (such legislation considered to be the non-critical legislation, the breach of which is very unlikely to make front page news story.)<br><br>The impact of the breach would be minor in terms of penalty and impact to business operations |  |

Table 3. Ownership of risk and required actions

| Risk Owner Rating                                       | Required Action  |
|---|--|
| <b>CE/Board<br/>(Extreme)</b>                           | <ul style="list-style-type: none"> <li>• Only the Chief Executive and Board can accept this level of residual risk.</li> <li>• The Chief Executive and Senior Management must be informed of any risk at this level and must implement remedial action immediately.</li> <li>• The Board must be told of this risk in the month of identification.</li> <li>• The Chief Executive must monitor conformance with the remedial action plan.</li> <li>• There should be contingency plans developed to deal with these risks occurring.</li> </ul>  |
| <b>GLT Member<br/>(High)</b>                            | <ul style="list-style-type: none"> <li>• Only Senior Management/General Manager can accept this level of residual risk.</li> <li>• The Chief Executive and Senior Management must be told of any risk of this level and remedial action must implemented within one working week of identification.</li> <li>• The Finance Risk Investment Committee and the Board must be informed of these risks in the course of usual performance reporting mechanisms.</li> <li>• Senior Management must monitor conformance with the remedial action plan and risk mitigation activity in the ordinary course of performance reporting.</li> <li>• Where appropriate, there should be contingency plans developed to deal with these risks occurring.</li> </ul> |
| <b>3<sup>rd</sup> Tier<br/>Managers<br/>(Moderate)</b>  | <ul style="list-style-type: none"> <li>• The relevant 3<sup>rd</sup> Tier Manager</li> <li>• The Chief Executive and Senior Management must be informed of these risks in the usual course of performance reporting.</li> </ul>  |
| <b>Managers<br/>within<br/>Business Units<br/>(Low)</b> | <ul style="list-style-type: none"> <li>• Business Unit Managers can accept this level of residual risk.</li> <li>• These risks should be managed as part of business as usual.</li> <li>• These risks should be reported to the relevant member of the Senior Management Team if they occur.</li> </ul>  |

## Appendix 5: Summary of Planned Comms to Residents and Businesses

|  |   |
|--|---|
| <p>NZ Post plans to inform residents and businesses in Waimakariri District through several channels around the time the new delivery vehicles become visible on the streets as part of driver training.</p> |   |
| <p><b>Local Media</b></p>  | <p>Prior to the commencement of driver training, a media release will be distributed to local agencies to explain what's happening and provide detail on the Paxster and its operation.</p>   |
| <p><b>Stakeholders</b></p>   | <p>Prior to the commencement of driver training, stakeholders (eg local business associations, chambers of commerce, Greypower, community interest groups) will be contacted and provided with information about how we'll be using the vehicles to deliver mail along with parcels in local residential neighbourhoods.</p> <p>Stakeholders will be encouraged to share this information with their members.</p> |
| <p><b>NZ Post Website</b></p>  | <p>Information about the vehicles, how we will use them, safety etc. will be available on the NZ Post website (<a href="http://www.nzpost.co.nz">www.nzpost.co.nz</a>). Frequently Asked Questions (FAQs) will be included. People who have additional questions will be directed to an 0800 number and email address.</p>  |
| <p><b>Customer Service Centre</b></p>  | <p>Residents and businesses can ask questions and get further information by calling NZ Post's Customer Service Centre on 0800 501 501.</p>   |







# Integrated Delivery Agent

6 October 2016

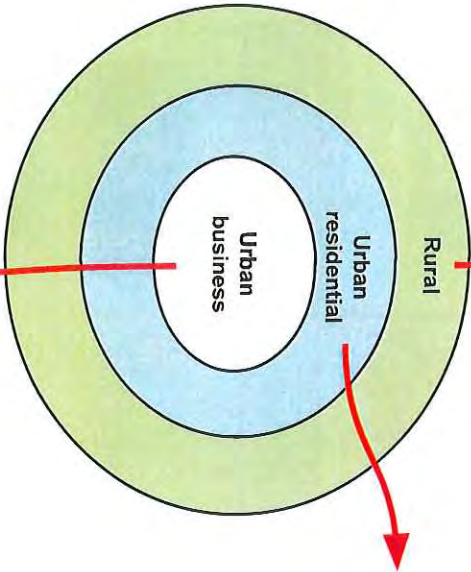


# Focus Areas

1. Integrated Delivery - Recap on why NZ Post are moving to an integrated model;
2. Progress since last update;
3. Safety Management

# 1. Integrated Delivery

Integrated delivery agent that delivers both NZPG and non-NZPG product. Whilst a significant fixed cost, our Deed commits us to this so increasing volumes through this network is our focus.



Higher volume density (ie greater product volumes in a smaller physical area) and bulk pick-ups and drop-offs merit discrete delivery agents

- The Problem**
- High unit cost of parcel delivery in residential areas
  - Last mile duplication (postie/courier)
  - Declining mail volumes impacting ability to service areas cost effectively with fulltime meaningful jobs
  - Fierce competition in the residential parcel market

- The IDA Solution**
- Integration of mail and parcel deliveries in urban residential areas. This reduces delivery agent duplication, gives the delivery agent additional critical mass leverages the low incremental cost of delivering a parcel while a delivery agent is 'already there' delivering mail and gives NZPG a unique competitive advantage in the parcels market
  - This solution is enabled by investment in mid-range eco-vehicles. These remove human constraints allowing delivery agents to travel further and carry more
  - A reduction of c.40% of courier effort is replaced by c.10% of effort added to mail delivery via eco vehicles delivering on the footpath.



Integrated Delivery Agents (primarily on eco-vehicles) deliver standard mail, priority mail, all small / medium sized residential parcels and some street receiver clearances.

Eco-vehicles are used for 7-8 hours of delivery each day with IDAs typically working a 9 hour day over a 4 day week.

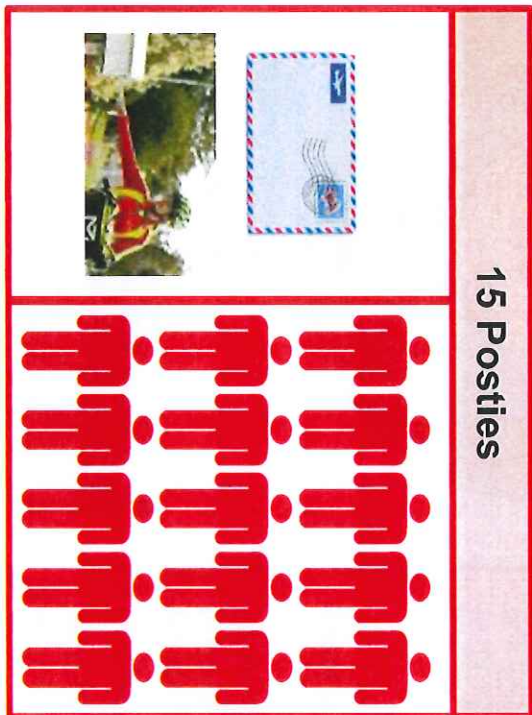


Support for the IDA is provided by vans who do bulk deliveries and pick-ups to businesses in residential areas (eg High Street shops), delivery of large / heavy residential parcels that can't be carried by the IDA and some street receiver clearances.

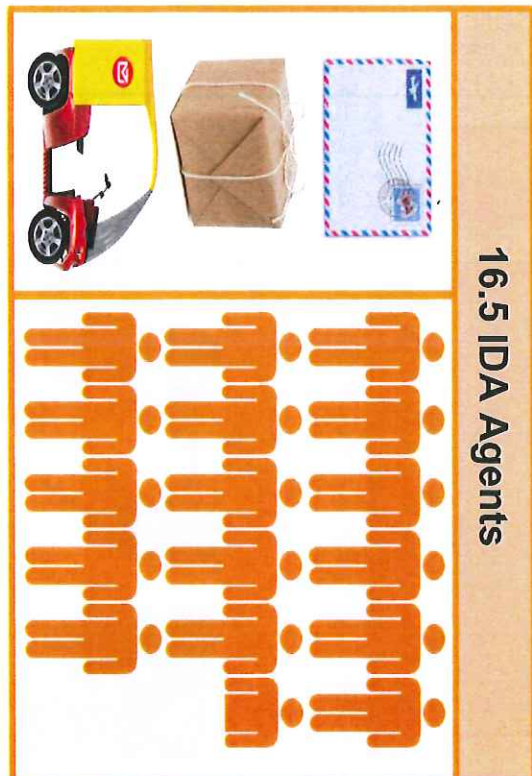
# 1. Integrated Delivery



Gives away 80% of residential parcels and **reduces** people by 40%



Takes 80% of residential parcels and **increases** people by 10%





# Progress to date since last update

The IDA programme has been underway since late 2013:

- Gained NZTA approval to trial new delivery vehicles, and imported a small number of electric delivery vehicles (50) from Switzerland and Norway. Operating under exemptions;
- Integrated delivery agent model trialled in Lower Hutt, with support of Hutt City Council. Exemption granted to trial the vehicles on the footpath – no issues through the trial. The purpose of the trial was to test the overall Integrated Delivery Model.
- New vehicle test completed in Auckland (a very simplified version of the Hutt City trial), with support of Auckland Transport and Community Boards. In principle approval granted to operate the vehicles on the footpath following the successful completion of the trial.
- Following the successful trials, a full end to end pilot was implemented in New Plymouth with support from local authorities. This successful pilot has been in place since June 2015;
- During the trials and pilot, NZ Post have engaged with a significant number of local authorities to gain in principle approval to operate the electric vehicles on the footpath;
- NZ Post engaged a number of third party experts to provide recommendations on the Paxster, the use of the vehicle on the road and footpath, traffic flow impacts and ergonomic assessments. Experts included Stu Kearns, ex Chief Crash Investigator NZ Police, Hamish Mackie and Transport Specifications Ltd;
- On the basis of the successful pilot, and the third party assessments relating to safety, NZTA have approved the exemption of c.555 Paxsters. The exemption specifically allows NZ Post to operate the vehicles on the road and footpath, however the local authority is required to approve the use of the Paxsters on the footpath in their region;
- Board approval obtained in November 2015 for the national deployment of Integrated Delivery;
- Paxsters are now 'live' in a number of areas across NZ, including Auckland. Deployment plans to complete national deployment by September 2017



# Safety - Input from External Experts

As noted previously, NZ Post have engaged a number of third party experts in relation to Integrated Delivery, further detail regarding each assessment is shown in the table below;

| Expert  | Scope  | Findings / Recommendations   | NZ Post Outcome  |
|---|--|--|--|
| <p>Stu Kearns - Ex Chief Crash Investigator NZ Police</p> | <ul style="list-style-type: none"> <li>• Paxster Assessment only;</li> <li>• Vehicle safety during proposed driving hours;</li> <li>• Safe operating speed on footpaths;</li> <li>• Safe operation when driving on the road</li> </ul> | <ul style="list-style-type: none"> <li>• NZ Post has selected the appropriate vehicle going forward for their postal delivery;</li> <li>• Impressed with the performance and handling of the vehicle and its braking ability;</li> <li>• Enhancing the vehicle's visibility will afford greater protection to the rider, pedestrians and motoring public;</li> <li>• Footpath speed should be "The operator will maintain a safe riding speed reasonable in the conditions";</li> <li>• To maintain NZ Post's safety record a robust training and monitoring of riders should reduce risk and enhance public and Local Authority trust and support;</li> <li>• "I do not consider the use of the Paxster on the road to be a hazard to other road users".</li> </ul> | <ul style="list-style-type: none"> <li>• High intensity LED daytime running lights fitted to the top of the windscreen;</li> <li>• High intensity LED daytime running lights fitted to the rear of the vehicle as well as additional brake light;</li> <li>• Side and rear reflective strips added to the vehicle;</li> <li>• Forward facing cameras capturing video, speed, GPS fitted to all vehicles;</li> <li>• Footpath operating speeds amended to 'safe riding speed reasonable in the conditions' with a maximum of 20 kph;</li> <li>• Use on road and traffic flow enhanced based on recommendations;</li> <li>• Training approach enhanced based on findings.</li> </ul> |



# Safety - Input from External Experts

As noted previously, NZ Post have engaged a number of third party experts in relation to Integrated Delivery, further detail regarding each assessment is shown in the table below;

| Expert   | Scope  | Findings / Recommendations  | NZ Post Outcome   |
|--|--|---|---|
| <p>Transport Specifications Ltd - Automotive Engineers</p> | <ul style="list-style-type: none"> <li>• Test the Kyburz 200 and the Loyds Paxster to determine their suitability for operation by NZ Post;</li> <li>• Vehicle stability / safe use of vehicle;</li> <li>• Delivery performance (ie range, capacity, etc);</li> <li>• Occupant and pedestrian safety (incl frontal impacts tests)</li> </ul> | <p>Following three weeks of testing;</p> <ul style="list-style-type: none"> <li>• The Paxster has greater stability and roads and footpaths than the Kyburz;</li> <li>• The Paxster performed significantly better than the Kyburz in all impact tests;</li> <li>• The Paxster is better equipped for the intended use by NZ Post</li> </ul>  | <ul style="list-style-type: none"> <li>• The Paxster was chosen as the NZ Post electric vehicle for Integrated Delivery based on safety;</li> <li>• Modifications / enhancements made to the vehicle during the manufacturing process;</li> <li>• Training approach enhanced based on findings</li> </ul> |
| <p>Mackie Research and Consulting</p>                      | <ul style="list-style-type: none"> <li>• Ergonomic assessment of Paxster;</li> <li>• Identify areas for consideration and recommend mitigating initiatives that may aid the usability and safety of the Paxster</li> </ul>   | <ul style="list-style-type: none"> <li>• Paxster training be reviewed to incorporate learnings from New Plymouth pilot including strategies for getting in and out of the vehicle and how to use the throttle function to reduce steering force required;</li> <li>• A long-term monitoring framework be developed and implemented to track Paxster usability and safety</li> <li>• A stepped introduction to longer shifts, or more frequent breaks provided, until such time that the postie is used to working for longer shifts (perhaps 2 weeks).</li> </ul> | <ul style="list-style-type: none"> <li>• Modifications / enhancements made to the vehicle during the manufacturing process;</li> <li>• Training approach enhanced based on findings;</li> <li>• Stepped introduction adopted;</li> <li>• Manual handling recommendation adopted</li> </ul>                |



# NZTA Approval

As noted previously, NZ Post have obtained approval from the NZTA to operate c.555 Paxsters on the road and footpath, the approval is as follows;

- The vehicles are exempt from specified class NA vehicle requirements (so that they may be entry certified, registered and operated on a road). Furthermore, provided that NZ Post Ltd obtains separate approval from individual Road Controlling Authorities (RCAs's), the vehicles may be driven along a footpath subject to any conditions imposed by these exemptions and by the RCA's.

The approval process was undertaken over a 15 month period, in support of our exemption request, NZ Post submitted (amongst other detail) the following;

- Findings from all tests, trials and pilots (including operational, safety, public and media);
- Traffic flow video assessments;
- Incidents causing injury stats from NZ Post compared to European Postals operating electric vehicles;
- External expert reports and recommendations;
- NZ Post Fleet Risk Assessment (internal and third party) based on current fleet (bikes, motorcycles, e-bikes and vans) compared to future state (reduction of bikes, reduction of motorcycles, e-bikes, reduction of vans, Paxsters)





# NZ Post - Electric Vehicle

Following extensive testing in the New Plymouth pilot and third party assessments, NZ Post is proceeding with the Loyds Paxster as our electric vehicle fleet. The Paxster outperformed the three wheeled Kyburz in areas such as safety and operational durability



## Loyds Paxster

Currently used by NorPost (Norway)

### Specifications:

- Dimensions (Width/length, mm): 1120 x 2150
- Weight: 400kg
- Max payload: 300kg
- Max speed: 45km hr
- Max speed on the footpath is 20 kph as approved by the NZTA
- Range: 57km



# Environmental Benefits

The Paxsters have many environmental benefits which is important to us and important to our customers.

The Paxsters will assist us to achieve our carbon reduction goals

- Fully electric vehicle
- Charged overnight through a standard wall socket
- One charge can last approximately 90km
- In the New Plymouth Pilot a greenhouse Gas reduction of 65% was achieved (based on operational energy use over 26 days, using 19 electric vehicles and one courier van to replace the work of four courier vans)

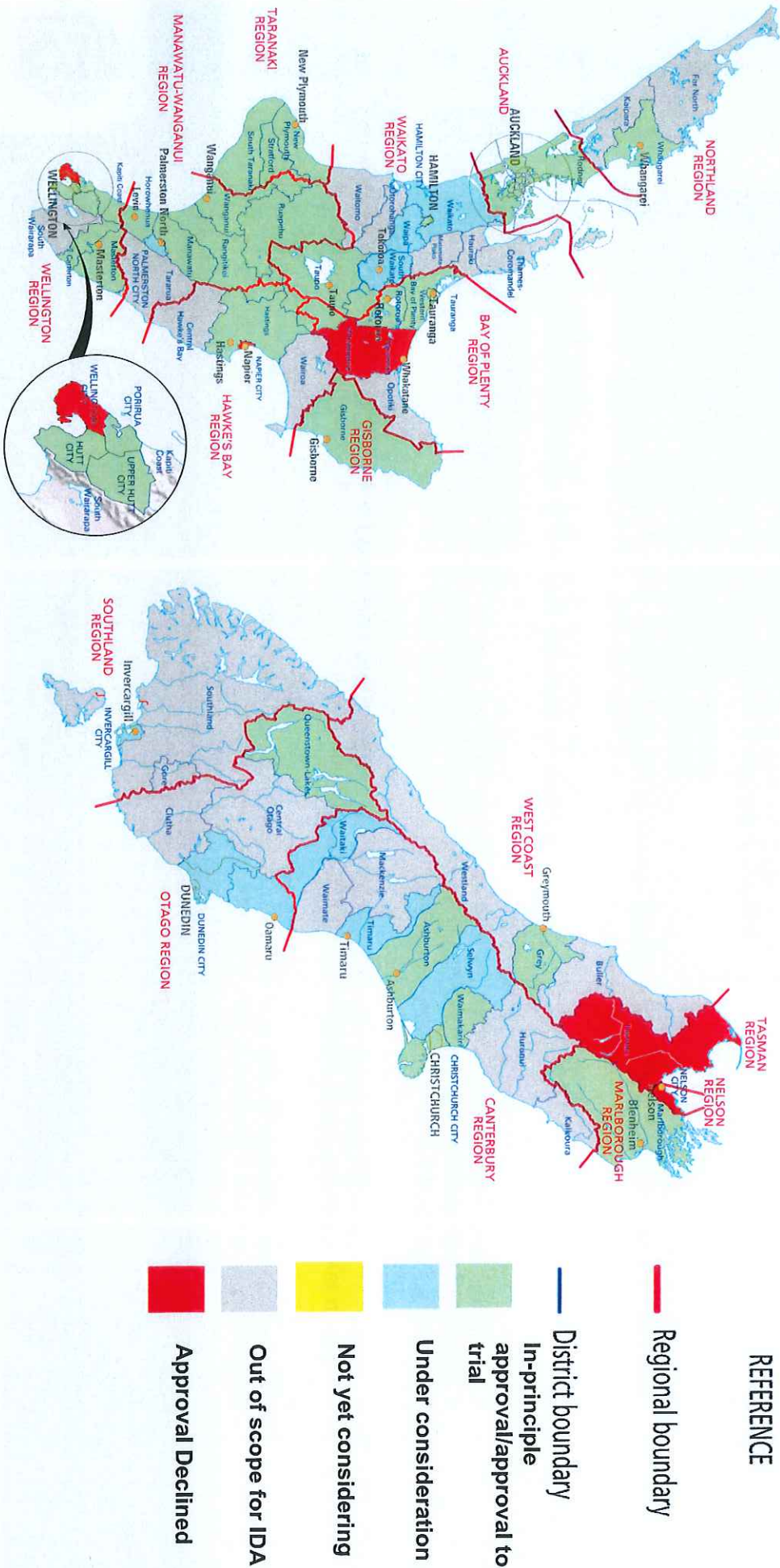
- We are committed to ensuring that the battery is appropriately handled at the end of its life
- 92% of the vehicle is made from material which is easily recyclable in NZ
- The Manufacturer (Paxster) is ISO14001 certified
- An EECA life cycle study on Electric Vehicles showed that a) more energy is saved by electric vehicles then is used to make them and b) no precious metals are used in the batteries  
(<https://www.eeca.govt.nz/assets/Resources-EECA/ev-lca-final-report-nov-2015.pdf>)





# NZ Post - Council Approval

- NZ Post has obtained In-principle approval from 25 of 37 relevant authorities
- Auckland Council have moved to full approval and deployment has commenced
- NZ Post will now 're-engage' with all councils regarding deployment
- We will also re-engage with other stakeholders such as NZ Police, NZ Blind foundation, Living Streets Aotearoa etc





# Our commitment to safety

- New Zealand Post is committed to ensuring that the Paxster vehicles provide a safe and healthy work environment for our employees, customers and members of the public.
- Our work systems are governed by a health and safety management system accredited to the highest level under ACC's Workplace Safety Management Practices Programme.
- Key health and safety risks have been identified, assessed and controlled. This process was supported by external experts, including transport engineers (TSL Limited), a transport ergonomist (Mackie Research and Consulting) and a serious crash unit investigator (Stu Kearns).
- Key strategies for managing health and safety risk while on delivery:
  - Eliminating risk where possible (e.g. through selection of a safer delivery vehicle)
  - Training Agents how to safely operate vehicles on roads and footpaths. This is provided via online e-modules and reinforced through practical instructor led training.
  - Managing workload and risk of driver fatigue
  - Designing delivery rounds to maximise safety (e.g. left hand delivery)
  - Maintaining roadworthiness of the vehicle fleet
  - When operating on footpaths, Agents are to abide by a set of rules to maximise safety
  - Accurate and timely reporting, recording and investigation of all incidents to ensure corrective actions are applied across the fleet
  - Onboard cameras to monitor speed of travel of footpath and to review incidents
  - Agents have cellphones to maintain communication with their leaders while working alone



# Safety policy

The group has established a set of rules governing the use of electric delivery vehicles on the footpath:

## Footpath Safety Rules

- Operators must 'drive to the conditions' but must not exceed 20kph while on the footpath
- Never sort and scan mail while riding or driving
- Vehicles must give way to pedestrians, mobility devices or wheeled recreational devices being used on the footpath.
- Must not block the footpath
- Must not ride on grass verges
- Any area where the use of a vehicle on the footpath could be hazardous must be identified and reported. Any other hazards on the round must also be reported.

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## Prohibited Footpath Riding

- Any area that has been specifically excluded by the Road Controlling Authority
- Any area where there is reason to expect that there will be high footpath usage *at the time of the vehicle passing the area*, e.g.:
  - outside schools, preschools or other learning institutions
  - outside hospitals, rest homes or other medical facilities
  - outside any retail business which would typically be trading during delivery working hours

## Footpath Consequences & Implications

- Operating electric delivery vehicles on the footpath for delivery is a privilege and something new for both our customers and the public. It is imperative that operators use caution, respect and utmost care.
- NZ Post will treat any complaint from the public seriously, and infringements will be treated seriously
- Substantiated breaches of the NZ Post rules and guidelines will result in disciplinary action.



# New Plymouth Pilot

- Permanent, large scale implementation of integrating Postie and Courier runs in New Plymouth residential areas, in place since June 2015;
- Integrated design resulted in 5 Paxsters (4 wheel electric vehicle), 19 Kyburz (3 wheel electric vehicle), 1 Motorbike/Kyburz (industrial area) and 1 Walking/E-trolley (CBD area) being used;
- Enabled full evaluation of Paxster and Kyburz safety and performance through user feedback and performance reporting. Identified the ability to use vehicles for longer, up to 8 - 9 hours on delivery;
- Initial safety concerns in the first few weeks of pilot with the Kyburz vehicles resulting in additional modifications. No safety issues with either vehicle identified since;
- Positive feedback received from staff on both vehicles - ease of comfort and more energy at the completion of their day;
- No complaints have been received by New Plymouth District Council;
- No harm or pavement damage identified or reported;
- No public, media or customer complaints received by NZ Post;
- One incident (non injury) recorded involving third party (car reversing from driveway backed into stationary Kyburz);
- Pilot confirmed that Integrated Delivery model is viable. Safety, cost and service



# Trial sites

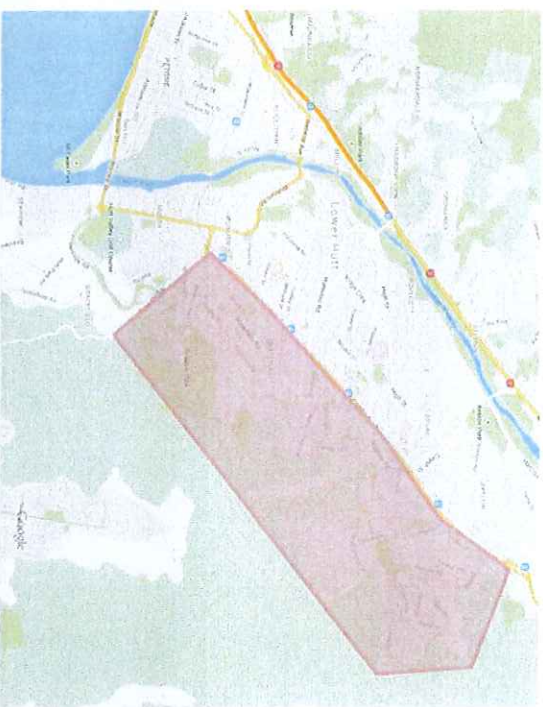
## Auckland (Westmere/Pt Chevalier)

- October - November 2014
- ~3000 delivery points
- 2x Kyburz, 1x Paxster



## Wellington (Lower Hut/Eastern Hills)

- March - June 2014
- ~7000 Delivery points
- 3x Kyburz, 3x Paxster





# General Feedback

## Our posties like them

- “A few ‘thumbs up’ and tooting on my way to my round in the Paxster - many think it is cool”
- “Good turning ability and easy to steer.”
- “First few weeks had lots of interest - at least two people asking about the vehicles per day. There’s less now but still at least one a day.

## The public liked them

- “What an awesome vehicle.”
- “The fact it is electric - carbon footprint – nil”
- “These are neat!”
- “Fantastic and you can carry parcels as well. Brilliant.”
- “It looks to me as though it will be much more efficient as these vehicles can carry more than the usual push bike. They also will be better for the postie in wet weather.”
- “Good on ya! I really like to get ‘actual’ mail and really appreciate your efforts to deliver”
- “I think the vehicles look good and it’s a good (clean) idea to use electric vehicles”
- “So glad that the postie were protected from the rain the couple of times I saw them on their rounds. they’d be able to do a longer route and carry more with them with the vehicle as opposed to just using a bicycle. love it!”
- “I think it’s great that NZ Post are trying to think out the square!”

## Effects on infrastructure

- No damage to footpath infrastructure has been observed during trials - no cracking, chipping or compaction observed.
- Some damage to grass berms was observed in early phases of Hutt trial, corrected via further training of operators
- Experience in Switzerland has shown no degradation of infrastructure in 4 years of operating Kyburz on footpath
- No “major incidents” reported by Swisspost over the period of use

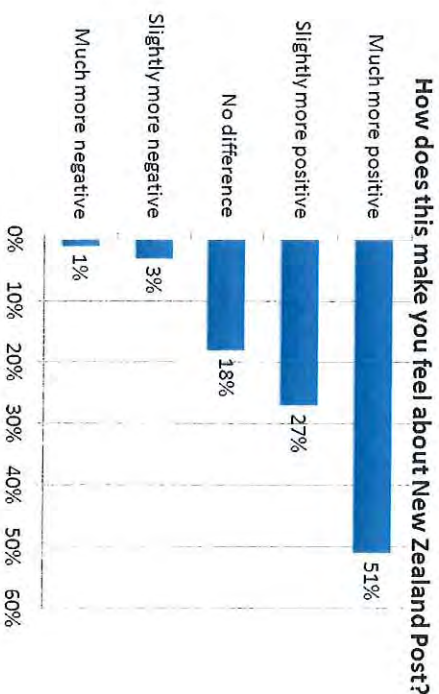




# AKL - Survey feedback

Residents in the Westmere and Pt Chevalier areas were asked to provide feedback to ensure they were satisfied that the trial has not had a negative impact on them and / or local infrastructure.

- There was a total of 576 responses, a response rate of 19%.
- Only 2% of respondents have noticed any changes, either better or worse, to the condition of the footpath, kerbs or grass verges since the trial began. There were no observations of damage, responses all indicated improvements that had been noticed.
- Overall respondents seem positive and supportive of the approach, saying it will be safer and offer more protection for Posties, and be quicker and more efficient for mail delivery.





**WAIMAKARIRI DISTRICT COUNCIL****REPORT**

**FILE NO:** CPR-04-12-02/170127007427

**REPORT TO:** Council

**DATE OF MEETING:** 7<sup>th</sup> March 2017

**FROM:** Rob Hawthorne, Property Manager

**SUBJECT:** Affordable Community Housing activity

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



Department Manager



Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to update Council on the overall performance of the Affordable Housing activity to-date and obtain approval to rent 3 of the 7 houses at market rent for an interim period, until the outcome of both the Section 17 review and policy review is completed.
- 1.2. Council own seven homes built in 2009 and rented to members of the public in support of affordable housing objectives. Rents for the three bedroom homes are at below market so as to provide an opportunity for participants to save for a deposit on their own home. Selection is based on a number of criteria in particular income and the agreements provide for security of tenure for a 5 year fixed term, but no longer. The selection from candidates is undertaken by two Councillors and the Property Manager.
- 1.3. The scheme has been successful for four families. However 60% of participants that have completed their time have not moved on to purchase their own home. The scheme does not provide for any monitoring of or support for participants following acceptance. Participants are free to spend the reduced rent on anything they wish. Many of these have struggled to even pay the reduced rent let alone save for a house deposit.
- 1.4. This service is currently being reviewed under the Local Government Act, Section 17 which is scheduled for completion by August 2017. In addition a formal policy document needs to be developed to support the procedural arrangements and any changes Council may deem appropriate following the Section 17 Review.
- 1.5. Three houses will be vacant by March. If tenanted under the scheme these would be for a fixed 5 year term. This may be seen to frustrate the intent of the Section 17 Review.
- 1.6. It is recommended that the normal selection process and subsidised rents are temporarily suspended and that the properties are instead rented on the open market at or close to market rent for a period of 12 months, until the outcome of the Section 17 review is determined.
- 1.7. It is also recommended that a Working Party including several Councillors is established to support the Section 17 review of both the Affordable & Pensioner Housing Activities, and for the development / amendment of formal Council Policy associated with Non-commercial Housing Activities that Council is engaged in.

Attachments:

- i. Report of 1 April 2014 from 140317026043[v2]

## 2. RECOMMENDATION

**THAT** the Council:

- (a) **Receives** report N<sup>o</sup>. 170127007427
- (b) **Approves** the temporary suspension of the normal tenant selection criteria and subsidised rent arrangements and substitutes these with an open market rent based on normal commercial considerations for a fixed term expiring in March 2018.
- (c) **Approves** the establishment of a Working Party to support the Section 17 review of both the Affordable & Pensioner Housing Activities and the development / amendment of formal Council Policy associated with the Non-commercial Housing Activities Council is engaged in. To that effect the following Councillors are appointed to the working party:
  - i. **Councillor** : \_\_\_\_\_
  - ii. **Councillor** : \_\_\_\_\_
  - iii. **Councillor** : \_\_\_\_\_

## 3. ISSUES AND OPTIONS

- 3.1. The purpose of this report is to update Council on the overall performance of the affordable Housing activity to-date and obtain approval to rent 3 of the 7 houses at market rent for an interim period, until the outcome of both the Section 17 review and policy review is completed.
- 3.2. In September 2008 Council agreed to purchase seven Stonewood Homes at a cost of \$2,093,000, with grant funding from the Canterbury Community Trust of \$1,459,500. The Community Housing Working Party established operational procedures and by September 2009 the houses were built and fully tenanted.
- 3.3. A variety of selection criteria were established and around income and the rents were established at below market so as to provide an opportunity for participants to save for a deposit on their own home. The procedures agreed include security of tenure for a 5 year term, but no longer. The procedures were later amended in April 2014 (Trim 140317026043) with adjustments to income bands and confirmation of two Councillors and the Property Manager as forming the selection panel.
- 3.4. By 2013 three tenants had moved on to purchase their own home however since then only one other participant has done so. In total 10 participants will have been through the scheme with only 4 moving on to home ownership. Many of these participants have struggled to even pay the reduced rent let alone save for a house deposit.
- 3.5. The scheme does not provide for any on ongoing monitoring or evidence that participants are / have successfully saved funds for a deposit or any obligation on them to participate in a post occupancy review of how the scheme has worked for them, or provide any information about the their subsequent intent. Potentially participants could spend the reduced rent on anything they wish. Council can only terminate the 5 year tenancy where there is a significant breach of the agreement, such as prolonged and outstanding rent arrears.

- 3.6. Several houses came to the end of their tenure last year and a third will be vacated by the time of this report. In the normal course of events the properties would be advertised and the selection panel convened to review applications.
- 3.7. The Property Manager after consultation with key Councillors has concerns that aspects of the selection criteria and the current procedures do not adequately support the achievement of the outcomes targeted by the scheme – in particular home ownership.
- 3.8. This service is currently being reviewed under the Local Government Act, Section 17 which is scheduled for completion by August 2017. In addition a formal policy document need to be developed to support the procedural arrangements and any changes Council may deem appropriate following the Section 17 Review.
- 3.9. If tenanted now under the scheme the procedural arrangements would result in a fixed 5 year tenancy term for each of the three properties and this in itself would frustrate the intent of the Section 17 Review.
- 3.10. It is recommended that the normal selection process and subsidised rents are temporarily suspended and that the properties are instead rented on the open market at or close to market rent for a period of 12 months.
- 3.11. This would enable the completion of the Section 17 review to be completed, any directives resulting from Council's subsequent considerations to be imbedded in a formal Council policy and then implemented for the three properties, once the interim tenancies had expired.
- 3.12. It is recommended that a Working Party including several Councillors is established to support the Section 17 review of both the Affordable & Pensioner Housing Activities, and for the development / amendment of formal Council Policy associated with Non-commercial Housing Activities that Council is engaged in.
- 3.13. Based on early correspondence Council has authority to make changes to the scheme however, as a courtesy staff will liaise with Canterbury Community Trust to keep them advised of the Section 17 review and the temporary changes proposed by this report.
- 3.14. The Management Team/CEO has reviewed this report and supports the recommendations.

#### **4. COMMUNITY VIEWS**

- 4.1. In the past years there has been widespread support amongst the community social agency groups working in Waimakariri District for the affordable community housing scheme. It is unlikely that this support will have declined. No specific consultation has occurred as yet for the section 17 review or the recommendations made in this report.

#### **5. FINANCIAL IMPLICATIONS AND RISKS**

- 5.1. Current rent levels for each of the houses are set at \$285 per week.
- 5.2. The market rent for the houses is anticipated to be at least \$400 per week. The additional revenue from the three properties of approximately \$20,000 per year would be applied to the loan balance which currently stands at approximately \$580,000.

Rob Hawthorne  
**Property Manager**

**WAIMAKARIRI DISTRICT COUNCIL****REPORT**

140317026043[v2]

CPR-04-12-02

FILE NO: CPR-04-12-02/140317026043

REPORT TO: Council



TRIM Record Number

DATE OF MEETING: 1<sup>st</sup> April 2014

FROM: Monese Ball, Property Officer

SUBJECT: Affordable Community Housing – Oxford Estates

SIGNED BY:  
(for Reports to Council or  
Committees)

Department Manager

Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to seek the approval of Council to amend and update the members of the Affordable Homes Allocation Committee and to review the policies and the conditions of tenancy for the 7 houses.
- 1.2. The Council in September 2008 approved staff concluding an agreement for the purchase of seven Stonewood Homes, subject to written confirmation from the Canterbury Community Trust of the grant to the Council of \$1,459,500.
- 1.3. In September 2008 the Community Housing Working Party prepared policies for the operation of these community houses for the Councils consideration.
- 1.4. These houses were completed and tenanted in September 2009 and now been fully tenanted for 5 years with positive outcomes. Three tenants have been able to purchase their own home. Two in 2012 and one in 2013. Of the initial 7 tenants, there are three which will need to find alternative accommodation in August/September this year. 6 Maple Place was vacated on 21 March and due to the accommodation needs in our community, this has been advertised, with closing date of 28<sup>th</sup> March for applications.
- 1.5. Looking at the current statistics relating to median household incomes for 2013, I propose we increase the combined income to be between \$25,000 and \$65,000 keeping the restrictions on the amount of cash/assets at the commencement of the tenancy. The median annual household income in Canterbury for the June 2013 quarter for a couple with two dependent children is \$73,320.
- 1.6. The houses are owned by the Council and managed by the Council's Property Unit. However the assessment of suitable occupants are undertaken by the committee. There is enough knowledge and expertise in house to ensure suitable tenants are placed in these houses. Cr Neville Atkinson wishes to remain on this Committee, and Cr Peter Allen should be added as it falls in line with his Community Development Portfolio.

**Attachments:**

- i. Tenancy agreement.
- ii. Criteria for Applicants
- iii. Report of 7 April 2009 from Craig Sargison

## 2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report N<sup>o</sup>. 140317026043
- (b) **Approves** the changes to the existing criteria to increase the combined family income from \$45,000 to \$65,000.
- (c) **Approves** an allocation Committee of 2 Councillors and the Property Manager
- (d) **Appoints** Councillor Allen as Community Development Portfolio Holder and Councillor..... to the Allocation Committee

## 3. ISSUES AND OPTIONS

- 3.1. In September 2009 the Council noted the Community Housing Working Party would prepare policies for the operation of these community houses for the Councils consideration. This report sought the approval of Council to these policies and the conditions of tenancy.
- 3.2. The Working Party spend some time discussing the tenancy conditions and tried to achieve a balance between protecting the assets and not being too restrictive on family life. This has been successful with the tenancies in place over this past 5 year term.
- 3.3. The concept for these houses was that they will provide a helping hand to families and to enable families to save for a step up. They will remain being a fixed term of five years and not for long term accommodation.
- 3.4. The houses are targeted to families with a maximum of six permanent occupants in the house.
- 3.5. The accumulating of further assets or increase of income once the tenancy has commenced will not affect the tenancy as each tenancy agreement will be for a fixed term of five years with the intent that during this period the tenants are able to increase their assets. The tenant can request an earlier termination.
- 3.6. Applications for renting the houses will be assessed according to the following criteria and preference will be given to those tenants who meet all of the criteria:
  - Families with school age or pre school children ( maximum number of 6 permanent occupants per house)
  - With one member of the household employed in Waimakariri District
  - Combined family Income of between \$25,000 and \$65,000 (as evidenced in last tax return) at commencement of tenancy
  - Can own cars and other vehicles up to maximum value of \$30,000 at commencement of tenancy
  - Can have assets, excluding household chattels of up to \$20,000 at commencement of tenancy

3.7. A draft tenancy agreement is attached and the following is a summary of the key terms that are different to a standard tenancy agreement

- The maximum permitted number of occupants is six (6) persons.
- The Tenant shall replace all window panes, mirrors and light shades in the premises as they are broken or become unserviceable with others of at least the same quality as those installed at the date hereof.
- The Tenant shall replace all electric-light globes, power elements and electrical fittings in the premises as they wear out or are broken or become unserviceable with others of at least the same quality and power as those installed at the date hereof.
- The Tenant shall mow the lawns regularly and if they do not do so, the Landlord reserves the right to have the lawns professionally mowed and charge the Tenants.
- The Tenant shall not undertake or permit to be undertaken any landscaping unless the plan has been approved by the Landlord.
- The Tenant shall not do or permit any act or thing which would cause any of the drains or water pipes in or under the said premises to become blocked and if such drains pipes become blocked as a result of the failure by the Tenant to observe the provisions of this Clause then the cost of clearing or repairing them shall be borne by the Tenant.
- The Tenant shall only park or permit to be parked a maximum of two (2) vehicles permanently on the premises and shall only park or permit to be parked vehicles on that part of the said premises specifically authorised by the Landlord or designed for that purpose and on no other part of the premises.
- The Tenant shall not keep any unregistered or unwarranted cars on the premises for longer than three (3) months.
- The Tenant shall not erect or permit to be erected any sheds or playhouses on the property without the prior written consent of the Landlord.
- The Tenant shall not keep any pets on the premises.
- The Tenant shall not assign, sublet or part with the possession or occupation of the premises or any part thereof or of the Landlord's chattels or remove any of the chattels from the premises.
- A bond equivalent to two week's rental.

3.8. Advertising and selection of tenants

The houses are owned by the Council and managed by the Council's Property Unit. However the assessment of suitable occupants will be undertaken by the committee. There is enough knowledge and expertise in house to ensure suitable tenants are placed in these houses.

The decision of that Committee will be final and there will be no right of appeal to any other individual or Council Committee over any decision regarding the allocation of housing to tenants.

Each property that becomes available will be advertised in the local newspaper.

3.9. The Management Team/CEO has reviewed this report and supports the recommendations.



**4. COMMUNITY VIEWS**

- 4.1. There is widespread support amongst the community social agency groups working in Waimakariri District for more affordable community housing.

**5. FINANCIAL IMPLICATIONS AND RISKS**

- 5.1. The cost of buying seven houses was \$2,093,000 and the grant of \$1,459,500 was sufficient to fund approximately 66% of the cost of the purchase of the 7 houses. The balance has been loan funded but the loan costs are met from the income from the houses. The current loan balance is \$624,000
- 5.2. Tenancies started at \$258.00, with increases linked to CPI. This has covered the operation of the houses and ensured that they are self funding with provision for maintenance, insurance and corporate overhead to cover operating/management expenses. This has been calculated on the basis of a 98% occupancy. The new rental is \$273 for the current available house.



Monese Ball  
Property Officer

# Waimakariri District Council

## Affordable Housing

### Addendum to Application - To be signed by the applicant

#### Objective:

The objective of the scheme is to provide a helping hand to families and to enable families to save for a housing step up. The tenancies are for a fixed maximum five year term, with no extension.

#### Criteria

- Preference will be given to those tenants with school age or pre-school children
- One member of the family to be employed within the Waimakariri District boundaries.
- Combined family income of between \$25,000 and \$45,000 \$65,000 per annum (as evidence by last tax return) at commencement of tenancy.
- Car(s) and other vehicles value not to exceed \$30,000 at commencement of tenancy.
- Other assets, excluding household chattels, value not to exceed \$20,000 at commencement of tenancy.
- No pets are permitted.

I confirm that I met all of the above criteria:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**AFFORDABLE HOMES**

**RESIDENTIAL TENANCY AGREEMENT**

**DRAFT**

**LANDLORD** (as defined by the Residential Tenancies Act)

Full Name: Waimakariri District Council (The Council)

Full Address: 215 High Street, Rangiora

Phone: 03 311 8900

**TENANT'S FULL NAMES:** \_\_\_\_\_ (The Tenant)

Occupation and Place of Employment: \_\_\_\_\_

Identification: \_\_\_\_\_

Phone: \_\_\_\_\_ (work) \_\_\_\_\_ (home) \_\_\_\_\_ (mobile)

**ADDRESS OF TENANCY:** \_\_\_\_\_

Initial Rent: \$ \_\_\_\_\_ (to be paid fortnightly in advance)

The rental is to be increased each year on the anniversary date of the commencement of this agreement, by the amount of CPI.

Bond: \$ \_\_\_\_\_ (to be held by the Department of Building and Housing) (two weeks rent, payable prior to occupancy)

Commencement Date of Tenancy: \_\_\_\_\_

Term of Tenancy: Maximum of five years from commencement date

Chattels: Carpets, blinds, heat pump

**GENERAL CONDITIONS:** As set out on the following pages

**I UNDERTAKE TO RENT** the premises on the terms and conditions of this agreement

\_\_\_\_\_

Signature(s) of Tenant

**ACCEPTED** on behalf of the Landlord

Per \_\_\_\_\_  
(Signature)

Dated: \_\_\_\_\_

1. The maximum permitted number of occupants will be six (6) persons (including children), and the premises are to be occupied solely for residential purposes.
2. The Tenant shall replace all window panes, blinds, mirrors and light shades in the premises as they are broken or become unserviceable with others of at least the same quality as those installed at the date hereof.
3. The Tenant shall at their own expense repair any damage to the Landlord's property, caused by the Tenant or associates.
4. The Tenant shall replace all electric-light globes, power elements and electrical fittings in the premises as they wear out or are broken or become serviceable with others of at least the same quality and power as those installed at the date hereof.
5. The Tenant shall keep the premises clean and tidy and notify the Landlord of any repairs needed, and shall pay electricity, telephone and (if any) water bills in excess of the minimum charge. The Tenant shall not disturb the neighbours.
6. The Tenant shall mow the lawns regularly and if they do not do so, the Landlord reserves the right to have the lawns professionally mowed and charge the Tenants the total cost of that lawn mowing.
7. The Tenant shall not undertake or permit to be undertaken any landscaping unless the plan has been approved by the Landlord.
8. The Tenant shall undertake to keep the grounds of the property in a tidy condition including regular maintenance of any garden, weeding and not permitting the property to become untidy and unsightly. Further, the Tenant will keep the windows of the premises in reasonably clean state so as to not give a poor impression of the premises. The Tenant is to ensure no rubbish is allowed to lie around the property.
9. The Tenant shall not do or permit any act or thing which would cause any of the drains or water pipes in or under the said premises to become blocked and if such drains or pipes become blocked as a result of the failure by the Tenant to observe the provisions of this clause, then the cost of clearing or repairing them shall be borne by the Tenant.
10. The Tenant shall only park or permit to be parked a maximum of two (2) vehicles permanently on the premises and shall only park or permit to be parked vehicles on that part of the said premises specifically authorised by the Landlord or designed for that purpose and on no other part of the premises.
11. The Tenant shall not keep any unregistered or unwarranted cars on the premises for longer than three (3) months.
12. The Tenant shall not erect or permit to be erected any sheds or playhouses on the property without the prior written consent of the Landlord. Further, the tenant shall not make any renovations, alterations or additions to the premises without the Landlord's consent in writing.
13. The Tenant shall not keep any pets on the premises.
14. Neither the Tenant, nor any of the Tenant's guests, shall smoke whilst inside the house or garage.

15. The Tenant shall not assign, sublet or part with the possession or occupation of the premises or any part thereof or of the Landlord's chattels or remove any of the chattels from the premises. Further, the Tenant shall replace any damaged or lost chattels with others of like value.
16. In accordance with the Residential Tenancy Act, each party is entitled to a signed copy of the Tenancy Agreement and any amendments to it.
17. When vacating the house, the tenant will, at his/her own expense have the carpet commercially cleaned to the satisfaction of the Landlord. Failure to do so can result in the Landlord having the carpet commercially cleaned and charging the Tenant for that work.
18. Any rent increase shall be notified in writing 60 days in advance and not less than 180 days since the last increase and a receipt must be given unless payment is made through an automatic bank account or by a non-negotiable personal cheque.
19. The Landlord shall give 90 days notice to terminate unless it needs the premises for own use, an employee's use or selling, in which case 42 days notice will be given. The Tenant shall give 21 days notice and all notices shall be in writing.
20. The Landlord may get immediate termination in any case where:
  - (i) rent is 21 days in arrears;
  - (ii) the Tenant has caused or threatened to cause substantial damages to the premises;
  - (iii) the Tenant has assaulted or threatened to assault any of the Landlord, staff member of the Landlord, or a neighbour.

Immediate termination is only enforceable with a possession order after a Tenancy Tribunal hearing.
21. Both the Tenant and the Landlord shall hold keys to the property and the Tenant is not permitted to change the locks without prior consent.
22. The Landlord undertakes to provide and maintain the premises in a reasonable state of repair and to pay property insurance, rates and unmetered water. Further, the Landlord shall not interfere with the Tenant's quiet enjoyment of the premises.
23. The Landlord can only enter the premises with:
  - (i) the Tenant's agreement
  - (ii) in an emergency;
  - (iii) 24 hours notice for work required;
  - (iv) 48 hours notice for inspection, and entry shall be between 8.00 a.m. and 7.00 p.m. When undertaking interior inspection the Landlord shall use the attached form.
24. In the case of a dispute or breach of agreement both the Tenant and/or Landlord can approach the Tenancy/Bond office of the Housing Corporation for advice and mediation.
25. Other provisions in the Residential Tenancies Act 1986.

**DRAFT**

**WAIMAKARIRI DISTRICT COUNCIL****REPORT**

**FILE NO:** GOV-01-11, CPR-04-12-01 / 090324008227  
**REPORT TO:** Council  
**DATE OF MEETING:** 7 April 2009  
**FROM:** Craig Sargison, Manager Community & Recreation  
**SUBJECT:** Community Housing Conditions of Tenancy

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

  
 \_\_\_\_\_  
 Department Manager

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

**1. SUMMARY**

- 1.1. The purpose of this report is to seek the approval of Council to these policies and the conditions of tenancy for the operation of the new community houses presently being built in the Oxford estate.
- 1.2. The Council in September 2008 approved staff concluding an agreement for the purchase of seven Stonewood Homes, subject to written confirmation from the Canterbury Community Trust of the grant to the Council of \$1,459,500.
- 1.3. This confirmation has been received and contracts have been concluded with Stonewood for the seven houses with completion estimated to be July/August 2009.
- 1.4. In September the Council noted the Community Housing Working Party would prepare policies for the operation of these community houses for the Councils consideration.

**Attachments:**

- i. Tenancy agreement (090324008241).

**2. RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** report N<sup>o</sup> 090324008227.
- (b) **Notes** that the Community Trust has approved the grant to the Council for the community housing and that the houses should be ready by August 2009.
- (c) **Approves** the conditions of tenancy for Draft Tenancy Agreement (Document no 090324008241).
- (d) **Notes** the proposed procedures for selection of tenants.
- (e) **Appoints** Councillors ..... and ..... to the Tenancy Selection Group.

### 3. ISSUES AND OPTIONS

- 3.1. The Council in September 2008 approved staff concluding an agreement for the purchase of seven Stonewood Homes, subject to written confirmation from the Canterbury Community Trust of the grant to the Council of \$1,459,500.
- 3.2. This confirmation has been received and contracts have been concluded with Stonewood for the seven houses with completion estimated to be July/August 2009.
- 3.3. In September the Council noted the Community Housing Working Party would prepare policies for the operation of these community houses for the Councils consideration. This report seeks the approval of Council to these policies and the conditions of tenancy.
- 3.4. The Working Party spend some time discussing the tenancy conditions and tried to achieve a balance between protecting the assets and not being too restrictive on family life.
- 3.5. The concept for these houses is that they will provide a helping hand to families and to enable families to save for a step up. They will be for a fixed term of five years and not for long term accommodation.
- 3.6. The houses will be targeted to families with a maximum of six permanent occupants in the house and who are earning a combined income of between \$25,000 and \$45,000 with restrictions on the amount of cash assets at the commencement of the tenancy.
- 3.7. The accumulating of further assets or increase of income once the tenancy has commenced will not affect the tenancy as each tenancy agreement will be for a fixed term of five years with the intent that during this period the tenants are able to increase their assets. The tenant can request an earlier termination.
- 3.8. Applications for renting the houses will be assessed according to the following criteria and preference will be given to those tenants who meet all of the criteria:
  - Families with school age or pre school children ( maximum number of 6 permanent occupants per house)
  - With one member of the household employed in Waimakariri District
  - Combined family Income of between \$25,000 and \$45,000 (as evidenced in last tax return) at commencement of tenancy
  - Can own cars and other vehicles up to maximum value of \$30,000 at commencement of tenancy
  - Can have assets, excluding household chattels of up to \$20,000 at commencement of tenancy
- 3.9. A draft tenancy agreement is attached and the following is a summary of the key terms that are different to a standard tenancy agreement
  - The maximum permitted number of occupants is six (6) persons.
  - The Tenant shall replace all window panes, mirrors and light shades in the premises as they are broken or become unserviceable with others of at least the same quality as those installed at the date hereof.
  - The Tenant shall replace all electric-light globes, power elements and electrical fittings in the premises as they wear out or are broken or become unserviceable with others of at least the same quality and power as those installed at the date hereof.

- The Tenant shall mow the lawns regularly and if they do not do so, the Landlord reserves the right to have the lawns professionally mowed and charge the Tenants.
- The Tenant shall not undertake or permit to be undertaken any landscaping unless the plan has been approved by the Landlord.
- The Tenant shall not do or permit any act or thing which would cause any of the drains or water pipes in or under the said premises to become blocked and if such drains pipes become blocked as a result of the failure by the Tenant to observe the provisions of this Clause then the cost of clearing or repairing them shall be borne by the Tenant.
- The Tenant shall only park or permit to be parked a maximum of two (2) vehicles permanently on the premises and shall only park or permit to be parked vehicles on that part of the said premises specifically authorised by the Landlord or designed for that purpose and on no other part of the premises.
- The Tenant shall not keep any unregistered or unwarranted cars on the premises for longer than three (3) months.
- The Tenant shall not erect or permit to be erected any sheds or playhouses on the property without the prior written consent of the Landlord.
- The Tenant shall not keep any pets on the premises.
- The Tenant shall not assign, sublet or part with the possession or occupation of the premises or any part thereof or of the Landlord's chattels or remove any of the chattels from the premises.
- A bond equivalent to two week's rental.

#### 3.10. Advertising and selection of tenants

The houses will be owned by the Council and managed by the Council's Property Unit, but that the assessment of suitable occupants will be undertaken by a committee with community social agency input. The committee will comprise representatives from:

- Waimakariri District Community Trust
- Presbyterian Support
- Waimakariri District Council Community Team
- Waimakariri District Council Property Manager
- 2 Councillors

The decision of that Committee will be final and there will be no right of appeal to any other individual or Council Committee over any decision regarding the allocation of housing to tenants.

Each property that becomes available will be advertised in the local newspaper.

- 3.11. The Management Team/CEO has reviewed this report and supports the recommendations.

## 4. COMMUNITY VIEWS

- 4.1. There is widespread support amongst the community social agency groups working in Waimakariri District for more affordable community housing.



**5. FINANCIAL IMPLICATIONS AND RISKS**

- 5.1. The cost of buying seven houses is \$2,093,000 and the grant of \$1,459,500 is sufficient to fund approximately 66% of the cost of the purchase of 7 houses. The balance will be loan funded but the loan costs will be met from the income from the houses.
- 5.2. A weekly rental of \$258.00, with increases linked to CPI, will cover the operation of the houses and ensure that they will be self funding with provision for maintenance, insurance and corporate overhead to cover operating/management expenses. This has been calculated on the basis of a 98% occupancy.
- 5.3. It is anticipated that all of the income received from this housing will be targeted for community housing and that in the future there may be sufficient surplus and or other grants, to allow for the expansion of the scheme.

**6. CONTEXT**

- 6.1. The Community Needs Assessment and Social Services Waimakariri both identified community housing as a priority need for the District.
- 6.2. Social Services Waimakariri applied to the Canterbury Community Trust for funding to help address this issue.
- 6.3. There are currently several families on a waiting list for housing in the District



Craig Sargison  
MANAGER, COMMUNITY AND RECREATION

CS/JR

## SCHEDULE TO RESIDENTIAL TENANCY AGREEMENT

7. The maximum permitted number of occupants is six (6) persons.
8. The Tenant shall replace all window panes, mirrors and light shades in the premises as they are broken or become unserviceable with others of at least the same quality as those installed at the date hereof.
9. The Tenant shall replace all electric-light globes, power elements and electrical fittings in the premises as they wear out or are broken or become unserviceable with others of at least the same quality and power as those installed at the date hereof.
10. The Tenant shall mow the lawns regularly and if they do not do so, the Landlord reserves the right to have the lawns professionally mowed and charge the Tenants.
11. The Tenant shall not undertake or permit to be undertaken any landscaping unless the plan has been approved by the Landlord.
12. The Tenant shall not do or permit any act or thing which would cause any of the drains or water pipes in or under the said premises to become blocked and if such drains pipes become blocked as a result of the failure by the Tenant to observe the provisions of this Clause then the cost of clearing or repairing them shall be borne by the Tenant.
13. The Tenant shall only park or permit to be parked a maximum of two (2) vehicles permanently on the premises and shall only park or permit to be parked vehicles on that part of the said premises specifically authorised by the Landlord or designed for that purpose and on no other part of the premises.
14. The Tenant shall not keep any unregistered or unwarranted cars on the premises for longer than three (3) months.
15. The Tenant shall not erect or permit to be erected any sheds or playhouses on the property without the written consent of the Landlord first had and obtained.
16. The Tenant shall not keep any pets on the premises.
17. The Tenant shall not assign, sublet or part with the possession or occupation of the premises or any part thereof or of the Landlord's chattels or remove any of the chattels from the premises.



## Outline of the provisions of the Residential Tenancies Act 1986 (RTA)

Please refer to the Residential Tenancies Act 1986 and amendments for the complete provisions.

Tenants and landlords! If you have problems, talk to each other.  
If you can't sort it out, talk to us. We can help you sort it out.

0800 83 62 62  
0 8 0 0 T E N A N C Y

www.dbh.govt.nz

### 1. Agreement

Each party should keep a copy of this tenancy agreement. Changes in the particulars of either party must be notified to the other party within 10 working days.

### 2. Address for service

The address for service is an address in New Zealand where notices and other documents relating to the tenancy will be accepted by you, or on your behalf, even after the tenancy has ended. It is good if your address for service is different from your tenancy address. The address for service cannot be a post office box.

### 3. Rent

- Landlords shall not require rent to be paid more than 2 weeks in advance, nor until rent already paid has been used up.
- 60 days' written notice must be given for rent increases.
- Rent shall not be increased within 180 days of the start of the tenancy or the last rent increase.
- Also for rent to be increased in a fixed-term tenancy, it must be stated in the tenancy agreement.
- Receipts must be given immediately if rent is paid in cash.

### 4. Bond

- A bond is not compulsory, but a landlord may require a bond of up to 4 weeks' rent.
- Bonds must be lodged with the Department of Building and Housing within 23 working days of being paid.
- Receipts must be given for bond payments.
- If the property is sold, the landlord's rights with regard to the bond pass to the purchaser of the property.
- The bond covers any damage or loss to the landlord if the tenant's obligations are not met, but does not cover fair wear and tear.

### 5. Landlord's responsibilities

- Provide and maintain the premises in a reasonable condition.
- Allow the tenant quiet enjoyment of the premises.
- Comply with all building, health and safety standards that apply to the premises.
- Pay rates and any insurance taken out by the landlord.\*
- Not seize the tenant's goods for any reason.
- Inform the tenant if the property is on the market for sale.
- Not interfere with the supply of any services to the premises.
- If the landlord is in breach of these responsibilities, the tenant(s) can apply to the Tenancy Tribunal.

### 6. Tenant's responsibilities

- Pay the rent on time.
- Keep the premises reasonably clean and tidy, and notify the landlord as soon as any repairs are needed. You may not withhold rent if you cannot get repairs done. Seek advice from the Department of Building and Housing (0800 83 62 62).
- Use the premises principally for residential purposes.
- Pay electricity, gas and telephone charges.
- Pay for water supplied to the premises if:
  - (a) it is stated in the tenancy agreement that the tenant shall pay water charges; and
  - (b) the premises has its own water meter; and
  - (c) the water supplier charges for water on the basis of metered usage.
- Not damage or permit damage to the premises, and to inform the landlord of any damage.\*
- Not disturb the neighbours or the landlord's other tenants.
- Not alter the premises without the landlord's written consent.
- Not use the property for any unlawful purpose.

- Leave the property clean and tidy, and clear of rubbish and possessions at the end of the tenancy.
- At the end of the tenancy, leave all keys and such things with the landlord. Leave all chattels supplied with the tenancy.
- If a maximum number of occupants is stated in the tenancy agreement, not exceed that number.

### 7. Rights of entry

The landlord shall enter the premises only:

- with the tenant's consent at the time of entry
- in an emergency
- for repairs or maintenance, from 8 am to 7 pm, after 24 hours' notice
- for an inspection of the property or work done by the tenant, from 8 am to 7 pm after 48 hours' notice
- with the tenant's prior consent, to show the premises to prospective tenants, purchasers or a registered valuer. Consent may not be unreasonably withheld but reasonable conditions may be imposed.

### 8. Subletting and assignment

If not expressly prohibited by the landlord, the tenant may sublet or assign with the landlord's prior written consent. Consent may not be unreasonably withheld unless subletting is totally prohibited by this agreement.

### 9. Locks

Locks can only be changed with the agreement of both the tenant and the landlord. They should be provided and maintained in a secure state by the landlord.

### 10. Notice to terminate tenancy

NB: This does not apply to fixed-term tenancies.

In all cases, the tenant must give the landlord 21 days' notice in writing.

The landlord may give 42 days' notice in writing if:

- (a) the landlord has an agreement to sell the premises with vacant possession; or
- (b) the premises are required for occupation by the landlord or a member of the landlord's family; or
- (c) the premises are required for an employee of the landlord and this has been agreed at the start of the tenancy.

In other cases, the landlord must give 90 days' notice in writing.

### 11. Termination by Tribunal

The landlord may apply to the Tenancy Tribunal for a termination order where:

- the rent is 21 days in arrears
- the tenant has caused or threatened to cause substantial damage to the premises
- the tenant has assaulted, or threatened to assault, the landlord, a member of the landlord's family, or a neighbour
- the tenant has failed to comply with a 10 working day notice to remedy a breach.

A tenant may apply to the Tenancy Tribunal for a work order, compensation or to terminate the tenancy, if the landlord has breached the tenancy agreement or the Residential Tenancies Act.

### 12. Mitigation of loss

If one party to the tenancy agreement breaches it, the other party must take all reasonable steps to limit the damage or loss arising from the breach.

\*Any insurance taken out by the landlord is unlikely to cover the tenant's liability for damage.

**DRAFT**

Department of  
Building and Housing  
*Te Tari Kaupapa Whare*

ENDORSED BY

New Zealand  
**TENANTS**  
Organisations

NEW ZEALAND  
**PROPERTY**  
INVESTORS

# Residential Tenancy Agreement

This tenancy agreement has been approved for use by The Office of the Tenancy Tribunal.

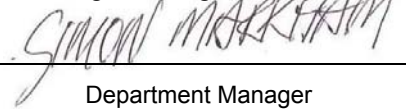
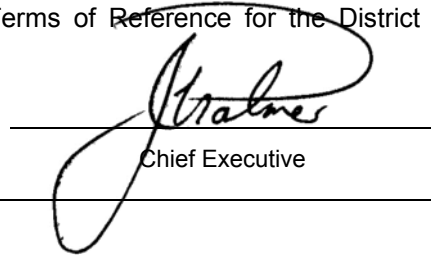
0800 83 62 62 | www.dbh.govt.nz  
0 8 0 0 T E N A N C Y

## HOW TO USE THIS AGREEMENT

- 1 All tenancy agreements must be in writing.
- 2 The landlord must provide the tenant with a copy of this agreement prior to the commencement of the tenancy.
- 3 This agreement must be completed in full and the tenant and landlord each keep a copy.
- 4 The rights and obligations set out in the Residential Tenancies Act 1986 are implied in every residential tenancy agreement (see the back of this agreement for a brief outline).
- 5 No terms or conditions added to this agreement are valid if they are contrary to the Residential Tenancies Act 1986.
- 6 Before signing this agreement all parties should carefully read it and seek advice from the Department of Building and Housing if they are unclear about what they are agreeing to.
- 7 If a bond is paid, a Bond Lodgement form must also be completed.
- 8 Bonds must be lodged with the Department of Building and Housing within 23 working days of being paid.
- 9 Parties to tenancy agreements are subject to the provisions of the Privacy Act 1993.\*
- 10 The tenant may be required to pay any fee or other charge for services provided by any solicitor or real estate agent relating to the granting of the tenancy.
- 11 If there is a problem between the tenant and landlord, and they can't agree, the Department of Building and Housing can help sort it out. Call us for free advice on 0800 83 62 62.

\* Any information provided on this agreement shall not be used or disclosed, without consent, for any purpose other than the administration of the tenancy or to pursue legal action.



**WAIMAKARIRI DISTRICT COUNCIL****REPORT****FILE NO and TRIM NO:** DDS-06-05-06-03 / 170223017565**REPORT TO:** Council**DATE OF MEETING:** 7 March 2017**FROM:** Cameron Wood, Senior Policy Planner**SUBJECT:** Waimakariri District Plan Review – Terms of Reference for the District Planning and Regulation Committee**SIGNED BY:**  
(for Reports to Council or Committees)  
Department Manager  
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is for Council to approve the Terms of Reference of the District Planning and Regulation Committee regarding their role and the underlying principles relating to the District Plan Review (DPR).

**Attachments:**

- i. Terms of Reference for the District Planning and Regulation Committee for the District Plan Review.

**2. RECOMMENDATION****THAT** the Council:

- (a) **Receives** report No.170223017565.
- (b) **Approves** the Terms of Reference for the District Planning and Regulation Committee for the District Plan Review.

**3. ISSUES AND OPTIONS**

- 3.1. The Council resolved to undertake a full review of the Waimakariri District Plan in February 2016. The primary outcome of the District Plan Review will be the preparation of a new District Plan in an E-Plan format, accompanied by a Section 32 Evaluation report.

- 3.2. The key outputs and project tasks of the DPR have been split into four stages. They are:

- Scoping and District Plan Effectiveness
- Preparation of the Proposed District Plan
- Notification of the Proposed District Plan
- Making the Proposed District Plan Operative

- 3.3. Terms of Reference have been developed for the District Planning and Regulation Committee. The Terms of Reference outline the role that this Committee will have with

regard to the District Plan Review and what overall principles should be considered as part of the that role. In particular, the 'underling principles' have the purpose of serving as future reference points when matters of detail are being considered in order to help ensure that the DPR remains consistent with its overarching goals.

3.4. The Terms of Reference was discussed with the District Planning and Regulation Committee on 14 February 2017. The Committee recommended two changes to the Terms of Reference; they were:

- That the Council and not the Committee should adopt the Communications and Engagement plan developed for the District Plan Review. The role of the Committee will be to recommend the plan when appropriate to the Council.
- Added the word "consider" to the 2<sup>nd</sup> bullet point under "underlying principles of the District Plan Review".

3.5. These changes have been made to the version of the Terms of Reference which has been attached to this report.

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

#### **4. COMMUNITY VIEWS**

4.1. Not sought at this time. It should be noted that while at staff level Iwi are engaged in the project, the nature and extent of Tūāhuriri Rūnanga participation at a governance level has yet to be determined.

#### **5. FINANCIAL IMPLICATIONS AND RISKS**

5.1. There are no financial implications or risks regarding the Terms of Reference for the District Planning and Regulation Committee. The overall financial implications of the District Plan Review were addressed by Council at its meeting in February 2016.

#### **6. CONTEXT**

##### **6.1. Policy**

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

##### **6.2. Legislation**

Local Government Act 2002

Resource Management Act 1991

Resource Legislation Amendment Bill.

##### **6.3. Community Outcomes**

A wide range of community outcomes are impacted by the District Plan, including:

*There are wide ranging opportunities for people to contribute to the decision making by local, regional and national organisations that affects our District*

- Local, regional and national organisations make information about their plans and activities readily available.
- Local, regional and national organisations make every effort to take account of the views of people who participate in community engagement.



## Terms of Reference District Planning and Regulation Committee District Plan Review

### Purpose

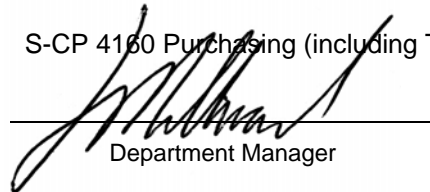
The District Plan and Regulation Committee (**DP&RC**) is a standing committee of Council pursuant to the Local Government Act 2002 (Schedule 7, Section 30). The role of the DP&RC (in regard to the District Plan Review) is to:

- Make governance recommendations in relation to all District Plan Review (**DPR**) related matters;
- Provide feedback to the Project Team on all DPR-related matters (either directly during a scheduled meeting/briefing or via the Development Planning Manager;
- Recommend the Communication and Engagement Plan (**CEP**) for the DPR be approved by Council;
- Reviewing and make recommendation to Council regarding proposed provisions for notification, as informed by the initial s32 evaluation;
- Recommend to Council that the 'Draft' and/or 'Proposed' District Plan be publicly notified;
- Appointment of members to the hearings panel(s) for determining submissions on the District Plan.
- Recommend that further work be completed by the Project Team on certain issues.

### Underlying principles of the District Plan Review

The DPRC is to ensure that the following underlying principles of the DPR are achieved so that the new District Plan:

- Effectively and efficiently **implements legislation**, higher order policies, plans and strategies;
  - Including but not limited to:
    - Our District, Our Future Waimakariri 2048
    - Greater Christchurch Urban Development Strategy Review
    - Others
- consider how the DPR is **consistent** with other strategic Council policies;
- is **easy to use** and understand with **clear, concise** language, structure and format;
- provides sufficient **certainty** for the community through clear policy direction and rules and incorporation of activities-based provisions;
- ensures sufficient **flexibility** is provided in the plan structure and provisions to enable response to emerging issues and amendments to the RMA;
- is available in both **electronic and printed** formats;
- considers **consistency** with other district plans, in particular those of Christchurch City, Selwyn District, and Hurunui District; and
- provides **consistency** with legislation, such as National Policy Statements, proposed amendments to the RMA, higher order policies such as the Canterbury Regional Policy Statement and takes into account the Mahaanui Iwi Management Plan
- achieves the purpose of the RMA and 'best practice' planning outcomes that are supported by robust technical evidence.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT****FILE NO and TRIM NO:** GOV-07-01 / 170214013816**REPORT TO:** Council**DATE OF MEETING:** 7 March 2017**FROM:** Jeff Millward, Finance and Business Support Manager  
Lynley Beckingsale, Policy Analyst**SUBJECT:** S-CP 4160 Purchasing (including Tendering) Policy**SIGNED BY:**  
(for Reports to Council or  
Committees)

  
Department Manager


  
Chief Executive
**1. SUMMARY**

- 1.1. The purpose of this report is to request that Council adopt the updated Purchasing (including Tendering) Policy.
- 1.2. This policy is being reviewed as part of the Policy Manual update. Although the review is not complete the policy needs to be updated to allow for electronic tendering (e-tendering). A working party of Council Officers has been working through the implications and practical application of moving to electronic tendering via the "TenderLink" facility.
- 1.3. The Council has been undertaking e-tendering via the GETZS (Government Electronic Tenders Service) system in conjunction with 'hard copy' tendering for some time. The GETS system has its limitations and local Councils have moved to TenderLink which gives the Council its own portal which is cost free for supplier registration, and participation, in the tendering processes.
- 1.4. It is anticipated the first tenders put out to the market via the TenderLink system will be in March and for that reason some wording changes to the Policy need to be adopted. In the short term the Council will accept both e-tenders and hard copy tenders.
- 1.5. The current policy has been updated into the new policy template. It includes the following changes:
  - (i) The "*Five Principles of Government Procurement*" (Government Rules of Sourcing, 3<sup>rd</sup> Edition 2015) included in the policy context.
  - (ii) The ability to accept electronic tenders.
  - (iii) A statement added regarding Health and Safety (section 5) to ensure compliance with the *Health and Safety at Work Act 2015*.
- 1.6. It is noted that procurement, together with contract management, is a project being undertaken jointly by the shared services arrangement where 25 Councils with Deloitte are undertaking a review of best practices. Once the results are provided, the policy will be amended accordingly to ensure best practice compliance is achieved.

Attachments:

- i. Draft Purchasing (including Tendering) Policy (TRIM No: 150904127396)

## 2. **RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** report No. 170214013816.
- (b) **Adopts** the Purchasing (Including Tendering) Policy
- (c) **Notes** a quality procedure document will be prepared to set out the process for opening electronic tender documents.
- (d) **Notes** that on receipt of the 'best practice' templates from the Regional Working Party the updated policy will be reviewed to ensure best practice compliance is achieved.

## 3. **ISSUES AND OPTIONS**

- 3.1. The Purchasing (including Tendering) Policy is under review as part of the Policy Manual Review process. It is noted that procurement, together with contract management, is a project being undertaken jointly by the shared services arrangement where 25 Councils with Deloitte are undertaking a review of best practices. Once the results are provided, the policy will be amended accordingly.
- 3.2. In the interim the Council wants to move to electronic tendering which requires an update to the tendering clause in the policy to facilitate this. It is anticipated that the first tenders will be put out to the market in March, via TenderLink. It is intended in the short term to offer both electronic and hard copy tendering to ensure all suppliers are accommodated.
- 3.3. The policy has been put into the new policy template and the context updated with the five principles of procurement as outlined in the Government Rules of Sourcing (3<sup>rd</sup> edition, 2015). For Local Government, these rules are good practice *guidance* only and in applying the rules Local Government are to interpret all '**must**' Rules as '**should**' Rules.
- 3.4. To comply with the *Health and Safety at Work Act 2015* a new section (5) has been added.
- 3.5. Audit New Zealand recommends that procurement policies are reviewed every three years to ensure compliance with current best practice. On this occasion the review of this policy will be a two-step process with the final decisions around delegations and financial thresholds to be confirmed once the regional working party completes the best practice templates. It is anticipated this work beginning in March will be complete by late May 2017.
- 3.6. The Management Team has reviewed this report and supports the recommendations.

## 4. **COMMUNITY VIEWS**

- 4.1. Not specifically sought, although suppliers working with Council through the tendering processes are currently mainly receiving the tender documentation via the electronic medium rather than hard copy. The change in wording in the policy formalises the opportunity to pursue the e.tendering option for this Council and its suppliers.

## 5. **FINANCIAL IMPLICATIONS AND RISKS**

- 5.1. The current financial delegations are retained in the policy and the policy remains, in principle, the same. The changes included are made to allow the Council to accept electronic submissions.
- 5.2. Given the policy is primarily the same, but allowing electronic submissions, there is minimal additional financial risk. The changes, however, do allow for increased efficiencies for all parties to the tendering process.

## 6. **CONTEXT**

### 6.1. **Policy**

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

### 6.2. **Legislation**

Controller and Auditor-General Procurement Guidance for Public Entities June 2008.

Ministry of Business, Innovation and Employment Government Rules of Sourcing 2013.

*Local Government Act 2002* S3(c) promotes the accountability of local authorities to their communities, and S10 (b) has the purpose of local government as meeting the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

All tenders which are subject to a New Zealand Transport Agency (NZTA) subsidy must comply with the requirements of NZTA. If there is any conflict between this policy and the NZTA requirements then the NZTA requirements will take precedence to the extent of the inconsistency.

*Health and Safety at Work Act 2015*

### 6.3. **Community Outcomes**

Public spaces and facilities are plentiful, accessible and high quality

Transport is accessible, convenient, reliable, affordable and sustainable

Core utility services are provided in a timely, sustainable and affordable manner

## POLICY

*Purchasing*

### PURCHASING (INCLUDING TENDERING) POLICY

#### 1 Introduction

Delivering good public service to the community starts with good procurement. How well money is spent has a direct impact on the quality of services the community experience, and reflects Council's efficiency and effectiveness. Waimakariri District Council is committed to open and transparent procurement that delivers the best value for money (which isn't always the cheapest price), ensures impartiality in decision-making, and meets international standards of public scrutiny and accountability.

#### 2 Policy Context

Council procurement is governed by the following five principles:

- Planning and managing for results by identifying what is needed, and preparing how to obtain it;
- Being fair to all suppliers by encouraging capable suppliers to respond;
- Securing the right supplier by being clear about what is needed and by being fair about how they are assessed;
- Accounting for all costs and benefits over the lifetime of the goods or services;
- Being accountable, transparent and reasonable.

These principles are designed to ensure purchasing goods and services are an open, selective and transparent process that achieves value for money by delivering the desired outcome at the best possible quality and price. These principles also promote a purchasing process that is impartial, open and ethical, ensuring that all Council purchasing is undertaken in a fair and unbiased way.

Procurement processes should be designed to ensure that purchasing practice is proportionate to the value, risk and complexity of the purchase. This policy provides a context for sound commercial judgement to achieve the best value for money, which isn't always the cheapest price, to drive innovation and high performance without compromising health and safety.

#### **Definitions**

*Tendering* - Tendering is the process of making an offer, bid or proposal, or expressing interest in response to an invitation or request to supply goods or services. As a contestable process other businesses are invited to respond to a particular need, such as the supply of goods and services, and will select an offer or tender that meets the needs and provides the best value for money.

Tender request documents are also referred to as invitations to tender, Requests for Tender (RTF), and Requests for Proposal (RFP) which outline what is required and set out the Council's requirements. These documents also outline the particular needs, criteria, and instructions that are to be followed.

*Quotations* – Quotations are a formal statement setting out the estimated cost of particular goods or services.

#### **Principles**

*Principle 1* – Plan and manage for ~~optimum~~ **great** results. All purchasing decisions will consider what the most appropriate procurement options are, and select from a range of delivery processes to achieve the best outcome for Council and the community.

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This provides the flexibility for Council to identify the most appropriate procurement option for obtaining goods and services. The decision about what option to be used will be based on the type of expenditure being incurred as well as other appropriate procurement objectives. Available tools for procurement include:

- Full external service delivery;
- Collaboration between Council and external organisations;
- Public/private partnerships;
- Fully resourced from internal sources.

*Principle 2 – Be fair to all suppliers.* Procurement practice will demonstrate integrity by all parties and enable all potential suppliers to have equal access through the use of open and contestable processes.

All Council procurement for goods and services shall be open and competitive. However there are circumstances when Council may decide to restrict or limit supplier involvement in a procurement process, based on matters of scale or relevance, such as in an emergency. When this principle of open and competitive purchasing is suspended, Council will document the justification for such actions.

Suppliers will be disqualified from tendering for Council goods and services for a period of not less than 12 months if they lobby or contact Councillors or staff (other than contacting staff named in the tender documents) regarding a tender while the tendering process is in progress.

*Principle 3 – ~~Securing~~ Get the right supplier.* Good procurement outcomes will best be gained by an early understanding of the procurement objectives, agreeing to the specifications, understanding the supplier's requirements, and having clear assessment criteria and weightings.

*Principle 4 – ~~Accounting for all costs and benefits over the lifetime of the goods and services~~ Get the best deal for everyone.* The procurement process will efficiently identify and manage the criteria and weightings to ensure the appropriate balance between quality, and short and long term costs and benefits, including social, economic, environmental and cultural costs and benefits.

When procurement occurs, the principle of best value over the whole of life of goods and services must be evident. Council will use best practice and seek to be increasingly efficient in its procurement processes. Best value for money is concerned not just with unit costs, but with the full value or public benefit that will occur as a result of the procurement process. Efficiencies will be gained through clear processes which assess costs and benefits through clear contract specifications and management of the weightings and criteria in the assessment process.

*Principle 5 – ~~Maintain accountability, transparency and being reasonable~~ Play by the rules. Be accountable, transparent and reasonable.* All potential suppliers will have equal access to Council's procurement process.

Authorisation for expenditure will operate on the basis of "one-up" so that the Council officer approving the expenditure is one level up from the Council officer ordering the goods and services.

Council will ensure that local suppliers are given advice and support so that they have full and fair opportunity to compete for Council business. This policy does not give preference or weighting to local content in itself. Similarly there should be no discrimination on the basis of ownership of a supplier or preference for local equity in itself. Having given local suppliers full and fair opportunity, and having assessed any commercial and practical value for money advantages associated with local supply, Council will purchase from the best source available according to its own judgement of all costs, benefits and overall value for money.

In the event that there are two identical quotations or tenders, preference will be given to suppliers based in the District.

## POLICY

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Council will monitor and manage the supplier's performance to assess that value for money is being achieved.

#### 3 Policy Objective

The objective of this Purchasing (Including Tendering) Policy is to focus on the strategic management of the procurement function so that it adds value to the Council's service delivery.

Procurement should involve proactively managing supplier and other key stakeholder relationships throughout the sourcing process and for the duration of the contract. This embraces continuing to develop relationships with suppliers, and driving value for money through ongoing efficiency gains.

All suppliers must meet Council's minimum standards to ensure health and safety is maintained.

#### 4 Policy Statement

Contracts of a value less than \$100,000 shall either be put out to tender or, where practicable, three quotations will be sought. For amounts under \$20,000, the necessity for obtaining three quotations is at the cost-controller's discretion. Oral contracts can be made providing the contract's value does not exceed \$1,000. All purchases should be confirmed with supply of a purchase order.

Where a decision is made not to put out to tender a contract for goods and services to an amount greater than \$100,000 approval must be gained from the Management Team, and the reasons for the decision shall be reported to the relevant Standing Committee.

Where the value of the works is equal to or under \$100,000 excluding Goods and Services Tax, the Council's standard short form contract may be considered as an alternative to NZS3910. The decision to use the short form contract must be done in consultation with, and approval from, the Department Manager.

Purchasing directly from a supplier without an open and competitive process is acceptable for goods and services below an expected value of \$1,000 based on the following principles:

- The value of the goods or services is relatively low;
- The purchase of these goods or services is on an as-required basis;
- It is not practical to aggregate separate orders for the goods or services;
- The cost of seeking quotations or tenders would be out of proportion to the value of the benefits likely to be obtained, or impractical in the circumstances.

Quotations and tenders are not required when contracting through the all-of-government supplier network (N<sup>3</sup>-GSB) since the processes of procurement for a preferred supplier have already been undertaken.

For goods and services with an expected value of more than \$100,000 a public contestable tender process is required. Contracts/tenders with an expected annual expenditure of greater than \$1,000,000 and total project cost of greater than \$2,000,000 may only be authorised by the relevant standing committee or the Council.

The following table sets out Council's procurement thresholds.

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#### PURCHASING (INCLUDING TENDERING) POLICY

Note: Guidelines to be used in conjunction with N<sup>3</sup> and All of Government pricing.

| Dollar value        | Procedure                            | Purchase Authority | Value Assessment               |
|---------------------|--------------------------------------|--------------------|--------------------------------|
| Less than \$1,000   | Direct from supplier                 | Per delegations    | Initiator                      |
| \$1,000 to \$20,000 | 3 quotations or direct from supplier | Per delegations    | At cost controllers discretion |
| \$20,000-\$100,000  | 3 quotations                         | Per delegations    | One up                         |
| >\$100,000          | Public tender                        | Per delegations    | Tender criteria                |
| >\$1,000,000 pa     | Public tender                        | Committee/Council  | Tender criteria                |
| >\$2,000,000 total  | Public tender                        | Committee/Council  | Tender criteria                |

The Chief Executive shall appoint a tender secretary who shall be responsible for the management and security of [electronic tenders as well as](#) the tender box and the tenders deposited therein. The tender secretary has responsibility for opening the tenders [received, either electronically or hard copy](#) and recording the tender prices at the conclusion of the tender process. All tenders shall close at a time nominated in the tender documents and must be received [either electronically or](#) in the tender box by the closing time. The tender box shall be fixed in one place in the foyer of the Rangiora Service Centre and shall remain locked until the closing time for tenders. [Electronic tenders will only be received via tenderlink.com/waimakariri.](#)

Tenders will be opened in public. All tenders with an expected value of \$100,000 (GST exclusive) or less shall be opened in the presence of the tender secretary and at least one member of the management team. Tenders with an expected value over \$100,000 shall be opened in the presence of the tender secretary and two others from the management team or Council. An elected representative should be present for tenders expected to exceed \$500,000.

Council is accountable to the community through the Long term Plan and Annual Plan. All purchases (including tenders) of any goods and services which commits expenditure from the current year's Annual Plan shall be accepted by an officer with sufficient contractual authority as described in the delegations manual S-DM 1044. Monitoring of the procurement process will be undertaken by the Audit Committee and management team.

Variations within existing contracts, and committing council to an increase in the scope of works, may be authorised in accordance with the delegations manual S-DM 1044.

#### 5 Health and Safety

All suppliers for contracts involving physical works shall be registered with the "SiteWise" Health and Safety prequalification system. Suppliers can register before or during the tender period, but must be assessed prior to work commencing.

Where a decision is made to select a supplier who is not assessed by SiteWise (or who has a score lower than any minimum score indicated in the tender documents) as the preferred tenderer, approval must be gained from the Management team. The reasons for the decision shall be reported (such as emergency works, or a sole supplier situation).

#### 6 Links to legislation, other policies and community outcomes

- Controller and Auditor-General Procurement Guidance for Public Entities June 2008.
- Ministry of Business, Innovation and Employment, Government Rules of Sourcing 2015.
- Local Government Act 2002 S3(c) promotes the accountability of local authorities to their communities, and S10 (b) has the purpose of local government as meeting the current and future



## POLICY

*Purchasing*

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needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

- All tenders which are subject to a New Zealand Transport Agency (NZTA) subsidy must comply with the requirements of NZTA. If there is any conflict between this policy and the NZTA requirements then the NZTA requirements will take precedence to the extent of the inconsistency.
- [Health and Safety at Work Act 2015](#)

#### WDC Contract Admin Guidelines

- QP-C1030 – Physical Works – Preparation of Request for Tenders
- QP-C1031 – Physical Works – Inviting Tenders
- QP-C1032 – Physical Works – Tender Evaluation
- QP-C1042 – General Purchase – Inviting Tenders
- QP-C1043 – General Purchase – Tender Evaluation

#### WDC Quality Policy

- QP-C387 – Purchasing Procedures – Selection of Suppliers

#### WDC Standard Contract Forms

- QP-C494-AI Evaluation Report - Standard Tender Acceptance Report
- QP-C494-AG Evaluation Appendices – Our standard document for lowest price conforming contracts

#### **7 Adopted by and date**

Adopted by Council on 7 March 2017

#### **8 Review**

Reviewed every three years or earlier on request.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT**

**FILE NO:** BYL-57 / 170217015278

**REPORT TO:** Council

**DATE OF MEETING:** Tuesday 7 March, 2017

**FROM:** Libica Hurley, Planning Technician  
Rachel McClung, Senior Policy Analyst

**SUBJECT:** Review of the Commercial Charity Bylaw 2010

**SIGNED BY:**

  
Department Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to obtain the Council's approval of the review of the Commercial Charity's Bylaw 2010 (the Bylaw), without further public consultation. The existing Bylaw was adopted in 2010 and the Council is required to carry out the first review within five years.
- 1.2. The Bylaw applies to all Business zones within the Waimakariri District. Its purpose is to regulate and licence Commercial Charity collectors in order to protect the Public from nuisance, to maintain Public Health and to minimise the potential for offensive behaviour in Public places. Offensive behaviour includes harassment and pressure-type tactics.
- 1.3. Only one Commercial Charity on any given day in the District is granted permission to collect at any one time. This is monitored when applications are received. Applicants are asked to apply for a different collection day if their requested day has already been booked by another Charity. The Bylaw only applies to organisations that contract out to third parties who are paid on a commission basis.
- 1.4. If a charity uses only volunteers to collect donations, they are exempt from needing to apply for a licence. Out of courtesy they often let the Council know they are going to be in the area and the Governance Manager makes a note of this in case Commercial Charities request to collect on the same day.
- 1.5. Since the Bylaw was adopted in 2010, no complaints of harassment have been received. The current Bylaw has proved to be effective in reducing nuisance to the public.
- 1.6. As the Bylaw is working effectively, no amendments are recommended. The process for review is that set out in the Local Government Act 2002 (LGA), Section 86.

**Attachments:**

- i. Proposed Waimakariri District Council Commercial Charity Bylaw 2017 (170217015290)

**2. RECOMMENDATION****THAT** the Council:

- (a) **Receives** report N<sup>o</sup> 170217015278.

- (b) **Accepts** that a bylaw is still the most appropriate mechanism to regulate and monitor Commercial Charity collectors in the Waimakariri District and that the existing Bylaw which was adopted in 2010 is the most appropriate form of bylaw and that it does not give rise to any implications under the New Zealand Bill of rights Act 1990.
- (c) **Accepts** that the proposed Bylaw meets the non-notification tests of Section 160(3)(B)(ii) and Section 82 of the Local Government Act 2002 and therefore does not require notification pursuant to a Special Consultative Procedure.
- (d) **Adopts** the proposed Waimakariri District Council Commercial Charity Bylaw 2017 with minor amendments as shown in Attachment 1 (170217015290).
- (e) **Notes** that the Bylaw will come into effect at 4pm on Monday 13 March 2017, to allow time for the public notification process following Council Adoption of the proposed Bylaw.
- (f) **Revokes** the Commercial Charity Bylaw 2010 on Monday 13 March at 4pm, which is the date at which the revised 2017 Bylaw comes into effect.

### 3. **ISSUES AND OPTIONS**

#### 3.1 **Section 155 determination**

The Commercial Charity Bylaw 2010 came into effect on 1 July 2010 to address complaints received from local businesses and individuals in relation to commercial charity collectors. Pursuant to sections 158(2) and 160A of the LGA, Council must review the Commercial Charities Bylaw before its expiry on 1 June 2017. This bylaw has been reviewed as part of the Council's Bylaw Review Programme.

In reviewing an existing bylaw and when making or amending a bylaw, the LGA 2002 (the Act) requires the Council to go through an analysis in accordance with section 155 of the Act. This requires that the Council must determine whether the bylaw is the most appropriate way of addressing the perceived problem, and once that has been determined, that the bylaw is in the most appropriate form, and it does not give rise to any implications under the New Zealand Bill of Rights Act 1990 (NZBORZ). A s155 analysis has been undertaken for the review of the current Commercial Charities Bylaw.

##### **3.1.1 *The perceived problems***

The Bylaw was adopted to protect the public from nuisance caused by commercial charity collectors<sup>1</sup>. The Council had received complaints from local businesses and individuals in relation to commercial charity collectors in the Rangiora Town Centre.

The collectors did not promote public health and safety, as people felt intimidated and local businesses believed they were losing customers as people avoided collectors by crossing the road. Prior to the establishment of this Bylaw, there was no mechanism in place to control commercial charity collectors in town centres.

Street collection by charity volunteers is an accepted practice in Waimakariri District Town Centres (Business zones), within certain limits as set by the bylaw.

No complaints regarding commercial charities have been made since the bylaw came into force.

The bylaw is not monitored on a day-to-day basis and the conditions of licence are not confirmed for compliance. The main form of monitoring is recording Commercial

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<sup>1</sup> Commercial Charity Collector means a person who, on behalf of a registered or unregistered charitable entity, requests funds, canvasses for subscriptions, sells raffles or lottery tickets, or appeals for donations and by doing so, receives a personal financial reward or other direct benefit, whether directly from the charitable entity or another body that has a contract with the charitable entity.

Charities who have applied for a licence to collect and through complaints received. To date there have been no court proceedings imposed on Charities for breaching rules associated with this bylaw. If there is a complaint or a collector causing nuisance the Environmental Manager or an Environmental Health Officer is responsible for investigating the issue as they are authorised under the current bylaw.

### **3.1.2 Is a bylaw the most appropriate way to address the perceived problems?**

The bylaw exists to protect the public from nuisance caused by commercial charity collectors. Once the bylaw has expired, there is no ability to control this nuisance. In light of the discussion above, it is clear that a bylaw that restricts commercial charity collectors in town centres is effective in addressing the issue and continues to be the most appropriate tool to address the problems.

It is considered that as the 2010 bylaw is effective in addressing the problem, and that no substantial change is required. Minor operations amendments have been suggested by Council's Governance Manager who administers the collecting licences. These changes are shown in tracked changes (Attachment i) and are summarised as follows:

- Front page – updates the dates
- Clause 4.5 – Includes *busker* in the meaning of 'commercial charity collector'
- Clause 5.1 – updates the appointed staff job title from Administration Manager to *Governance Manager*.
- Clause 10.1 – reformatted and reworded to ensure the intent of the clause is more easily understood.
- Clause 16 – update future review date.

The above minor amendments will ensure that the bylaw is up to date and more easily understood.

### **3.1.3 Appropriate form of bylaw and New Zealand Bill of Rights Act considerations**

The proposed bylaw is in the most appropriate form. It includes controls to manage the nuisance impacts of commercial charity collectors.

Section 14 of the NZBORA provides for the right to freedom of expression. The bylaw does not prevent the commercial charity collectors from imparting information and options of any kind or form, it simply provides appropriate conditions to manage the nuisance impacts associated with seeking donations.

The benefits to patrons and business operators within the business zones, and the degree of limitations the bylaw provide, combine to make the bylaw reasonable and subsequently not inconsistent with the NZBORA.

## **3.2 Notification tests**

Section 160(3)(b) states that if after the review, the local authority consider that the bylaw should continue without amendment, it must –

*(i) consult on the proposal using the special consultative procedure if -*

*(A) the bylaw concerns a matter identified in the local authority's policy under section 76AA as being of significant interest to the public; or*

*(B) the local authority considers that there is, or is likely to be, a significant impact on the public due to the proposed continuation of the bylaw; and*

*(ii) in any other case, consult on the proposed continuation of the bylaw in a manner that gives effect to the requirements of section 82.*

Section 82 specifies the principles of consultation.

### **3.2.1 Special Consultative Procedure**

#### Significant Interest to the Public

With respect to (i)(A) above, the Council's significance policy is within the Long Term Plan (page 183) and reads as follows:

*If a decision or proposal satisfies one or more of the following criteria, the matter is likely to be significant:*

- *The impact or consequence of the decision or proposal will have a substantial impact on more than 5% of the resident population of the District as estimated by Statistics New Zealand at 30 June each year.*
- *The implications of the decision on the Council's overall resources, potential change in function or the level of service provided are considered substantial.*

The first arm of the policy will not be triggered by retaining the bylaw. As the nuisance impact will not return, no one in the resident population will be substantially impacted. The commercial charities that operate in the District are based in Auckland, they are not considered to be part of the 'resident population'. Regardless of this, making an application pursuant to the bylaw is not considered to have a substantial impact on the commercial charities. Through the bylaw, these charities also experience the benefit of only having one charity collecting on any one day.

#### Significant Impact on the Public

With regard to the second arm of the significance policy, retaining the bylaw will not result in any change in council's function or level or service provided as the status quo will remain.

#### Principles of Consultation

The principles of consultation as specified in section 82 of the LGA can be summarised as follows:

*That persons (including Maori) who will or may be affected, or have interest in, the decision or matter have:*

- *Reasonable access to relevant information*
- *Be encouraged to present their views*
- *Are provided clear information and reasonable opportunity to present views*
- *Views received in an open minded way*
- *Access to a clear record*

These principles are to be observed by a local authority in such a manner as the local authority considered, in its discretion to be appropriate to any particular instance.

*In exercising this discretion the Council must consider:*

- *That it is not always requires to undertake consultation process or procedure.*
- *The extent to which views are known to the local authority about the matter.*
- *The nature and significance of the decision or matter.*
- *The provisions of the Local Government Official Information and Meetings Act 1987 (LGOIMA).*
- *The costs and benefits of any consultation process or procedure.*
- *Consultation requirements of any other Act or enactment.*

It is important to note that the first matter to consider for council is exercising discretion regarding consultation is that consultation is not always requires. If Council can be satisfied that the five further matters have been considered, it may come to the conclusion that a Special Consultative Procedure is not necessary.

#### *Extent to which views are known*

Targeted consultation has been undertaken with business groups that were considered to be potentially most affected by revoking or amending the bylaw. The outcome of this consultation was that businesses believe the bylaw has successfully addressed the nuisance issue that had arisen as a result of commercial charity collectors operating in town centres; that the licencing is working well; and they would like to see the bylaw remain in force.

#### *Nature and significance*

The nature and significance of retaining the bylaw has been discussed in detail above. It was concluded that retaining the bylaw will not have a significant impact on the public or be of significant interest to the public. However, if the bylaw was significantly amended or revoked, then there could be a significant impact on the public and this would be of interest.

#### *LGOIMA*

As this report is on a public agenda, any party wishing to read it may do so.

#### *Costs and Benefits*

The costs associated with a Special Consultative Procedure (SCP) include; staff time, advertising, Councillor time and hearing costs, as well as any time given by the public to prepare submissions and attend and present at the hearing should they choose to do so. The benefits of undertaking an SCP could include gaining a more thorough understanding of community views on the matters. However, targeted consultation has been undertaken with those in our community who are potentially most affected. Given the nature and significance of the matter as discussed above, it is considered consultation undertake is sufficient, and the potential benefits associated with undertaking a SCP will not outweigh the costs.

Given the above conclusions, it is considered that an SCP is not required in this instance.

### **3.3 Options**

The options considered were as follows:

#### **3.3.1 Continue without Amendment**

This is the recommended option as presented in this report. Minor editorial amendments are proposed for clarity. However, these are not considered to be significant amendments. The bylaw has fixed the problem according to evidence found, being no harassment complaints since 2010. The bylaw requires little staff time to administrate, yet it fixes a potentially large problem from occurring. And, the bylaw stops multiple

organisations being able to collect on any given day. Feedback received indicates people are satisfied with the current bylaw.

### **3.3.2 Amend**

This option is not recommended as the Bylaw is operating successfully to address the identified issue. Significant amendments are not required.

### **3.3.3 Revoke**

This option is not recommended as there would be no mechanism for Council to regulate and licence commercial charity collectors to minimise the potential for offensive behaviour in public places. Council would be reliant on Police under the Summary of Offences Act 1981 clause 22(1) obstructing Public way. There is no evidence to say that if the Bylaw was to be revoked the previous issues would not arise again. If the Bylaw was revoked and the problem arose again, it is an expensive and lengthy process to create another bylaw, effectively resulting in what we already have in place now.

### **3.3.4 Revoke and replace**

This option is not recommended as the bylaw is operating successfully to address the identified issue. There is no need to go to the expense of creating an alternative mechanism and undertaking an SCP when there is no evidence to suggest that an alternative would operate any more effectively than the status quo.

## **4. COMMUNITY VIEWS**

- 4.1 Consultation has been undertaken with the following interested parties:
- Rangiora Promotions
  - Kaiapoi Promotions
  - Oxford Promotions Action Committee
  - Enterprise North Canterbury
  - Tūāhuriri Runanga
- 4.2 Rangiora Promotions responded and requested a meeting. Other groups did not respond. Council Staff meet with Belinda Topp of Rangiora Promotions to discuss the bylaw. Ms Topp then raised the matter of the bylaw at the Rangiora Promotions Management Board Meeting. All members believed the current bylaw should remain unchanged. Further to this, Ms Topp also sent a message to all members requesting feedback on the existing bylaw, but received no response.
- 4.3 Council have not received any complaints from businesses or the general public since the bylaw was adopted in 2010.
- 4.4 Tūāhuriri Runanga responded and confirmed that they do not wish to be involved in the review process and therefore have no comments. They did however express appreciation of the opportunity to provide feedback on the matter.
- 4.5 It can be concluded that the bylaw has successfully addressed the nuisance issues that had arisen as a result of Commercial Charity collectors operating in the town centres, that the licencing is working well, and that Rangiora Promotions would like to see the bylaw remaining in force.

## **5. FINANCIAL IMPLICATIONS AND RISKS**

- 5.1 The review of the bylaw is being carried out using existing Policy & Strategy Staff resources. Collector permission is granted by the Administration Manager when Commercial Charities apply to collect in the District. This will not change.

5.2 There are no direct financial implications of the recommendations of this report.

## 6. **CONTEXT**

### 6.1. **Policy**

This matter is not a matter of significance in terms of the Councils Significance and Engagement Policy.

### 6.2. **Legislation**

- *Local Government Act 2002*

### 6.3. **Community Outcomes**

- People are friendly and caring, creating a strong sense of community in our District.
- There is a safe environment for all.
- The distinctive character of our towns, villages & rural areas is maintained.
- Public spaces and facilities are plentiful, accessible & high quality.



# COMMERCIAL CHARITY BYLAW ~~2010~~2017

DRAFT

This Commercial Charity Bylaw ~~2010~~2017  
was adopted at a Council meeting held on  
~~1 June 2010~~April 2017

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

\_\_\_\_\_  
Administration Manager

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**WAIMAKARIRI DISTRICT COUNCIL**  
**COMMERCIAL CHARITY BYLAW 2010**

**1. TITLE, AUTHORITY AND COMMENCEMENT**

- 1.1 This bylaw shall be known as the Waimakariri District Council Commercial Charity Bylaw 2010.
- 1.2 This bylaw shall come into force on the 1st day of July 2010.

**2. INTRODUCTION**

- 2.1 This bylaw is made by the Waimakariri District Council in exercise of the powers and authority vested in the Council by Sections 145 and 146 of the Local Government Act 2002.
- 2.2 This Bylaw applies to Business Zones in the towns of Rangiora, Kaiapoi, Woodend, Pegasus and Oxford.

**3. OBJECTIVES**

- 3.1 The objective of this Bylaw is to regulate and licence commercial charity collectors operating in Business Zones in certain parts of the Council's district, to assist in:
- 3.1.1 Protecting the public from nuisance.
- 3.1.2 Protecting, promoting and maintaining public health and safety.
- 3.1.3 Minimising the potential for offensive behaviour in public places.

**4. INTERPRETATION**

- 4.1 **ACT** means the Local Government Act 2002.
- 4.2 **AUTHORISED OFFICER** means any person appointed or authorised in writing by the Chief Executive or by the Council to act on its behalf and with its authority.
- 4.3 **BUSINESS ZONE** means any area zoned Business 1, 2 or 4 in the Waimakariri District Plan.
- 4.4 **BYLAW** means the Commercial Charity Bylaw 2010.
- 4.5 **COMMERCIAL CHARITY COLLECTOR** means a person who, on behalf of a registered or unregistered charitable entity, requests funds, canvasses for subscriptions, sells raffle or lottery tickets, [busking](#) or appeals for donations and by doing so, receives a personal financial reward or other direct benefit, whether

directly from the charitable entity or another body that has a contract with the charitable entity.

- 4.6 **COUNCIL** means the Waimakariri District Council.
- 4.7 **OFFENCE** includes any act or omission in relation to a bylaw.
- 4.8 **PERSON** includes a natural person and also a body of persons, whether corporate or unincorporated.
- 4.9 **PUBLIC PLACE** means a place:
- (i) that is under the control of the Waimakariri District Council; and
  - (ii) that is open to, or being used by, the public, whether or not there is a charge for admission; and includes
  - (iii) a road, whether or not the road is under the control of the Waimakariri District Council.

## 5. **OFFICERS TO CONTINUE IN OFFICE**

- 5.1 Staff appointed by the Council as ~~Administration~~Governance Manager, Environmental Services Manager, General Inspector or Environmental Health Officer, at the time this bylaw takes effect, are deemed to have been appointed as authorised officers under this bylaw.

## 6. **SERVING OF ORDERS AND NOTICES**

- 6.1 Except as otherwise provided for in any other enactment, where any notice, order, or other document is required to be served on any person or organisation for the purposes of this bylaw, service may be effected by delivering it personally to the person or organisation, or by sending it by post to that person or organisation's last known residential or business address.

## 7. **COMMERCIAL CHARITY COLLECTORS**

A commercial charity collector may only operate within the areas to which this bylaw applies if that person holds a licence under the terms of this bylaw.

## 8. **LICENCES**

- 8.1 Any person or organisation may make an application for a licence under this bylaw.
- 8.2 Every application for a licence must include any information required by the Council and must be accompanied by any application fee prescribed from time to time by resolution of the Council.
- 8.3 After considering an application for a licence an authorised officer may grant or refuse to grant the licence.
- 8.4 Unless provided for elsewhere in the bylaw, a licence issued to a person named in the licence is not transferable to any other person, and no such licence shall

authorise any person or organisation other than the person or organisation named therein to act in any way under its terms and conditions.

- 8.5 Licences can be issued subject to terms and conditions that could include:
- the date, time and duration for which the collection activity is scheduled
  - the location where the commercial charity collection or collections may take place
  - a requirement to seek permission from the adjacent business owner(s).
  - requirements that must be complied with so that pedestrian access will not be impeded along the pavement and into businesses.

## 9. **SUSPENSION AND REVOCATION OF LICENCES**

- 9.1 Unless this bylaw provides otherwise, should the licence holder be convicted of any offence relating to the licence holder's suitability as a licensee, the Council or an authorised officer may immediately revoke or suspend the licence for any specified time.
- 9.2 The Council may by notice in writing call upon the licence holder to write to the Council and give reasons why the licence should not be revoked or suspended, if any of the following are brought to the notice of the Council:
- (a) The licence holder –
- (i) has acted or is acting in a manner contrary to the intent and meaning of this bylaw; or
  - (ii) has failed to comply with any of the conditions of the licence; or
  - (iii) is in any way unfit to hold a licence.
- (b) That the bylaw is not being properly observed.
- 9.3 The Council may, if it considers the allegations are correct or if there is no correspondence from the licence holder, revoke, or suspend the licence for any specified time.

## 10. **DISPENSING POWER**

10.1 Where in the opinion of the Council, full compliance with any of the provisions of this bylaw would:

- a. Needlessly or injuriously affect any person, and / or
- b. needlessly or injuriously affect the course or operation of the business of any person, and / or
- c. bring loss or inconvenience to any person, without any corresponding benefit to the community,

10.4 the Council may dispense with full compliance with the provision of this bylaw and use its discretion to impose appropriate conditions on a licence sought. Those conditions shall be complied with by the licence holder, on the special application of that person, dispense with the full compliance with the provisions of this bylaw; provided that any terms or conditions (if any) that Council may deem fit to impose must be complied with by that person.

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## 11. **APPLICATION FEES AND CHARGES**

11.1 The Council may prescribe fees or charges payable for the application for any licence or inspection by the Council in accordance with section 150 of the Act.

## 12. **OFFENCES AND BREACHES**

12.1 Any person [or organisation](#) commits a breach of this bylaw who:

- (a) Does, or causes to be done, or knowingly permits to be done, anything contrary to this bylaw;
- (b) Omits or neglects to do, or knowingly permits to remain undone, anything which according to the intent and meaning of this bylaw, ought to be done by them at the time and in the manner provided by this bylaw;
- (c) Does not refrain from doing anything which under this bylaw they are required to refrain from doing;
- (d) Knowingly permits any condition or things to exist contrary to any provision contained in this bylaw;
- (e) Refuses or neglects to comply with any notice given to that person under this bylaw;
- (f) Obstructs or hinders any authorised officer of Council in the performance of any duty to be discharged by that officer under or in the exercise of any power conferred upon that officer by this bylaw; or
- (g) Fails to comply with any notice or direction given under this bylaw.

## 13. **PENALTIES FOR BREACH OF BYLAWS**

13.1 Every person [or organisation](#) who commits an offence against this bylaw is liable to the penalty set down by sections 239 and 242 of the Act.

13.2 In accordance with section 162 of the Act, the Council may apply to the District Court for an injunction to restrain a person from committing a breach of this bylaw.

## 14. **REMOVAL OF WORKS EXECUTED CONTRARY TO BYLAW**

14.1 Pursuant to Section 163 of the Local Government Act 2002, where any equipment or object is, or has been, constructed in breach of this Bylaw the Council may:

- (a) Remove or alter the any equipment or object; and
- (b) Recover the costs of removal or alteration from the person who committed the breach.

14.2 The exercise of this authority by the Council does not relieve any person responsible for a breach of any Bylaw from liability for any other penalty for committing a breach of that Bylaw.

15. **EXCLUSIONS FROM THE COMMERCIAL CHARITY BYLAW**

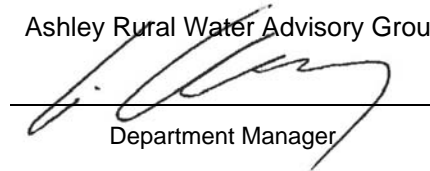
15.1 This bylaw does not apply to collectors who do not receive any personal financial reward and who collect for charitable entities or non-profit organisations.

16. **REVIEW**

16.1 This bylaw will require its statutory review by the ~~1<sup>st</sup> July 2015~~<sup>7<sup>th</sup> April 2027</sup>, unless the Council, by resolution, directs an earlier date.

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DRAFT

**WAIMAKARIRI DISTRICT COUNCIL****REPORT****FILE NO and TRIM NO:** WAT-05-14-01-01/170216014487**REPORT TO:** Council**DATE OF MEETING:** 7 March 2017**FROM:** Simon Collin, Infrastructure Strategy Manager**SUBJECT:** Ashley Rural Water Advisory Group**SIGNED BY:**  
(for Reports to Council or Committees)

  
Department Manager


  
Chief Executive
**1. SUMMARY**

- 1.1. The purpose of this report is to confirm the appointment of a representative from the Rangiora-Ashley Community Board (Chris Prickett) onto the Ashley Rural Water Supply Advisory Group, to represent both the Rangiora-Ashley and Woodend-Sefton communities.
- 1.2. In July 2016 Hurunui District Council (HDC) reviewed some of its governance arrangements, and existing water committees were reformed as Local Water Advisory Groups. At the same time HDC established a new Water Liaison Committee, to which the Local Water Advisory Groups provide advice and recommendations regarding individual water supply schemes from a local perspective. The Water Liaison Committee considers water issues from a district wide perspective and in turn makes recommendations to the (also) newly established Infrastructure Committee.
- 1.3. The Ashley Rural Water Advisory Group has a maximum membership of nine, made up of one Amberley Ward Councillor, one WDC Ward Councillor appointed by the Waimakariri District Council, and seven members elected at a Triennial General Meeting.

**Attachments:**

- i. Draft Charter for the Ashley Rural Water Advisory Group.
- ii. Map of the water supply zone and Community Board boundaries .
- iii. Diagram of Hurunui District water supplies representation structure.

**2. RECOMMENDATION****THAT** the Council:

- (a) **Receives** report No. 170216014487.
- (b) **Approves** the appointment of Rangiora-Ashley Community Board Member Chris Prickett as its representative on the Ashley Rural Water Advisory Group, to represent the interests of water supply customers in both the Rangiora-Ashley and Woodend-Sefton communities.
- (c) **Requests** that the appointed representative reports back to both Community Boards on the activities of the Ashley Rural Water Advisory Group, no less than once per annum.



### **3. ISSUES AND OPTIONS**

#### **3.1. Background**

- 3.1.1. A recent HDC review of its governance arrangement resulted, in July 2016, in the replacement of its water committees with Local Water Advisory Groups (LWAGS). At the same time a new Water Liaison Committee (WLC), and an Infrastructure Committee was constituted.
- 3.1.2. As set out in the draft Charter (Attachment i) the Ashley Water Advisory Group membership is made up of one Amberley Ward Councillor, one "Ashley-Eyre" Ward Councillor appointed by the Waimakariri District Council, and 7 members elected at the triennial General Meeting of the Advisory group.
- 3.1.3. The new WDC Community Board boundaries result in the majority of the water scheme customers being in the Rangiora-Ashley Community Board area, and the remainder in the Woodend-Sefton Community Board area, as shown on the attached map (Attachment ii). The representative on the Water Advisory Group therefore needs to represent the interests of all of the water scheme customers in both communities.
- 3.1.4. On 14<sup>th</sup> December 2016 the Rangiora-Ashley Community Board considered a report seeking a recommendation from the Board to the Council for a representative to be on the Ashley Water Advisory Group. Chris Prickett was recommended, subject to ratification by the Woodend-Sefton Community Board. Chris previously represented Waimakariri District on the former Ashley Rural Water Supply Water Committee.
- 3.1.5. On 13<sup>th</sup> February 2017 the Woodend-Sefton Community Board ratified the choice of Chris Prickett as the representative.
- 3.1.6. The Water Liaison Committee is constituted of representatives from the LWAG's and relevant Ward or Community Board Committees, where LWAG's do not exist. The LWAGs appoint one of their members to be their representative on the WLC. The structure is shown on the attached diagram (Attachment iii).
- 3.1.7. When reconstituting its committees following the recent local body elections HDC also chose to provide a place for an elected WDC representative on the Water Liaison Committee. Councillor Williams is the selected representative. The report seeking the selection of the Water Liaison Committee representative, also sought approval for staff to request that HDC permit the WDC elected representative on the Water Liaison Committee, to also be a member of the Local Water Advisory Group for the Ashley Rural Water Scheme. The request has been made but no response has yet been received.
- 3.1.8. Local Water Advisory Groups are expected to give consideration to scheme operations, and to provide liaison between scheme users and the Utilities Department of the Hurunui District Council.
- 3.1.9. They also are to meet prior to the development of the Council's Long Term Plan or Annual Plan to consider projects for the scheme, and associated costs, for the period associated with the relevant Plan. The Advisory Group forwards its recommendations to the Water Liaison Committee via its representative on that committee.
- 3.1.10. The Management Team has reviewed this report and supports the recommendations.

**4. COMMUNITY VIEWS**

- 4.1. The purpose of the Water Advisory Group is to provide local community input into the development and servicing of the scheme.
- 4.2. The appointment of Chris Prickett to the Ashley Rural Water Supply Advisory Group is supported by both the Rangiora-Ashley , and Woodend-Sefton Community Boards.

**5. FINANCIAL IMPLICATIONS AND RISKS**

- 5.1. There are no financial implications arising from Council appointing a representative for the Ashley Rural Water Advisory Group, from the Rangiora-Ashley Community Board, nor any appreciable risks.

**6. CONTEXT****6.1. Policy**

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

**6.2. Legislation**

N/A

**6.3. Community Outcomes**

This report relates to the following community outcomes:

- There is sufficient clean water to meet the needs of communities and ecosystems.

## **ASHLEY RURAL WATER ADVISORY GROUP DRAFT CHARTER**

### **1. FUNCTIONS**

- 1.1. The Ashley Rural Water Advisory Group is established for the purpose of providing local input into the development and servicing of the Ashley Rural Water Scheme.
- 1.2 The Ashley Rural Water Advisory Group may represent local concerns and recommend to the Water Liaison Committee priorities for services and development within the water supply scheme.
- 1.3. The Ashley Rural Water Advisory Group may recommend to the Water Liaison Committee the level for fees and charges for the Ashley Rural Water Scheme.
- 1.4. The range of functions to be addressed by the Ashley Rural Water Advisory Group will be determined by the extent of delegation from the Council and will be appended to this document.
- 1.5 The Ashley Rural Water Advisory Group will appoint one of its members to be its representative on the Water Liaison Committee.

### **2. ESTABLISHMENT**

- 2.1. The Ashley Rural Water Advisory Group is established as a Local Water Advisory Group with delegated authority as may be determined from time to time by the Hurunui District Council.
- 2.2. The Ashley Rural Water Advisory Group is not established as a committee or subcommittee of the Hurunui District Council under the Local Government Act 2002.

### **3. MEMBERSHIP**

- 3.1 The Ashley Rural Water Advisory Group shall have a maximum of nine (9) members made up of:
  - One Amberley Ward Councillor
  - One Ashley - Eyre Ward Councillor appointed by the Waimakariri District Council
  - The remaining seven members will be elected at the triennial meeting
- 3.2. Those nominated to fill the vacancies shall consent to stand for election to the Ashley Rural Water Advisory Group either orally at the public meeting or by giving consent in writing if they are absent from the public meeting.
- 3.3 Only registered users of the water supply scheme shall be eligible to vote for those nominated for membership of the Advisory Group. Those nominated are not required to be registered users of the water supply scheme to be elected to the Advisory Group.

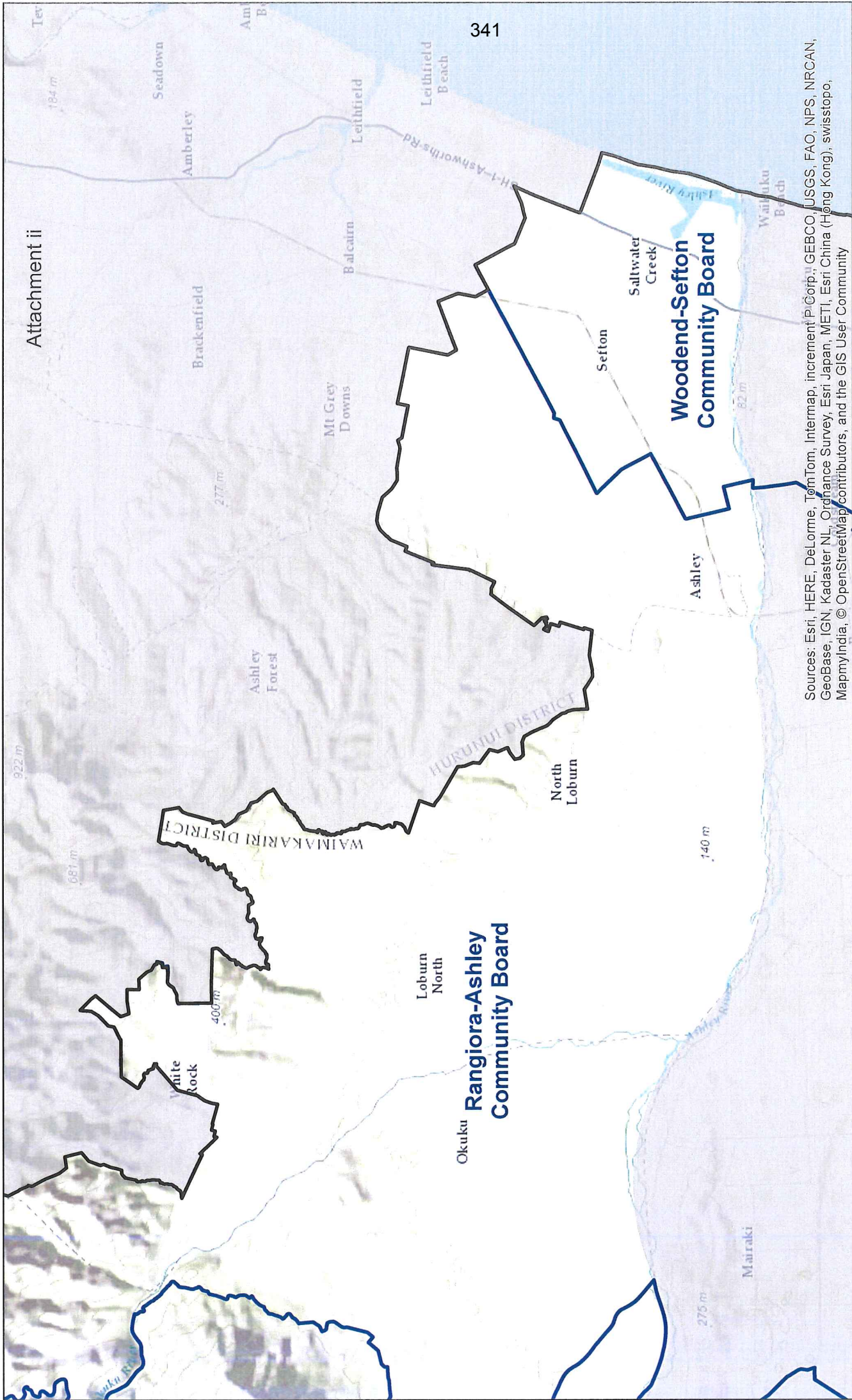
**6. ROLE OF THE COUNCIL**

6.1. The Hurunui District Council will provide delegations to the Advisory Group as deemed appropriate for the Advisory Group to carry out its agreed role and function.

6.2 The Council will provide regular financial statements of all appropriate accounts.

6.3. The Council will provide progress reports on works programmes and reports on any proposed un-budgeted expenditure.

6.4. Council Officers shall be available to attend meetings at the request of the Advisory Group, and when agenda items require an Officer's expertise.



Attachment ii

341

Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

**Ashley Rural Water Supply - WDC Zone**

Date: 6/12/2016 Author: HKB

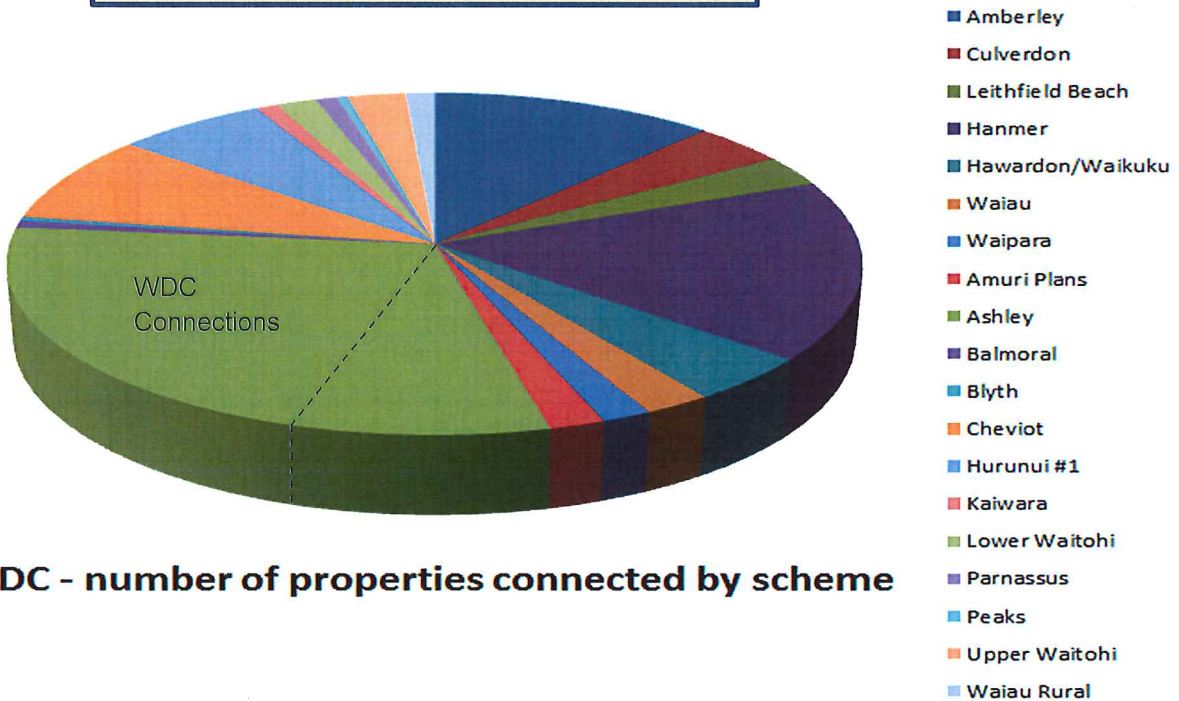
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Scale 1:120000  
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Attachment (iii)



( WDC connections represent approx. 60% of Ashley scheme connections and 18% of the total Hurunui water connections)

**WAIMAKARIRI DISTRICT COUNCIL****REPORT**

**FILE NO:** GOV-26-11-06 /170124006312

**REPORT TO:** Rangiora Ashley Community Board


**DATE OF MEETING:** 8 February 2017

**FROM:** Ken Stevenson, Roothing Manager

**SUBJECT:** Proposal that the Rangiora-Kaiapoi cycle/walkway be made a centennial memorial to the Battle of Passchendaele.

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

\_\_\_\_\_  
Department Manager

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

**1. SUMMARY**

- 1.1. The purpose of this report is to seek the Boards support for the Rangiora-Kaiapoi cycle/walkway to be made a centennial memorial to the Battle of Passchendaele.
- 1.2. At the December Board meeting Neil Price (Trustee, Waimakariri Passchendaele Trust) and David Ayers (Chair, Waimakariri Passchendaele Trust) spoke to the Board and presented a proposal that the Rangiora-Kaiapoi cycle/walkway be made a centennial memorial to the Battle of Passchendaele.
- 1.3. A similar presentation was made to the Kaiapoi-Tuahwi Community Board and their support for the proposal will be sought at their February meeting.
- 1.4. 2017 marks the 100 year anniversary of the Battle of Passchendaele, which is located in the municipality of Zonnebeke, West Flanders. The battle had the greatest loss of life in a single battle for New Zealand troops. The Waimakariri District has a twinning relationship with Zonnebeke, which acknowledges this shared history.
- 1.5. The Waimakariri Passchendaele Trust propose that the Rangiora-Kaiapoi cycle/walkway be a permanent memorial to those who died during the battle and that the cycle/walkway be called the 'Passchendaele Way' or similar.
- 1.6. It was suggested that memorial elements including information boards be erected at points along the pathway, explaining the history of the battle and how it links to the Rangiora and Kaiapoi communities.
- 1.7. On the face of it this proposal appears very worthwhile and an ideal opportunity to provide a permanent memorial to this significant historical event and in an area that will be easily accessible to the community. It is likely to attract more users to the cycle/walkway especially if there are information boards erected at points along the path.
- 1.8. It is noted that the views of the wider community have not been sought on this proposal so the Board could support the proposal without seeking wider community views or it could request that wider community views are sought before making a decision.

## 2. RECOMMENDATION

**THAT** the Rangiora Ashley Community Board recommends to Council that it:

- (a) **Receives** report N° 170124006312
- (b) **Approves** the Rangiora - Kaiapoi cycle/walkway being made a centennial memorial to the Battle of Passchendaele.
- (c) **Approves** the Rangiora - Kaiapoi cycle/walkway being formally named the "Passchendaele Memorial Cycle/Walkway".
- (d) **Notes** that Paisley Road will remain legal road with no name change.
- (e) **Circulates** this report to the Utilities and Roothing Committee.

## 3. ISSUES AND OPTIONS

- 3.1. Representatives of the Waimakariri Passchendaele Trust have spoken to both the Rangiora Ashley Community Board and the Kaiapoi Tuahiwi Community Board with a proposal that the Rangiora-Kaiapoi cycle/walkway be made a centennial memorial to the Battle of Passchendaele.
- 3.2. The proposal includes naming the cycle/walkway and erecting memorial elements including information boards at points along the pathway.
- 3.3. As the path is predominately off road there are many opportunities where memorial elements could be located. This would provide some additional interest to recreational walkers and cyclists.
- 3.4. Regarding naming there are a number of options. The Trust suggested 'Passchendaele Way' or similar. The whole cycle/walkway could be named the "Passchendaele Memorial Cycle/Walkway" with appropriate signage and promotion through the Council's website and social media channels.
- 3.5. It is noted that part of the cycle/walkway is on Paisley Road which is a formed legal road providing access to properties. Paisley Road will remain legal road with no name change.
- 3.6. It is recommended that the Board supports the proposal and recommends to Council that the cycle/walkway be made a centennial memorial to the Battle of Passchendaele and be named the "Passchendaele Memorial Cycle/Walkway".
- 3.7. The Board might want to consider whether it should seek wider community views on the naming of the cycle/walkway as others may have views or suggestions on the name. However if wider views are sought and other ideas are submitted the difficulty is then deciding how to evaluate the various suggestions.
- 3.8. The Management Team has reviewed this report and it supports the recommendations.

## 4. THE COMMUNITY VIEWS

- 4.1. The views of the wider community have not been sought on the naming of the Rangiora to Kaiapoi cycle/walkway. However the Waimakariri Passchendaele Trust has provided a very good proposal that is likely to be well supported throughout the wider community. The Battle of Passchendaele is part of our history and this proposal is a good way of preserving that history.



**5. FINANCIAL IMPLICATIONS AND RISK**

- 5.1. The full cost of implementing this proposal and the source of funding has not been assessed or discussed with the Waimakariri Passchendaele Trust. It is expected that the Waimakariri Passchendaele Trust would take responsibility, in conjunction with the Council, for the installation and ongoing maintenance of information boards and other displays along the path. The cost is likely to be modest.

**6. CONTEXT**

**6.1. Policy**

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

**6.2. Community Outcomes**

Businesses in the District are diverse, adaptable and growing

There is a safe environment for all

Transport is accessible, convenient, reliable, affordable and sustainable

Ken Stevenson  
Roading Manager

**WAIMAKARIRI DISTRICT COUNCIL****REPORT****FILE NO and TRIM NO:** EXC-34-20 / 170222017316**REPORT TO:** Council**DATE OF MEETING:** 7 March 2017**FROM:** Jim Palmer, Chief Executive**SUBJECT:** Health and Safety Report**SIGNED BY:**  
(for Reports to Council or Committees)\_\_\_\_\_  
Department Manager  
\_\_\_\_\_  
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to update the Council on Health and Safety matters for the month of February.

**Attachment**

- 1 Discharging Officer Health and Safety Duties
- 2 February 2017 Health and Safety Dashboard Report

**2. RECOMMENDATIONS****THAT** the Council:

- (a) **Receives** report 170222017316.

**3. ISSUES AND OPTIONS**

- 3.1. The overview of this month's work-related accidents/incidents is as follows:

- Six accidents or incidents. The most serious incident involved a water unit digger contacting an underground power line causing a mild electric shock to our worker. This investigated and reported to WorkSafe due to its classification. WorkSafe have decided that no further action is required on their part. The Council is considering whether it needs to purchase more cable locators and providing training.
- Two near misses.
- Three non-work related bicycle minor accidents/incidents.

Details of the work-related events are as follows:

| <b>Accident/Incident</b>   | <b>Action/ Response</b>   | <b>Follow-up</b>  |
|--|---|-------------------|
| Digging around a water pipe, accidentally hit a power cable slightly grabbing it. Enough to send a shock through the | Incident was notified to WorkSafe due to classification. Full investigation was undertaken and WorkSafe have come back with 'no further action'. Water Unit purchasing more cable locator | No further action |

|  |  |                   |
|--|--|-------------------|
| digger into arms. Felt tingling in hands.  | units and will provide training to all staff to ensure they are confident in use of locator units (currently 2 on hand). CLOSED.   |                   |
| Getting out of work vehicle after day trip to Lees Valley (passenger in rear seat). Back and leg pain.   | Vehicle is a double-cab and getting in and out of vehicle is not as convenient as at front. Staff need to familiarise themselves with safe use. Regular rest breaks were provided during trip. CLOSED.   | No further action |
| At desk talking on the phone (hand-held). Straightened neck after the 8-10 minute call and hurt a nerve in neck. Sore neck and back pains. Attended physio immediately.  | Further assessment will be completed on the staff member, and they have previously been provided with headset due to time spent on the phone. Staff member is OK, and will use equipment to prevent further harm. CLOSED.                                      | No further action |
| Shovelling out dirt and stones, digging around water main. Strained lower back.  | All Water Unit staff have been provided with Manual Handling training to prevent strains/sprains. Only other option is to use vacu-diggers. CLOSED.  | No further action |
| Climbing over fence and got an electric shock. No physical harm.   | Grass was long and he didn't see the electric fence and stepped onto it. Needs more awareness of surroundings. Climbing fences is part of the role to access water infrastructure. CLOSED.   | No further action |
| At pre-construction site meeting, female resident shouting/swearing and gesturing at staff from house during time of inspection - obscene and offensive language and hostile mannerisms. Staff did not engage her in any direct interaction. | Investigation determined that H&S Alert on the property is not deemed applicable in this instance, but that the contractor working on that specific project has been made aware of the incident and will report any further incidents which may occur. MONITOR | Monitor           |
| <b>Near Misses</b>   |  |                   |
| Spare wheel fell off the back of van while reversing out of driveway.  | Findings have been passed on to fleet management. Hook that holds spare tyre may not have been done up securely. Regular checking required. CLOSED.  | No further action |
| Ceiling tile in Rangiora Service Centre upstairs corridor collapsed and fell on floor due to weight of water from leaking A/C unit. A person had just passed under the location approx. 20 seconds prior.                                    | A/C unit has been fixed and ceiling tile has been replaced. CLOSED.  | No further action |

### 3.2. The dashboard review shows:

- good progress is being made with seven completed projects, albeit two projects that are more than a month behind schedule – one due to stakeholder unavailability and one due to the realignment of the programme. Neither are concerning at this time.
- one new project has started, being a security review following the shootings at the Ashburton MSD office.

4. **COMMUNITY VIEWS**

4.1. N/A.

5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1 N/A

6. **CONTEXT**

6.1. **Policy**

N/A

6.2. **Legislation**

Key extracts from the Health and Safety at Work Act 2015, especially as it relates to Officers, were provided to the first meeting of this term of Council on 25 October 2016.

Jim Palmer  
Chief Executive

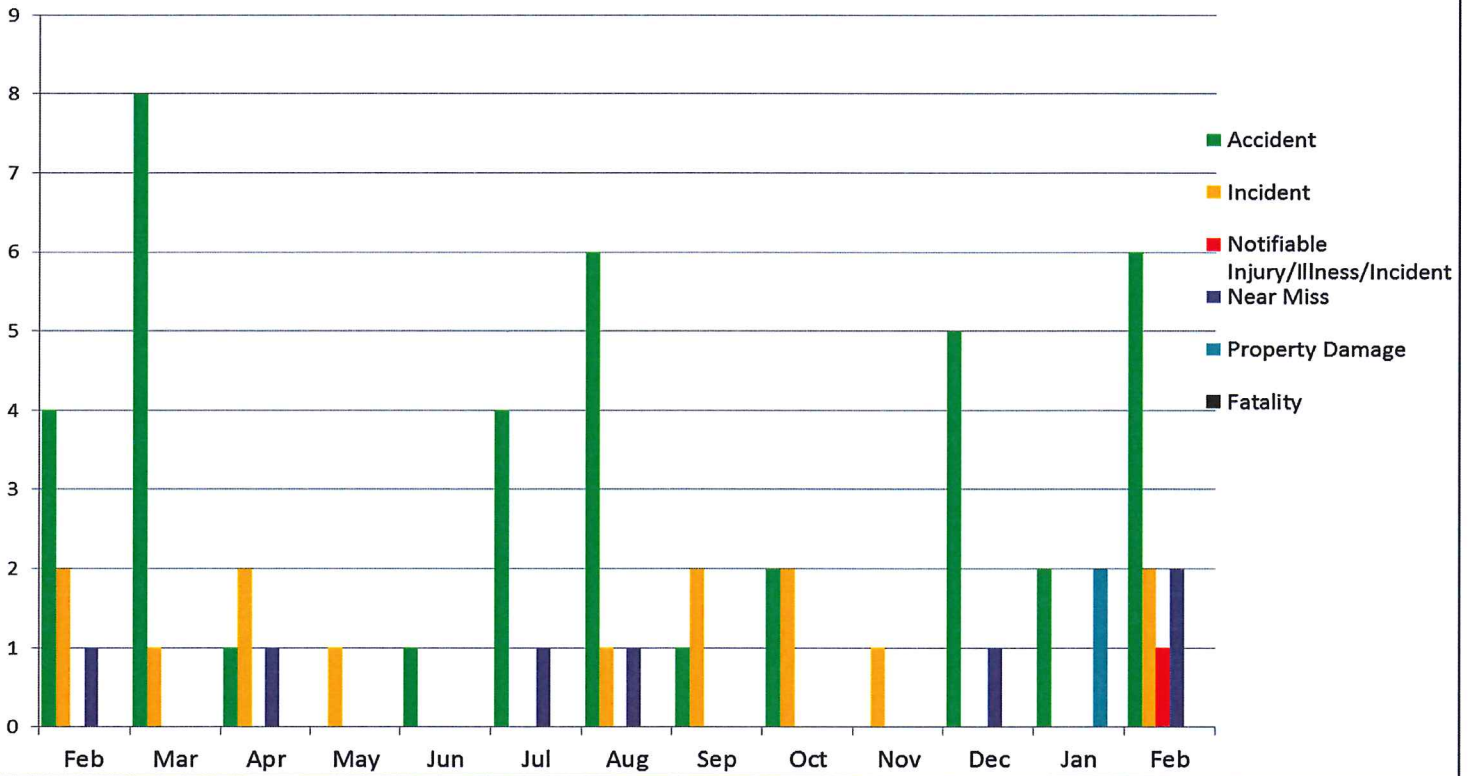
**Discharging Officer Health and Safety Duties**

| <b>OFFICER DUTIES</b>   | <b>EXAMPLES OF ACTIVITIES TO SUPPORT DISCHARGE OF DUTIES</b>   | <b>FREQUENCY</b>  |
|---|--|---|
| <p><b>KNOW</b></p> <p>(To acquire, and keep up to date, knowledge of work health and safety matters)</p>  | <ul style="list-style-type: none"> <li>• Updates on new activities/major contracts</li> <li>• Council reports to include Health and Safety advice as relevant</li> <li>• Audit Committee to receive minutes of Health and Safety Committee meetings</li> <li>• Update on legislation and best practice changes to Audit Committee</li> </ul> | <p>Various Committee reports</p> <p>Monthly, as required</p> <p>Two-monthly</p> <p>As required</p>  |
| <p><b>UNDERSTAND</b></p> <p>(To gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations)</p>   | <ul style="list-style-type: none"> <li>• Induction of new Council through tour of District and ongoing site visits.</li> <li>• H&amp;S Risk register to Audit Committee</li> <li>• Training on H&amp;S legislation and best practices updates</li> <li>• CCO activities reported to the Audit Committee</li> </ul>                           | <p>Start of each new term and as required</p> <p>Six monthly, or where major change</p> <p>At least annually</p> <p>At least annually</p> |
| <p><b>RESOURCES</b></p> <p>(To ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking)</p> | <ul style="list-style-type: none"> <li>• LTP or Annual Plan to have a specific report on H&amp;S resources</li> <li>• Reports to Committees will outline H&amp;S issues and resourcing, as appropriate</li> </ul>  | <p>Annually</p> <p>As required</p>  |
| <p><b>MONITOR</b></p> <p>(To ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information)</p>                                     | <ul style="list-style-type: none"> <li>• Report to every Council meeting – standing agenda item to include Dashboard Update and any major developments</li> <li>• Risk register review by Audit Committee</li> </ul>   | <p>Monthly</p> <p>Six monthly</p>   |

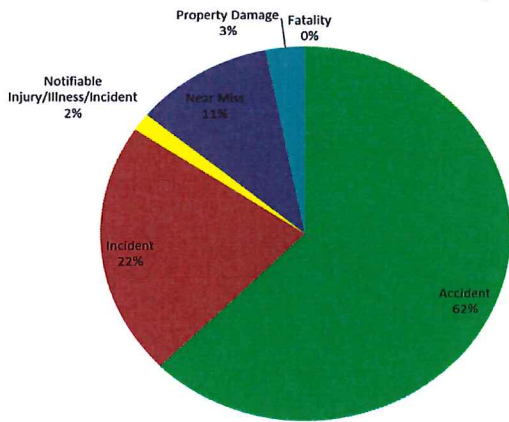
|   |  |   |
|---|--|---|
| <p style="text-align: center;"><b>COMPLY</b></p> <p>(To ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act)</p> | <ul style="list-style-type: none"> <li>• Programme of H&amp;S internal work received by Audit Committee</li> <li>• Internal Audit reports to Audit Committee</li> <li>• Incident Investigations reported Audit Committee</li> <li>• Worksafe review of incidents/ accidents reported to Audit Committee</li> </ul> | <p>Annually</p> <p>As completed</p> <p>As required</p> <p>As required</p> |
| <p style="text-align: center;"><b>VERIFY</b></p> <p>(To verify the provision and use of the resources and processes)</p>  | <ul style="list-style-type: none"> <li>• Receive ACC WSMP audit results and remedial actions (if any) reported to Audit Committee</li> <li>• Worksafe audits, if undertaken</li> <li>• Self-assessment against Canterbury Safety Charter reported to the Audit Committee</li> </ul>                                | <p>Two yearly</p> <p>As completed</p> <p>Annually</p>                     |

| Progress against 2016/17 Workplan - February 2017 (**as at Wednesday 22 February 2017)   |  |   |
|--|--|---|
| Major New Projects   | Current Progress                               | Comment   |
| Behavioural Safety<br>- culture review<br>- training<br>- communications<br>- measures   | ON HOLD  | Potential to defer project to late 2017 - high concentration of training and other programmes for the remainder of 2016 would reduce effectiveness of a launch of behavioural safety and culture programme.   |
| Volunteers, Elected Representatives, Advisory/Community Boards<br>- develop and implement systems to ensure consistency of H&S expectations, behaviours and messages   | COMPLETE                                       | Training materials for Elected Members developed and delivered to all Community Board and Councillors (safety manual and presentation).   |
| Site Security Reviews<br>- external reviews of all WDC static sites (buildings)<br>- report/action plan submission to relevant managers  | NEW PROJECT                                    | Site security reviews have been completed during December by OpSec for Rangiora Service Centre, Rangiora Library and Kaipoi Library/Service Centre. Report received.<br>Site security reviews have been completed during February for Water Unit office and depot, Dog Pound and Dudley Aquatic Facility. Report due for submission in March 2017.  |
| Reporting<br>- improvement of reporting dashboard<br>- automation of lag indicators<br>- inclusion of lead indicators (training delivered, training spend, near misses reported, hazards reported, corrective actions completed) | ONGOING  | All reporting improvements are defined by the implementation of the Tech 1 project (below). Improved reporting will come directly from Tech 1 and be incorporated into monthly due diligence updates.   |
| Field Work<br>- systems check at field level (SOPs, audits, checklists, procedures)  | ON HOLD  | Revised date for commencement due to implementation new field work tools (mobility). Proposed start date Q3 2017.   |
| Major Carryover Projects   |  |   |
| Risk register development/review process   | COMPLETE<br>(BUSINESS AS USUAL)                | All feedback from teams incorporated into Risk Register, and Senior Management review complete. Report to Management Team has been submitted with findings from the Risk Register review, and action plan going forward for any high-risk activities and/or any activities which have potential catastrophic (fatal) consequences. Further changes which came out of that review will be finalised by end November 2016 once approved by Management Team.   |
| Drug and Alcohol Policy Development and Implementation   | ONGOING  | General Awareness training for team leaders to be confirmed for Q4 (potential to delay to early 2017 given staff time constraints).   |
| Implementation of Contractor H&S Management Systems  | ONGOING  | Management review of systems was completed in late October and review notes and action plans and report has been submitted to Management Team during February 2017 for approval of next steps and re-commencement of project. Delay to accommodate approval requirements.   |
| Emergency Management Review<br>*Improvement to currently compliant procedures<br>- standardisation and simplification  | ONGOING  | Meetings have been held with key stakeholders to determine emergency flow-charts. Flow charts and draft documentation has been issued, however final documents have been delayed due to stakeholder availability, and are now due for issue by end Q1 2017.   |
| Safety Management Systems  |  |   |
| WDC Safety Management Systems review against ACC Workplace Safety Management Practices criteria / consultative review  | COMPLETE                                       | On track. Mapping exercise to ensure current Safety Management System compliance with ACC WSMP was completed in July, reviewed by Health and Safety Committee by end August for report to Health and Safety Committee in early September. Management report has been submitted for 25 October meeting. ACC WSMP audit has been scheduled for 5 December 2016.   |
| Internal Auditing Programme (continued)  | COMPLETE<br>(BUSINESS AS USUAL)                | Slightly delayed due to staff absence - Oxford Service Centre audit to take place in November rather than October (see new workplan timings).<br>Water Unit complete, with a significant improvement in score from prior year's results. Aquatic Facilities audit complete in August 2016.  |
| Review Health and Safety Committee structure and processes   | COMPLETE                                       | On track. There are 20 Health and Safety representatives confirmed for WDC. Only one position remains un-filled. Meeting was held with all representatives in early September to introduce them to position description and role. Health and Safety Representative training has been scheduled for November, and first Health and Safety Committee meeting with new representatives will be held in early December.   |
| Implementation of Tech1 Incident/Hazard reporting system   | ONGOING  | H&S has been chosen as a 'pilot' for mobility solutions (use of tablets in the field). This has required development of electronic incident/hazard reporting systems, and will now also include an electronic 'Take-5 form' (see project below). Development of Tech1 solution to support this initiative is in progress.   |
| Training Development and Delivery  |  |   |
| Annual review of training provision and plan for 2016  | ONGOING  | Report submitted to Management Team end June 2016. H&S training strategy accepted, and budget lines established to track spend. All training has been delivered within timing requirements. <b>Review of system has been delayed to Q2 2017 to align with planning cycle for 2017/18.</b> Next step - to develop schedule and a competencies overview to ensure staff are compliant with requirements.<br>Training delivered during Sept/Oct: Hazard ID/Risk Assessment, Personal Safety/Conflict De-escalation.<br>Training delivered for Nov/Dec: H&S Representative, Manual Handling, Emergency Warden |
| Other Activities   |  |   |
| Develop 'stepback/take-5' forms for field staff & workplace walk-around checklist for all sites  | COMPLETE<br>(TRANSFER TAKE 5 TO TECH1 PROJECT) | Take 5/Stepback form developed and been submitted to Water Unit for testing and consultation during July/August, and is now in use in that department. Review of use in other field work will occur during early 2017 to coincide with mobility programme (electronic H&S forms).<br>Workplace walk-around checklist has been finalised and is in use by all Health and Safety Reps across the organisation. Walk-around inspections were completed in October and the results sent to managers of departments for them to address any safety issues in their areas.                                      |
| Health and Safety Noticeboards   | COMPLETE<br>(BUSINESS AS USUAL)                | Health and Safety noticeboards have been installed Rangiora Service Centre, Rangiora Library, Kaipoi Library/Service Centre, Kaipoi Aquatic Facility, Dudley Aquatic Facility, and Water Unit. Health and Safety representatives will be tasked with updating information on each of the boards as and when required.   |
| Virtual Team   | ONGOING  | Kaikoura District Council has now joined the Virtual Team (full team: Ecan, Selwyn District, Waimakariri District, Hurunui District, and Kaikoura District). Given the expansion, the Virtual Team will now become a Virtual Forum and meet quarterly to share best practice, policy and resources.   |
| LEGEND   |  |   |
|  | On track                                       |   |
|  | Slightly behind schedule (less than one month) |   |
|  | Behind schedule (greater than one month)       |   |

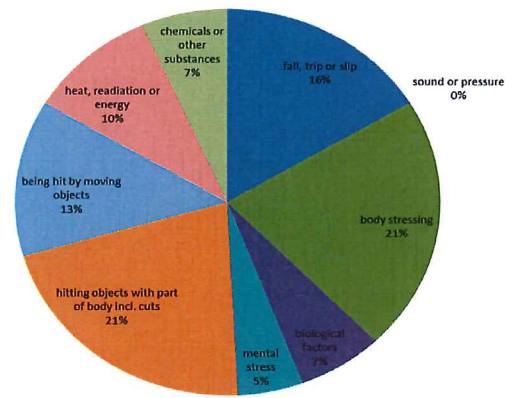
### Feb 2016 to Current: Worker Incident Reporting



#### Feb 2016 to Current: Worker Incident Reporting



#### Feb 2016 to Current: Worker - Cause of Incident





| ACTIONS RELATING TO HIGHEST H&S RISK ISSUES |                    |  |
|---|--------------------|--|
| Risk Description                            | Rating (out of 25) | Current actions  |
| Contractor Health and Safety Management     | 15                 | <ul style="list-style-type: none"> <li>*Train all contract managers in H&amp;S processes/requirements at time of induction.</li> <li>*Develop comprehensive contract administration/contract management training package to deliver to all staff managing contractors.</li> <li>*Identify volunteer groups and leaseholders that engage contractors on behalf of WDC and train in contract H&amp;S management processes.</li> <li>*Complete development of Safety in Design procedures and embed in design processes.</li> </ul> |
| Vehicle Use & Driver Safety                 | 15                 | <ul style="list-style-type: none"> <li>*Deliver driver training as per training strategy (Driver Safety / 4WD)</li> <li>*Identify any drivers that require further progressive driver training on an as-needs basis and provide relevant training.</li> <li>*Provide information and training regarding use of safety equipment such as fire extinguishers in staff pool vehicles to all drivers.</li> </ul>   |
| Airfield Operations                         | 15                 | <ul style="list-style-type: none"> <li>*Develop of Airfield Safety Committee and appointment of Airfield Safety Co-ordinator to administer all actions from safety review.</li> <li>*Develop of Airfield Operations Manual, and adoption of the manual by Council as the key safety document for the Airfield operations.</li> <li>*Provide regular Airfield Operations report to Council</li> </ul>   |

**WAIMAKARIRI DISTRICT COUNCIL****MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE  
HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA, ON TUESDAY  
14 FEBRUARY 2017 AT 1.00PM****PRESENT**

Councillor P Allen (Chairperson), Councillors A Blackie, R Brine, W Doody and D Gordon

**IN ATTENDANCE**

Councillor K Felstead

C Sargison (Manager Community and Recreation), C Brown (Community Green Space Manager), Ms T Brough (Dudley Park Aquatic Centre Manager), Mrs P Ashbey (Libraries Manager), Mrs T Sturley (Community Team Leader) and Mrs E Stubbs (Minutes Secretary).

**1 APOLOGIES**

Nil.

**2 CONFLICTS OF INTEREST**

Nil.

**APPROVAL TO CONSIDER ADDITIONAL AGENDA ITEM**

Moved Councillor Gordon seconded Councillor Brine

**THAT** the Community and Recreation committee

- (a) **Approve** the consideration of additional agenda item being Item 6.4 - Application to Rata Foundation for Ashley Gorge Heritage (Report No. 170210012517)

**CARRIED**

**3 CONFIRMATION OF MINUTES****3.1 Minutes of a meeting of the Community and Recreation Committee held on Tuesday 13 December 2016**

Moved Councillor Gordon seconded Councillor Doody

**THAT** the Community and Recreation committee:

- (a) **Confirms** the circulated minutes of a meeting of the Community and Recreation Committee, held on Tuesday 13 December 2016, as a true and accurate record.

**CARRIED**

**4 MATTERS ARISING**

Nil.

**5 PRESENTATION / DELEGATION**

Nil.

## 6 REPORTS

### 6.1 Proposal for Resilient Greater Christchurch Alignment – Tessa Sturley (Community Team Leader)

T Sturley spoke to the committee advising that the purpose was to present a proposed collaborative approach to resourcing the facilitation of Community-led Safety involving direct alignment between the goals of the Waimakariri Community Development Strategy (WCDS) and those of the Resilient Greater Christchurch Strategy (RGCS). Secondly the purpose was on behalf of the Volunteer Sector Steering Group to seek approval to apply to Rata Foundation for \$15,000 for an on-line resource for volunteer information in order to encourage and support volunteering. The 'Safe, Resilient Waimakariri – a collaborative approach' report was noted.

T Sturley outlined four key points for the benefit of collaboration.

1. Easy access for community funding resources for example the 'Summer of Fun' brought \$60,000 into the district.
2. Regional collaboration assisted emerging leaders for example the Leadership in Communities project upskilled groups such as Hope.
3. Regional collaboration increased credibility, for example funding for YouMeWeUs was above what the DIA would normally provide.
4. Improves practice and adds value for regional partners. For example the Waimakariri earthquake response and recovery provided learnings for elsewhere.

T Sturley commented that the regional partners did see merit in the approach to sustainably resourcing Community Safety facilitation and noted that staff would prepare a further report prior to the preparation of the 2018 LTP.

Councillor Allen advised he was part of the Volunteer Sector Steering Group however he did not see that as a conflict of interest. Councillors Doody and Gordon advised that they were in the same capacity.

Councillor Gordon noted that there was another application to Rata and queried if both were applied for was there a chance that they could receive one grant but not both. C Sargison noted that it had been a problem in the past, however there had been discussions with Rata around how they saw council funding. Rata were aware of the diverse activities and groups of council and applications could be made with a sub-heading to fit in separate divisions.

Mayor Ayers noted the alignment with the Christchurch Strategy and queried the involvement of Selwyn District Council as it did not seem to be part of the triparty. T Sturley commented that her impressions from discussions with Christchurch City Council and Selwyn District Council was that Selwyn District Council had dropped out of the space for the past 12 months however they were interested in the alignment.

Moved Councillor Brine seconded Councillor Gordon

**THAT** the Community and Recreation Committee:

- (a) **Receives** report No 170202009921
- (b) **Approves** staff applying to Rata Foundation for \$15,000 for one-off costs associated with scoping and developing an on-line resource for volunteer information and cross-referral.

- (c) **Supports** staff progressing a collaborative funding arrangement, between Council, central government and the philanthropic sector to resource the facilitation of Community Safety.
- (d) **Notes** that staff will prepare a further report on the outcome of collaborative funding exploration prior to the preparation of the 2018 Long Term Plan

**CARRIED**

Councillor Allen commented that in terms of the Volunteer Sector Steering Group meeting there had been good progress identifying needs in order to support and encourage volunteers. The application was important to provide a database for progressing that work. The conversation with Volunteer Canterbury had been useful but not as proactive as hoped, as their database was not extensive. Councillor Allen noted there had been a push toward collaboration in recent years with local organisations working more closely together. He flagged an issue that required discussion around the Long Term Plan which was the reliance on the community team for fundraising to do its work.

Mayor Ayers commented that he supported the application and recommendations believing community building was the most important thing a council did. He noted that the online tool would be something people needed to be aware of.

Councillor Doody agreed with Councillor Allen commenting that the community services team played a vital role but they were required to try and get funding from various sources.

**Community Facilities, Aquatic Centres, Libraries and Museums**

**6.2 Aquatic Facilities Update - Tina Brough (Dudley Park Aquatic Centre Manager)**

T Brough spoke to the report noting that Oxford Community Aquatic Centre was only open for 5 days in the financial period and would be included in the following report. Swimming sports had started the week of 6<sup>th</sup> February with one wet rescue. T Brough advised the wet change table and hoist had now been installed and a video clip publicising the installation had been produced for social media. The clip was shown to the committee. T Brough advised that lifeguards were being trained in correct use of the hoist.

Mayor Ayers queried rural school use of Dudley Aquatic Centre as not all schools had their own pool. T Brough advised that swimming lessons were provided at some rural school pools with instructors and some rural schools were transported to Dudley for lessons. Mainpower supported the scheme and all lessons were \$2.50 including transport.

Councillor Blackie queried if Kaiapoi High School used Kaiapoi Aquatic Centre and T Brough advised that they used it occasionally but not for swimming lessons, nor did Rangiora High School. All Kaiapoi Primary Schools were engaged in swimming lessons.

Councillor P Allen queried if Rakahuri Rage funding was going toward WaiSwim and T Brough advised that Rakahuri Rage had provided \$10,000 the previous year and would provide funding again this year.

Moved Councillor Doody seconded Councillor Blackie

**THAT** the Community and Recreation Committee:

- (a) **Receives** report No. 170203010010.

- (b) **Notes** the Aquatic Facilities year to date achievement against key performance indicators
- (c) **Notes** the 2016/17 financial year customer service initiatives/improvements implemented during the July to November period.

**CARRIED**

Councillor Doody commented it was good to hear what was happening especially that lessons were being held at rural schools. Councillor Doody was impressed with the new hoist in place at Dudley aquatic facility.

**6.3 Library Update – Phillipa Ashbey (Libraries Manager)**

P Ashbey spoke to the report noting it was to provide an update on the Aotearoa Peoples Network Kaharoa (APNK) service. P Ashbey provided examples of the categories of use of the APNK. These included government services such as IRD and WINZ, homework, business needs, job applications general communications for example skype and enjoyment/relaxation. Customers varied from widely. Library staff provided guidance and trouble shooting. In the twelve months July 2015 to June 2016 there had been 36,000 (30min) PC sessions and 60,000 (unlimited) Wi-Fi sessions.

P Ashbey noted that report was also to provide an update on the Summer Reading Challenge activities. There had been 97 preschool participants and the teen participants had formed an ongoing book group. P Ashbey commented that one facebook post was shared 130000 times.

Councillor Allen referred to the statistics for APNK use and asked if it was free access to which P Ashbey replied yes. Councillor Allen asked what proportion the APNK made up of operating expenses. P Ashbey advised that the true cost was \$10,000 annually as it was in partnership with the National Library of New Zealand. The service was currently under review and P Ashbey highlighted that it was an important resource for the community that required support.

Councillor Allen asked what staff time was used to support the APNK service. P Ashbey commented that with the Radio Frequency Identification (RFID) technologies staff resources had shifted to support. It was not a drain on resources. The PCs had an online booking system which customers self-managed. Wi-Fi users were independent. In the future P Ashbey would report on the 'Stepping up Programme'.

Councillor Allen asked the demographic of users and P Ashbey replied it was right across the board from someone in a business suit to a primary school student. The demographic varied across the day.

Councillor Allen asked if there had been any trends in usage and P Ashbey replied that they had statistics for more than four years. Wi-Fi use had grown exponentially. P Allen requested information on trends in future reports.

Councillor Blackie asked if the database of PC bookings could relate to other information and asked if users were communicated with. P Ashbey commented that privacy was highly regarded. Aggregated statistics were collected. An individual library card was scanned that issued a time slot. Visitors outside of the district were issued a guest pass. The booking system allowed the opportunity to book a PC at a planned time. Communication occurred via terms and conditions of use when customers

started their session and the page included useful library links to online resources.

Moved Councillor Doody seconded Councillor Gordon

**THAT** the Community and Recreation Committee:

- (a) **Receives** report No. 170202009922
- (b) **Notes** the partnership that the Waimakariri Libraries has with Aotearoa Peoples Network Kaharoa (APNK) for the delivery of free internet, information and computer technologies provides a popular and essential service for the public.
- (c) **Notes** the high level of customer satisfaction and positive feedback that is achieved through the provision of APNK services.
- (d) **Notes** the success of the 2016 Summer Reading Challenge and the record number of 442 participants.
- (e) **Circulates** the report to the Boards for their information.

**CARRIED**

Councillor Doody commented that it was interesting what was being achieved and noted a lot of people used the Wifi in the library.

6.4 **Application to Rata Foundation for Ashley Gorge Heritage – Craig Sargison (Manager Community and Recreation)**

C Sargison advised that the report had been included following a conversation with the Rata Foundation. A submission for the Ashley Gorge Log Cabin had been lodged with the Rata Foundation but the Foundation had requested a formal resolution from a Committee of Council as distinct from the Ashley Gorge Reserve Advisory Group (AGAG). C Sargison noted that Council would be considering a request for \$65,000 for additional funding for the redevelopment of the Ashley Gorge Log Cabin. The Rata Foundation would be advised if the council did not approve the \$65,000.

Mayor Ayers clarified that the AGAG did not count as a committee for the Rata Foundation and C Sargison that it had to be approved by full Council or a Committee of Council.

W Doody asked if the Council did not approve the \$65,000 would there still be enough for the redevelopment? C Sargison advised that it would go back to the AGAG. C Sargison noted that there was \$29,000 allotted to the reserve for internal carparks and roads that had not spent and they were looking to transfer those funds as part of the \$65,000. The AGAG fully supported the transfer of the funds as their greater priority was the redevelopment of the log cabin.

Deputy Mayor Felstead noted the \$15,000 raised by the community and asked how much of that was Council money. C Sargison replied nil, it was money they had raised themselves. K Felstead asked if it included \$7500 funding from the Oxford Eyre Advisory Board from the general landscaping budget. C Sargison noted that funding had been used for track building and OEAB had also supported the partial demolition of the cabin. Councillor Gordon asked if Council had put money toward architect fees. C Brown advised it had been completed internally and the Opus structural

assessment was taken from an internal budget. Budget details would be covered in the report to Council.

Moved Councillor Doody seconded Councillor Gordon

**THAT** the Community and Recreation Committee:

- (a) **Receives** report No. 170210012517
- (b) **Notes** that the Council will be considering a request for \$65,000 for the redevelopment of the Ashley Gorge Log Cabin as part of the Annual Plan budget considerations for 2017/18
- (c) **Authorises** staff to apply to the Rata Foundation for \$20,000 funding towards the cost of the redevelopment of the Ashley Gorge Log Cabin.

**CARRIED**

Councillor Doody thanked the committee for supporting the application noting that the AGAG had worked very hard to raise the funds.

Councillor Gordon supported the comments of Councillor Doody and said it was a no-brainer to support the application to the Rata Foundation and build on the work of the local community.

## **7 PORTFOLIO UPDATES**

### **7.1 Greenspace (Parks Reserves and Sports Grounds) – Councillor Robbie Brine**

Councillor Brine noted the opening of the Hockey turf on Sunday 19<sup>th</sup> February and commented that the facility was impressive.

### **7.2 Community Facilities (including Aquatic Centres, Halls, Libraries and Museums) – Councillor Wendy Doody**

Nil.

### **7.3 Community Development and Wellbeing – Councillors Peter Allen and Wendy Doody**

Councillor Allen noted work of the Volunteer Sector Steering Group as previously discussed.

Councillor Allen advised there was a Timebank meeting at 6pm on 22<sup>nd</sup> February at the Rangiora Town hall. They were taking advice from experts from Hurunui and Christchurch to assist with setup as it needed to be a grassroots organisation that WDC helped facilitate rather than lead.

Social Services Waimakariri had a new Coordinator.

Health Hub - the surgical bus would be attending the Rangiora Hospital as part of its circuit from 14<sup>th</sup> March.

Councillor Doody noted from the Community Network Form the potential for an energy advisor to speak to the community boards regarding pensioner housing.

Councillor Allen advised that a tour of the camping grounds had been completed. It provided an interesting insight into the challenges of camping

grounds with regard to conditions of facilities. He commented there were considerable issues to look at around the future of camp grounds.

**7.4 Regeneration – Councillor Al Blackie**

Councillor Blackie advised that the first regeneration meeting was to be held on 6<sup>th</sup> March. ECan, Te Ngai Tūāhuriri Rūnanga and Te Kōhaka o Tūhaitara Trust had been invited to attend. Councillor Blackie advised that he, C Sargison and D Roxburgh had been looking at the development programme.

**8 QUESTIONS**

Nil.

**9 URGENT GENERAL BUSINESS**

Nil.

There being no further business, the meeting closed at 1.57pm

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**WORKSHOP**

*At the conclusion of the meeting, a workshop was held to discuss shade in playgrounds.*



**WAIMAKARIRI DISTRICT COUNCIL****MINUTES OF A MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA, ON TUESDAY 14 FEBRUARY 2017 AT 4:01PM****PRESENT**

Deputy Mayor K Felstead (Chairperson), Mayor D Ayers, Councillors N Atkinson, A Blackie, S Stewart and P Williams

**IN ATTENDANCE**

Councillors P Allen, D Gordon  
Messrs J Palmer (Chief Executive), J Millward (Manager Finance and Business Support), P Christensen (Finance Manager), Mrs L Ashton (Manager Organisational Development and Human Resources), Mrs V Spittal (Policy Analyst), Ms M Edgar (Corporate Planner), Mr G Meadows (Policy Manager, WDC), Mr G Byrnes (Te Kōhaka o Tūhaitara Trust), Mrs C MacMillan (Te Kōhaka o Tūhaitara Trust) and Mrs E Stubbs (Minutes Secretary).

**1 APOLOGIES**

Nil.

**2 CONFLICTS OF INTEREST**

N Atkinson Item 6.1

**3 RECEIPT OF MINUTES****3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 13 December 2016**

Moved Councillor A Blackie seconded Councillor P Williams

**THAT** the Audit Committee

- (a) **Confirms** the circulated minutes of a meeting of the Audit and Risk Committee, held 13 December 2016, as a true and accurate record.

**CARRIED**

**4 MATTERS ARISING**

S Stewart noted that she had requested the minutes for ENC at the previous meeting and asked for an update of when they would be available. J Millward replied that he would follow that up. Mayor Ayers noted there had been one meeting this year and those minutes had not been confirmed. He had provided a short report on ENC in his Mayor's report.

**5 PRESENTATION/DEPUTATION**

Nil.

## 6 REPORTS

### 6.1 Six month Financial Statements for the period ended 31 December 2016 - Te Kōhaka o Tūhaitara Trust – Jeff Millward (Manager Finance and Business Support)

J Millward advised he would take the report as read and would pass over to G Byrnes (General Manager) and C MacMillan (Trustee) to provide an update from Te Kōhaka o Tūhaitara Trust.

G Byrnes commented that it had been an exciting first six months with a number of neat initiatives and consolidation of other projects such as the biota nodes and education programme. It was exciting where the residential recovery plan would take things for the next six months. There were potential funding opportunities and extension of relationship with University of Canterbury with the possibility for a research facility on site. There were a number of other things happening including an automated weather station.

C MacMillan noted with the 200 year vision with long term planting and restoration - the question was how to inspire the next generation. The University of Canterbury longitudinal studies and the schools programme were going very well and were part of that long term vision.

Mayor Ayers noted that under the residential red zone plan the Te Kōhaka o Tūhaitara Trust (the trust) was being allocated land in the Kairaki and Pines Beach area, were interested in the Eastern Conservation Management Area (ECMA) at Pegasus and were in talks with Trustees at Kaiapoi Pa and asked if the trust had the capacity for that. He requested that a comment be made on how the trust would deal with the extra land. C MacMillan commented that the trust recognised that there was one paid person and they were currently having discussions about the structure, functions and skill base required. They were in the process of drafting ideas around that and options for funding. They were conscious they had limited resources and currently had limited borrowing capacity. However, at the moment there was a lot of momentum, the UC relationship was strong and a number of potential funders were watching the space. They were conscious of being financially prudent. From a district point of view the park was the 'jewel in the crown' tourism wise and there was consideration of how that could be leveraged. G Byrnes added that he hoped the Council would support the ECMA. He noted there were economies of scale with the ECMA, Kairaki and Pines Beach area, the Pa site and a number of other riparian opportunities and that they were the funding opportunities to allow for additional staff.

Mayor Ayers commented that he believed funding from the Kaiapoi Pa area would be easier to achieve than the ECMA and asked if they had spoken to the Pegasus Residents Association. G Byrnes advised they had, and there was consensus from the association that the trust was the most appropriate agency to manage that on behalf of the community. G Byrnes also advised of an opportunity with the 'Million metres' crowd funding environmental project for riparian enhancement. G Byrnes noted that in terms of the ECMA, if the trust was not so enthusiastic on managing that on behalf of the community there would be a cost to the ratepayers for its management and there was an expectation that that would be the minimum the Council would invest and the trust would seek funding for additional work.

Councillor Blackie asked if \$5000 for director insurance was reasonable and J Millward replied that it was, they were covered for the same public liability as councillors. It included working on site.

Mayor Ayers asked if the trust received funding from Te Rūnanga o Ngāi Tahu and G Byrnes advised it was listed under 'Grants Other' and that they received \$80,000 per annum for three years.

J Millward advised the trust had sent their Statement of Intent which he had not picked up. It would be presented at next meeting in March.

Moved Mayor D Ayers seconded Councillor Stewart

**THAT** the Audit and Risk Committee

- (a) **Receives** report N<sup>o</sup> 170203010479
- (b) **Receives** the Six month report for the Te Kōhaka o Tūhaitara Trust for the period ended 31 December 2016.

**CARRIED**

Mayor Ayers congratulated the trust on the great work they were doing and noted it was exciting to see what was ahead.

Councillor Stewart endorsed the comments of Mayor Ayers.

## **6.2 Health and Safety Update February 2017 – Liz Ashton (Manager Organisational Development and Human Resources)**

L Ashton presented this report highlighting the achievement of tertiary status following the recent ACC Workplace Safety Management Practices (WSMP) Audit. This is an improvement on the previous audit and resulted in a twenty percent decrease in ACC levies and L Ashton believed it was a great achievement for the staff and management team.

Deputy Mayor Felstead noted that the Rangiora Service Centre dominated the report and asked about the rest of the district. L Ashton advised that due to the size of the organisation the auditors could take a snapshot of the business at their discretion. They had chosen to audit the Rangiora Service Centre and the Rangiora Library. Mayor Ayers asked if that snapshot could have been taken of the water unit for example, and L Ashton replied it could have, however it would not be looked at in isolation. The management system would be looked at alongside practices to see that there were consistencies.

Mayor Ayers noted the audit had been completed by ACC and asked where Worksafe fitted in. L Ashton advised that ACC had been completing the audits for a number of years. It was likely that the audit process would be reviewed in line with changes in legislation and something new would be rolled out in the future.

Councillor Allen commented that he was interested in staff safety in relation to dealing with clients, he noted emergency management came under the ACC brief and asked if ACC had any comments regarding the systems the council had in place for staff security. L Ashton commented that underway at the time of audit was a site safety security review. The audit had been completed for the Rangiora Service Centre, Rangiora Library and Kaiapoi Library, it was on a phased programme and part of a continuous improvement plan. ACC had advised that they were pleased WDC had taken action and looking to make improvements in that area.

Moved Deputy Mayor Felstead seconded Councillor Blackie

**THAT** the Audit and Risk Committee

- (a) **Receives** report no. 170201009393
- (b) **Notes** the achievement of tertiary status on completion of the ACC WSMP audit completed in December 2016 and the associated 20% reduction in ACC levies which we are now able to claim for the next two years.
- (c) **Acknowledges** the work which is currently being completed by the Health and Safety Advisor, Managers and Team members which significantly contributes to this achievement

**CARRIED**

Deputy Mayor Felstead congratulated the team on a good result.

**6.3 Local Government Act 2002 Section 17A Service Reviews – Veronica Spittal (Policy Analyst)**

V Spittal and M Edgar spoke to the report which presented completed S17A Service Review reports on the cost-effectiveness of certain services. V Spittal noted seven of the fourteen scheduled reviews for this financial year had been completed and the remaining seven would be considered at the May meeting. Three service reviews were programmed for the 17/18 financial year. The council was well on track for achieving its legislative requirements. V Spittal provided an apology for W Taylor who was not able to talk to the building control review.

V Spittal advised that the Building Control Review concluded the delivery of service was working well and status quo was recommended.

M Harris advised that the after hours telephone service which involved answering calls after hours, logging details, service requests and emergency callouts was delivered through an external contract based in Christchurch. M Harris advised that it was not a service that could be delivered in house giving resourcing requirements as it would require another two shifts with two people on site handling very few calls. CCC was in the process of getting a new telephone system and had the potential to take up the after hours service for WDC. A consideration would be the requirement for an alternate site that calls could be switched to. The recommendation was to continue with an external provider as it was the most cost-efficient option.

Councillor Atkinson requested clarification around item 5.1 of the report which referred to engagement of external expertise for a service review. J Palmer advised that all the service review related work had been undertaken using existing resources. If there was a part of the business that sought review with a different perspective to staff there would be the option to engage external expertise. The only area being looked at for external review was under the shared work programme and was a strategic assessment of Three Waters and Roding and looking at the best ways of delivering those services across Canterbury.

J Millward clarified that the S17 reviews were not to get mixed up with reviews of shared service agreements with a number of Councils. 25 councils were about to undertake a procurement and contract management review with Deloitte. The cost of that was being shared across 25 councils and was cost efficient.

Mayor Ayers raised that two different departments had provided reviews in different formats and asked if they had the freedom to choose. V Spittal explained that there were templates for a light review and another for a full review.

Mayor Ayers asked in terms of the after hours service whether there was enough resilience to have one backup location. M Edgar commented that Christchurch and Auckland were geographically apart and that the system had worked well for the Christchurch earthquakes where calls were picked up in Auckland. The only issue was that Auckland did not know local conditions.

Mayor Ayers asked if there was the capability for WDC to say provide answering services for Timaru. M Edgar commented it would depend on the technology available. During an emergency staff could be requested to remain to take after hour calls. J Palmer noted that the idea of providing calls for other Councils had been looked at by Palmerston North and there were advantages and disadvantages. It was noted that the councils phone technology was up for review this year.

M Edgar advised that the Customer Services Rates Administration covered a wide range of functions most of which was carried out in house. The exceptions were property valuation services and processing and printing of rates assessments. A rates administration review by Ernest Young the previous year had recommended closer collaboration between councils to standardise policies and procedures. It was noted that rates were a highly specialised field and anything that documented the process was helpful. In addition the rates database was the nucleus for the rest of the council operation and its integration with the rest of the council system was critical.

Mayor Ayers asked if one Council could carry out the service for another council. M Edgar advised it was generally just for the Regional Councils. J Palmer commented the idea had been explored in Canterbury and while it may be possible the challenge was the integration and connectivity of the database. In terms of an independent provider able to the job, they did not exist.

J Millward advised that the Bay of Plenty had a system where there was a central agency that managed the rating valuations and councils extracted information onto their systems. For WDC to join that it would cost an extra \$1.78 per ratepayer.

Mayor Ayers asked if it was legal for council to carry out its own valuations and M Edgar replied yes. It was not advocated. J Millward noted that there was a shared services arrangement with Waimakariri, Selwyn, Kaikoura and Ashburton District Council which had provided significant savings on valuation fees. It was also a way to transfer risk as the valuations were independent to council.

Moved Mayor Ayers seconded Councillor Atkinson

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report (Trim No: 170130007945).
- (b) **Approves** the attached S17A Service Reviews for building control, customer services after hours telephone services and rates administration.

- (c) **Confirms** no further S17A Service Review is required for up to six years for building control, customer services after hours telephone service, customer services rates administration (excluding valuation services),.
- (d) **Agrees** that a further review of valuation services be carried out in 2019.

**CARRIED**

Mayor Ayers thanked V Spittal and M Edgar for the reviews commenting that it was a good opportunity for the audit committee to look at various parts of the council operation. To have QV carrying out the rating valuations was an advantage from a conflict of interest point of view.

6.4 **Non-Financial Performance Measures 2nd Quarter result as at 31 December 2016 – Maria Edgar (Corporate Planner)**

M Edgar advised that she would take the report as read and asked if there were any questions. J Palmer noted the removal of red and green colouring for clarity and the table on Page 61 which tried to balance the need to read the whole document versus providing an overview.

Deputy Mayor Felstead appreciated the changes and noted he was able to focus on those measures identified.

Councillor Atkinson noted the below target performance of the building warrant of fitness audits commenting that his understanding was that they had been over resourced. J Palmer noted there had been a general slowdown in building consents however the team had been assisting with the earthquake response in Hurunui.

Moved Deputy Mayor Felstead seconded Councillor Blackie

**THAT** the Audit and Risk Committee:

- (a) **Receives** report no. EXC-08-03/ 170202009646 *Non-Financial Performance Measures 2<sup>nd</sup> Quarter as at 31 December 2016*.
- (b) **Notes** 67% of performance measures for the 2<sup>nd</sup> Quarter were achieved, 29% have been almost met or it is too early to predict year end results at this stage of the financial year.

**CARRIED**

6.5 **Capital Projects Report for the period ended 31 December 2016 – Paul Christensen (Finance Manager)**

P Christensen presented this report on capital project expenditure to the end of December 2016. He noted the graphical presentation of on time/late projects.

Moved Councillor Atkinson seconded Deputy Mayor K Felstead

**THAT** the Audit and Risk Committee:

- (a) **Receives** report N<sup>o</sup> 170127007442;
- (b) **Circulates** report to the Board

- (c) **Notes** the progress of the capital projects with 84% of the 262 projects on time or completed.

**CARRIED**

Councillor Atkinson commented the fact there were no questions 'said it all'. The format was well understood. He would like to see progress on capital projects above 84% in time to come.

**6.6 Financial Report for the period ended 31 December 2016 – Paul Christensen (Finance Manager)**

P Christensen presented this report with the financial report for the period ended 31 December 2016 noting the new section which provided a brief snapshot of the financial statement measures. Three main points were noted:

- surplus was \$4.2 which was over budget.
- external loans were at \$90 million, there had not been any more debt raised this quarter.
- capital expense was \$30 million which was 37% of the full year budget.

Moved Councillor Blackie seconded Councillor Williams

**THAT** the Audit and Risk Committee

- (a) **Receives** report no.170201009079
- (b) **Notes** that progress is tracking favourably in comparison to budget.

**CARRIED**

Councillor Blackie commented that the report had a much better presentation to follow.

Deputy Mayor Felstead commented it was good to have the snapshot on the first page so that it immediately highlighted any issues. P Christensen asked the committee if there were any other measures they would like displayed and there was consensus that the six presented were a good snapshot.

**7 PORTFOLIO UPDATES**

**7.1 Audit, Risk, Long Term Plan and Excellence Programme – Deputy Mayor Kevin Felstead**

Deputy Mayor Felstead advised there was a control group organised for the Long Term Plan.

The Excellence Programme was an item on the agenda for Rural and Provincial meeting in Wellington. J Palmer provided an update on the Excellence Programme advising the assessors would be present 13/14<sup>th</sup> March to undertake the assessment associated with the programme. Prior to that there needed to be an internal assessment which would be undertaken over the next 10 days. On Friday 23<sup>rd</sup> February the Mayor and Deputy Mayor would undertake a review of that document on behalf of council to say it was fair assessment. It would be circulated to all councillors to provide comment. There was a tight timeframe for it to be signed off Monday 26<sup>th</sup> February. There was a lot involved to complete the internal assessment.

## 7.2 **Communications – Councillor Neville Atkinson**

Councillor Atkinson noted the video content being placed on social media. He had provided a word of caution to Matt that care needed to be taken to have a good level of video rather than flood the market as people could stop taking notice.

Councillor Atkinson made the comment that some of the requests for reporting back particularly at the community board level were falling off the radar and he asked what triggered a response.

Councillor Atkinson said there had been a big step up on communication in comparison to just a few years ago including to social media and more understandable reporting.

Mayor Ayers commented that at the community board level a good way of making sure things were not forgotten was for member to write notes down and use the workshop time at the end to raise those issues. Members were currently using reporting time to raise issues which would be more productive if raised during workshop.

Councillor Allen commented that he had been asked by elderly ratepayers whether council meetings were open to the public. Following on from that he raised the idea of whether live streaming of council meetings could be investigated by Matt and his team. Councillor Atkinson advised that an investigation was already underway and a practice had been held at the last council meeting. If it was found to be achievable it would come back to council for consideration. J Palmer noted that one of the challenges was having a static camera verse effectively filming.

## 8 **QUESTIONS**

Nil.

## 9 **URGENT GENERAL BUSINESS**

Nil.

There being no further business, the meeting closed at 5.05pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date



**MINUTES OF THE MEETING OF THE CANTERBURY WATER MANAGEMENT STRATEGY WAIMAKARIRI ZONE COMMITTEE HELD IN THE FUNCTION ROOM OF THE RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA ON MONDAY 13 FEBRUARY 2017 AT 2.05PM.**

**PRESENT**

Grant Edge (Acting Chairperson), David Ashby, Carolyn Latham, Judith Roper-Lindsay, Claire McKay (Environment Canterbury Commissioner) and WDC Councillor Sandra Stewart.

**IN ATTENDANCE**

Murray Griffin (Zone Facilitator, ECan), Andrew Arps (Waimakariri Zone Team Leader, ECan), Don Chittock (Policy Manager CWMS, ECan), Jason Holland (Principal Planning Advisor, ECan), Matt Dodson (Hydrogeologist, ECan), Anna Veltman (Land Management Advisor, ECan), Maureen Whalen (ECan), Mary Sparrow (ECan Contractor), Geoff Meadows (Policy Manager, WDC), Alistair Picken (Senior Planner, ECan), Barbara Nicholas, Jason Butt (Biodiversity Officer, ECan), A Meredith, Gerard Cleary (Manager Utilities & Roading, WDC), Trevor Ellis (Development Planning Manager, WDC), Stephen Bragg (Tangata Whenua Facilitator, ECan), Gina McKenzie (Real Communications), Rachel McClung (Policy Analyst, WDC), Owen Davies (Drainage Manager, WDC), Brent Walton (WIL), Greg Bennet (Land Drainage Engineer, WDC), Julia Beijeman (Beef and Lamb NZ), Simon Goodall (Lees Valley Farmer), Marilyn Dalzell (Lees Valley Farmer), David Ayers (Mayor, WDC), Michael Bate (Kaiapoi), Cam Henderson (Dairy Farmer, Oxford), Penny Wright (Forest and Bird), and Emma Stubbs (Minute Secretary, WDC).

**1 KARAKIA**

Nil.

**2 APOLOGIES AND INTRODUCTIONS**

Moved D Ashby Seconded C Latham

Apologies were received and sustained from Claire Williams, Cherie Williams and Gary Walton.

**CARRIED**

**REGISTER OF INTEREST**

Nil.

**3 APPOINTMENT OF A CHAIR, DEPUTY CHAIR AND REGIONAL COMMITTEE REPRESENTATIVE FOR 2017 – M Griffin (Facilitator, ECan) and Zone Committee Members**

G Edge advised this item would be deferred to the following month.

**4 CONFIRMATION OF MINUTES**

**4.1 Minutes of the Canterbury Water Management Strategy Waimakariri Zone Committee meeting – 12 December 2016**

Moved J Roper-Lindsay seconded D Ashby

**THAT** the CWMS Waimakariri Zone Committee:

- (a) **Amends** the minutes of the Canterbury Water Management Strategy – Waimakariri Zone Committee held on Monday 12 December 2016. Page 2, following item 2, should read *Cherie Williams* arrived at 2.30pm. Page 5, Item 5, sentence 1, should read Paul Edwards (Farm Systems *Advisor*, DairyNZ). Page 3, Item 3.3 Nutrient Management and Water Efficiency Working Group should read 'D Ashby tabled an overview from Angela Harvey (DairyNZ) of the 'Dairy Farms Waimakariri GMPs 2016/17'.
- (a) **Confirms** the circulated minutes of the Canterbury Water Management Strategy Waimakariri Zone Committee meeting, held 12 December 2016, as a true and accurate record.

**CARRIED**

### **MATTERS ARISING**

J Roper-Lindsay asked why there was not an update on the Kaiapoi River Rehabilitation Investigation for February. M Griffin advised that A Meredith would provide a report in April as there would be more meaningful data to present following the driest months of February and March. There had been some issues with the dataloggers however they were now out recording.

G Edge queried whether the waterway typology exercise would also be updated in April and M Griffin replied yes.

J Roper-Lindsay queried whether there had been sea foam present on the beach. M Bate commented yes and that he had informed WDC of its presence. No sample had been taken.

J Roper-Lindsay asked if there had been a response to the request for additional committee members and M Griffin replied he would provide an update on the refreshment later in the meeting.

G Edge advised that the Cam River (Tuahiwi Stream) walkabout had taken place. It had been a good session with the opportunity for recreation and stream improvements recognised to be followed up once the Henry Hudson report was released. S Stewart advised that the report had been due February 10<sup>th</sup> 2017 and was imminent.

G Edge queried whether the Salt Water Creek sampling had been carried out and M Griffin advised he assumed it had been as the COMAR work was now completed.

G Edge asked if the Walk for the Planet Initiative had received funding through ECan. A Arps advised it was his understanding that the application for \$70,000 from ECan had been declined. G McKenzie advised that the Initiative was still happy to have the zone committee involved and the project would still go ahead without the funding. G McKenzie would provide an update at a later meeting.

## **5 OPPORTUNITY FOR PUBLIC TO SPEAK**

Penny Wright had asked to speak but advised that she had received new information over the last few days and would refer her deputation to the following meeting to provide as full a picture as possible.

Michael Bate tabled a number of newspaper and print articles that referred to environmental issues throughout New Zealand including;

- The issue of cadmium pollution in the North Island and requested that the zone committee look at the issue in the Waimakariri.
- The condition of Lake Forsyth
- Use of ineffective fish screens on the Rangitata for 70 years.
- Nelson consent to discharge raw sewage – and requested that something be done about the Waimakariri treatment plant as he believed it was contributing to algae blooms at sea and beach foam.
- Article from the Kaiapoi Mail 1998 commenting on the issue of suspended sediments in the river – noting that identification of the issue was 19 years ago.
- Article from the Kaiapoi Mail 1998 that advised that water released from the treatment plant would be bathing water standard.
- Farms encroaching on braided rivers – running stock on shingle.

Noted the presence of toxic algae in the Cust Main Drain and had requested signs be put up. WDC had done this. He asked why shellfish had not been tested and why core samples of sediment were not tested.

M Bate asked that the committee look at minimum flows and noted that this could be achieved by water storage.

M Bate showed videos of 'before and after' effects of spraying in the Flaxton Drain, with the dates of 11 June and 17 December 2016. The before video showed the presence of numerous water weed and invertebrates, the after showed a 'slimy, toxic mess' with very little life.

J Roper-Lindsay asked how often the drain was sprayed and if life did come back and M Bate replied that yes life did come back.

G Edge commented that it was reasonable to make everyone aware of his concerns and ask questions of ECan and WDC. He noted some work had been undertaken by WDC on the sea foam and that there was regular monitoring of toxic algae.

D Ashby showed M Bate a photo of a drain through his dairy farm commenting that it had high water quality.

Owen Davies provided clarification that the Flaxton Drain had been sprayed by a landowner rather than WDC. M Bates noted he had videos of other waterways that WDC had sprayed that were identical. O Davies commented there would be more definitive answers after the results of the CAREX trial. WDC was trying to get more information especially around invertebrates. He was unsure when the full report would be available. It was requested that members of the CAREX group provide a brief update at the following meeting.

M Bate was thanked for presenting his information.

**6 COMMITTEE UPDATES** – Zone Committee Members, A Arps (Waimakariri Zone Delivery Team Leader, ECan) and M Griffin (Facilitator, ECan)

- Zone Committee Refresh 2017

M Griffin advanced that there was a schedule in place for the refresh process, Ashburton was going through the same process. The position would be advertised 20<sup>th</sup> Feb – 12<sup>th</sup> March with a selection workshop 20-24<sup>th</sup> March. Following reporting to ECan and WDC any new members could be on board for 8<sup>th</sup> May meeting.

- Committee Working Groups

### **Nutrient Management & Water Efficiency Working Group**

D Ashby advised the group had not met the previous month. They were looking at running a small block owners workshop in March in association with Primary ITO. The first session would be a pilot within a catchment and then they would look to extend through the district. The approach of targeting individual landowners within a catchment needed to be confirmed. After completing management plans the information could be entered through the portal. The management plan would incorporate work on riparian management including appropriate plantings. They were looking at doing a stream walk in the Silverstream catchment and then sending letters to those identified which was about 60 small block holders. They were currently waiting on Primary ITO. The decision to wrap qualifications around the small block management plan process was causing delay.

D Ashby advised that WIL had started on their FEP audit programme. He noted a major education and extension programme in the district was required to contact other farmers within the orange zone in particular that would require a resource consent. He was concerned that the message was not getting out there. It was predicted there would be a bottleneck when these farmers completed nitrogen baseline calculations. This would require good communication with Ravensdown and Ballance environmental teams as the process progressed. D Ashby noted G Walton and C Latham were involved in Beef and Lamb workshops.

S Stewart asked what the criteria was for small block holders and D Ashby commented that it may change with Plan Change 5, currently it was those above 4 hectare who were non-commercial. S Stewart noted that there were 6500 small block holders and that it was an issue WDC should be in touch with through the District Development Strategy. D Ashby commented that ECan had good tools that provided a good start in what they should be doing.

There was some discussion around use of databases to target those requiring engagement. In response to a query from G Edge, Mary Sparrow advised that WDC could extract relevant information from its data bases using various filters. A Arps noted that those in the orange zone had been identified and were being worked with, there had been three relevant articles in the paper this week and there was a programme being advanced called 'Farming for Generations'. They would continue to try and get the message out.

D Ashby commented that they were making good progress, all bar six dairy farms had a management plan. Under Plan Change 5, 285 farms may not require a resource consent. It was important to keep the momentum going.

### **Lowlands Waterways, Braided Rivers and Biodiversity Working Group**

G Edge advised the meeting notes had been completed and a date needed to be set for the next stakeholder meeting in March. They were hoping for progress on waterway typology which could provide guidance on which rivers needed to be swimmable verse wadeable. There needed to be discussion with drainage groups and council around redefining some 'drains' as spring fed waterways and their roles in stormwater management.

In terms of braided rivers there would be a discussion this afternoon on the Ashley/Rakahuri. It needed to be addressed as part of the solutions programme.

### **Regional Committee Meeting – 13 December 2016**

G Edge provided an update to the Regional Committee regarding achievements and progress in the zone, this update was circulated to the committee. He had requested scoping for the alpine section of the LWRP

due to cross boundary issues and issues related to the Waimakariri River. He had requested more information on climate change and raised the issues of woody weeds. D Chittock advised that the Regional Pest Management Strategy would be notified prior to the end of June 2017. There would be more stakeholder engagement including with zone committees. G Edge read the notes of agreement from that meeting. They would be circulated to the committee.

G Edge advised he had attended the Recreational and Amenity Working Group on 23<sup>rd</sup> December. There had been discussion around the need for more work to be done of the recreation and amenity targets.

J Roper-Lindsay asked what the implications were for the WWZC and G Edge commented that the committee needed to decide on its most significant recreation project to foster, in addition when looking at solutions the committee needed to look more closely at recreation and amenity.

There was some discussion around the role of the Lowlands Waterways, Braided Rivers and Biodiversity Working Group and Nutrient Management & Water Efficiency Working Group and it was noted that they had not met for some time. G Edge asked the committee whether they wished to continue with the working groups. C Latham commented that members needed to be involved across the board, and C McKay believed they had fulfilled their purpose and believed there would be people in the committee able to take the lead on individual projects. J Roper-Lindsay supported the discontinuation of the working groups and believed that the solutions phase required more specifics than 'biodiversity'. A Arps commented that it was a busy year and they were keen to meet with those groups in whatever structure.

Moved D Ashby      Seconded J Roper-Lindsay

**THAT** the CWMS Waimakariri Zone Committee:

- a) **Discontinues** with the Lowlands Waterways, Braided Rivers and Biodiversity Working Group and Nutrient Management & Water Efficiency Working Group and instead have specific extension projects throughout the zone with a committee member taking the lead on each identified project.

**CARRIED**

S Stewart queried who identified the projects and asked if there could be a report defining who did what and how to form a targeted approach. A Arps advised that currently the work programme for the WWZC was being drawn up which would be a reference starting point. It would be circulated when completed.

#### **Waimakariri Zone Delivery – Update**

A Arps noted that the small block holder programme was coming together.

#### **6.1 First 500 Springhead Protection Programme - Waimakariri Zone**

A Arps introduced Jason Butt (ECan Biodiversity Officer) and the First 500 Springhead Protection Programme which picked up on the priority outcome of protecting major springheads on lowland streams. The programme would initially concentrate on the Silverstream catchment which had a specific focus in the Five Year Plan. Stream walks would be undertaken to have a more intimate understanding of the catchment and allow proactive targeting of people with major springheads.

J Roper-Lindsay asked if the springhead protection programme would meet IMS fund criteria as better rankings were given to projects with existing native vegetation. She suspected many springheads would be in a wet, bare paddock. J Butt said that a significant spring with permanent flow would be a priority. Many 'wet paddock' springs would not be first priority as they had likely not to have been identified yet. The ECan GIS layer had half a dozen major springs and it was likely more would be identified on the stream walk.

G Edge commented that IMS had \$500,000 funding available and at \$10,000 a spring that would only be 50 projects. A Arps commented it was important to be proactive and gain momentum. G Edge suggested there should be a discussion around the best spend of money – fencing and protection or riparian vegetation and noted the cost of fencing to the farmer. He suggested cost sharing to incentivise farmers to protect the springs. C Latham suggested it was better to have the springheads fenced rather nothing to be done. A Arps commented that it was situational and discussions would be held with farmers. Feedback would be provided to the committee.

S Stewart requested clarification of what was being asked of the committee. Were they being asked to

- a) approve the approach of negotiating with landowners to fence and plant springheads? and
- b) would individual projects be brought back to the committee for approval?

A Arps commented that the first part was correct, however, they were not expecting to get approval for each individual project. G Edge commented he was reluctant to lose that oversight. C Latham noted there was an associated cost and delay to reporting on each individual project. A Arps suggested approving prefunding was a way to go and get things started without being a large piece of work. M Griffin suggested that the programme could begin early work and bring back examples to provide more confidence in the approach. G Edge commented that there needed to be consideration of number of factors including the interrelationship with other waterways, flood mitigation etc. J Roper-Lindsay believed that level of analysis was unnecessary, the LWRP identified springheads as vital and suggested \$30,000 be approved as an IMS pilot. C McKay supported the proposal noting that a criticism was things were not happening fast enough with the zone committee. C Latham commented they needed to have trust in ECan that they would put the money to good use.

Moved J Roper-Lindsay      Seconded C Latham

**THAT** the CWMS Waimakariri Zone Committee:

- a) **Approves** prefunding IMS projects up to the value of \$30,000 until June 2017, targeting Silverstream and Burgess Creek Catchments for the protection of springheads in accordance with the report Page 19 of the Canterbury Water Management Strategy Waimakariri Zone Committee Agenda Monday 13 February 2017.

**CARRIED**

C McKay commented that the programme could result in farmers losing a significant amount of ground and asked if there was flexibility to which J Butt replied yes.

S Stewart requested that in future that better quality maps are presented identifying roads and waterways.

G Edge queried why the ECan Living Streams documents had not been reproduced for farmers. A Arps would follow up.

#### **Zone Committee 2016 Annual Report**

M Griffin advised he had started a draft which would be emailed to committee members.

#### **Walk for the Planet 2017**

M Griffin noted the dates included in the agenda.

#### **Engagement and Communications**

G McKenzie advised the next Monthly E Newsletter would be sent 21<sup>st</sup> February.

M Griffin noted the dates in the agenda for the Alternate Pathways scenario.

#### **Action List**

M Griffin provided an updated Actions List and gave a brief overview.

S Stewart highlighted the action point of a Waterway Care publication commenting that it had been raised for two years. She requested that the action point get accelerated noting that Owen Davies had raised the spraying of drains by private landowners. She suggested when doing the springhead project it would be good to leave something with landowners around the care of waterways. It was suggested it should be in easily digestible pamphlet form. A Arps advised he could have a draft proposal for the next meeting.

Moved D Ashby seconded J Roper-Lindsay

**THAT** the CWMS Waimakariri Zone Committee:

- (a) **Receives** these updates for its information and with regard to the committee's 5 Year Outcomes and 2017 community engagement priorities.

**CARRIED**

#### **7 WAIMAKARIRI DISTRICT DEVELOPMENT STRATEGY – UPDATE – T Ellis (Development Planning Manager, WDC)**

T Ellis spoke to a PowerPoint presentation to provide an update on where the council was at in terms of the District Development Strategy. The time horizon of the strategy was 30 years and it reflected Urban Development and Infrastructure strategies.

T Ellis provided a number of statistics

- The population was predicted to increase from 57,800 to between 80,200 and 105,900 in 2048.
- Building consents remained relatively static at 450 annually.
- Number of households was currently 21-22000 and were expected to increase by 11,000 by 2048.
- The elderly population would increase from 17% to 33%.

A growth model was currently being prepared which looked at basic development options going forward looking to see if there was sufficient capacity to plan for growth.

T Ellis noted the key documents for the process – the RMA, Greater Christchurch Urban Development Strategy and the proposed NPS on Urban Development

Capacity in which WDC was defined in the high growth category which required planning measures.

T Ellis showed diagrammatically feedback from community events. Respondents did not want changes in community, nature and rural but did want transport changes. Key feedback was around local employment, economic development, natural hazards, environment and rural areas. Further engagement was ongoing and WWZC would be invited to be part of a focus group.

T Ellis advised that the next steps were community engagement, retail assessment, growth model, business land supply and demand and transport as well as procedural steps. They needed to be mindful of the District Plan and alignment was required with the WWZC.

J Roper-Lindsay referred to the growth model and asked if there was the infrastructure to support growth, for example drinking water capacity. T Ellis replied that a lot of that information came out of the engineering side.

G Edge asked if sustainability was kept in mind. T Ellis replied that they had to look to the future for sustainability through creativity and technology.

G Edge commented that the WWZC would look to share and contribute and noted going forward there should be greater dialogue between ECan, WDC and WWZC.

Moved seconded

**THAT** the CWMS Waimakariri Zone Committee:

- (a) **Receives** this update for its information and,
- (b) **Considers** the community engagement scheduled in 2017 for Waimakariri Land and Water Solutions Programme 2017, and areas of overlapping focus with the District Development Strategy.

**CARRIED**

## **8 LEES VALLEY FARMERS GROUP – BRIEFING – M Dalzell and J Beijeman**

M Dalzell spoke to the committee on behalf of the Lees Valley Farmers noting her report as included in the agenda. She was supported by J Beijeman and Simon Goodall.

M Dalzell outlined that they were asking the zone committee to provide feedback on intended actions of the Lees Valley Farmers, allow them to present findings to the Zone Committee before October 2017 and to consider including Lees Valley specific recommendations in the ZIP addendum.

M Dalzell advised that the Lees Valley Farmers Group were a tight knit group who worked closely together. The nitrogen loss through Lees Valley was not high due to the extensive farming practices. Overseer numbers for the properties were less than 15. Intensification would not be practical in the Lees Valley due to environmental conditions including snow. The farmers were very aware they were at the 'top' of the catchment and noted there was a unique water monitoring point. Plan Change 5 would require the three landowners to get a consent to farm. They were not opposed to the consents, and had been advised that they would be granted consent, however they believed the money required to get a consent would be better spent on 'on the ground actions' for example water troughs and culverts.



S Goodall reiterated that Lees Valley was a unique catchment with a unique exit point that was easy to monitor.

J Beijeman commented that there had been good communication with ECan regarding the issues and the parties were willing to work together. PC5 caught Lees Valley under two different rules. Firstly M Dalzell had 50 hectares irrigated land (the only property with irrigated land in Lees Valley). The irrigation was not for grass fed stock rather for winter feed. Secondly the property S Goodall managed exceeded the 100 hectares maximum allowance for greenfeed, it was noted that he had 27,000 hectares of land.

J Beijeman highlighted that the Lees Valley farmers were highly engaged and commented that there was an opportunity for through the ZIP addendum to allow realistic farm management practices in Lees Valley as well as maintaining or improving water quality. They were asking the zone committee to seriously consider including Lees Valley specific recommendations in the ZIP addendum.

G Edge thanked the group for attending and advising of the situation. He noted the solutions program was in the early stages. Following the meeting there would be a workshop on the Lees Valley catchment where ideas could be discussed. G Edge noted the idea that within management units there could be sub catchment or management areas with solutions tailor made for particular circumstances. The initial orange and red zones were first applied as a holding pattern while more information was gathered.

J Roper-Lindsay noted that the Lees Valley was discrete unit and commented that the solutions package had a regulatory component and non-regulatory component.

C McKay thanked the group for attending and noted the unique environment of Lees Valley. She fully supportive of the group coming to the zone committee with proposals and having continued dialogue in order to develop something that the Lees Valley group could accept.

G Edge suggested that the Lees Valley farmers work with the other big landowners in the valley including WDC/LINZ/DoC/ECAN.

C Latham noted the timeframe of October 2017 for the group to present findings to the zone committee. M Griffin advised that the Zone Committee would be looking at solutions April – July 2017 and that the Lees Valley Farmers Group would need to present findings prior to the end of July. M Dalzell advised that timeframe could be met however they were trying to gather supporting evidence especially in relation to the effect of peatlands in the Lees Valley. G Edge suggested that they present what they could at the time.

J Holland endorsed this type of local engagement and commented it was good to see a relationship had been forged between the Lees Valley farmers, ECan and the zone committee. J Holland advised that the process of the zone committee was one about solutions to meet outcomes. ECan had to be mindful that the regulatory and planning side was not overly complicated. He noted that no one wanted to be required to farm with a resource consent and could argue that they were special or unique. He was happy to keep working with the team to scope a project and come back to the Zone Committee in a month to six weeks.

Moved J Roper-Lindsay seconded C Latham

**THAT** the CWMS Waimakariri Zone Committee:

- (a) **Receives** the briefing for its information and encourages the continuation of dialogue.

**CARRIED**

D Ashby commented that it was brilliant to get this feedback. In his experience, in the Ashburton high country, the problem was not N but DRP and a lot of money was spent on Overseer that achieved nothing and it was better to work together to spend money in the right place.

9 **GENERAL BUSINESS AND FUTURE MEETING PRIORITIES** – Chair and M Griffin (Facilitator, ECan)

M Griffin provided a draft spreadsheet of process stages and key decision areas for the Waimakariri Land and Water Solutions program. The spreadsheet went through to 2018 and full notification. The updated version included where the technical planning fitted in, key decision areas as a committee, and the work of the committee for the remainder of the year. As those who provided the governance in this process the Zone Committee would move the project forward informed by the technical work.

G Edge noted that the period April-June for a solutions package after six years of digesting information was not a long time. He asked that if they go to the end of June and found that the pathway to the sub-regional plan could be simplified with more focus on non-statutory solutions rather than a plan change, could the timeframe be changed. J Holland commented it was a good way to look at it and the zone committee would have more knowledge on this by June.

M Griffin acknowledged J Roper-Lindsay on receiving the Environmental Institute of Australia and New Zealand's Practitioner of the year for Australasia. She was the first New Zealander to receive this award.

J Roper-Lindsay referred to the ECan report regarding farm encroachment onto riverbeds and requested a short briefing on the issue in the Waimakariri zone. D Chittock commented that from memory it was more an issue further north and south of this zone.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 4.57pm

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

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**WORKSHOP**

10 **ASHLEY/RAKAHURI & THE LEES VALLEY SUB-CATCHMENT – WORKSHOP**  
– Zone Committee Members, Lees Valley Farmers Group and M Griffin (Facilitator, ECan)

Whiteboard Notes would be circulated for information to the LVFG and the Zone committee discussion.

**MINUTES OF THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE COUNCIL CHAMBERS, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON WEDNESDAY 8 FEBRUARY 2017 AT 7PM.**

**PRESENT**

J Gerard QSO (Chair), D Lundy (Deputy Chair), P Allen, R Brine, M Clarke, J Hoult, K Galloway, D Gordon, S Lewis, G Miller, C Prickett, and P Williams.

**IN ATTENDANCE**

Mayor David Ayers

J Millward (Manager Finance and Business Support), K Stevenson (Roading Manager), G Barnard (Parks Community Assets Officer), M McLraith (Communications and Engagement Manager), S Morrow (Land Information Officer), K Ward (Community Board Advocate) and L Courtney (Governance Secretary).

The meeting adjourned 8.13pm for two workshops from staff, resuming again at 9.08pm.

The meeting adjourned at 9.10pm, for a brief workshop to discuss the applications, resuming again at 9.15pm.

**1 APOLOGIES**

Nil.

**2 CONFLICTS OF INTEREST**

M Clarke – item 6.8 (d), a current Justice of the Peace  
K Galloway – item 6.8 (c), involved in museum's application

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Rangiora-Ashley Community Board – 14 December 2016**

Moved C Prickett seconded P Williams

**THAT** the Rangiora-Ashley Community Board:

- (a) **Confirms** the circulated minutes of the Rangiora-Ashley Community Board meeting, held 14 December 2016, as a true and accurate record.

**CARRIED**

J Gerard proposed the Board representative to the Cust Domain Advisory Group be changed from C Prickett to D Lundy. There was no opposition from Board members. Staff would bring a report to the Board's March meeting to formalise the change.

#### 4 DEPUTATIONS AND PRESENTATIONS

- 4.1 Alistair and Heather Cameron, developers of 90 East Belt, outlined to the Board their proposed road names. (Refer 6.2)

A Cameron read a prepared statement thanking the Board for taking the time to consider the road names being presented. He emphasised the names presented were in order of preference.

H Cameron added the reason for proposing Grey View was because the subdivision took in views of Mount Grey and referenced a significant figure in Rangiora's history. She stated that Arcadian was chosen because its meaning of "countrified and peaceful" reflected the area of the subdivision. H Cameron highlighted that the Council's Road Naming Policy was referenced when deciding on the type of road being named. She advised members there was a grove at the end of the cul de sac which the property owner plans to retain, and this is why 'grove' was used in the proposed road name.

D Gordon, to the Chair, understood the former Rangiora Community Board had a committee to consider road names and asked if further discussion could be had regarding the committee.

D Gordon, to A and H Cameron, asked whether there were any time pressures on the naming of the roads, especially if a committee were to be established, which could take some weeks. A Cameron replied there was no immediate urgency in naming the roads but would appreciate a decision in the next couple of months.

K Ward responded to the query regarding the establishment of a committee. At the beginning of the current electoral term, staff discussed the matter of road naming committees for the Community Boards. Due to the low volume of requests for road names in the previous year coupled with a decrease in new residential development in the Rangiora-Ashley ward, it was deemed that a committee may not be required for the Rangiora-Ashley Community Board in the immediate future. However, the situation would be monitored and if necessary, a committee could be created in the future. D Gordon sought clarification that the decision was made by staff, and not the Board. K Ward confirmed that it was made in conjunction with the Board, following discussion.

J Hoult commented on a desire to use the Māori names for areas in the district, for example Rakahuri for the Ashley River, and asked whether A and H Cameron had considered using Maungatere, the Māori name for Mount Grey. H Cameron replied that spelling and pronunciation of Maungatere could be an issue for people using the name and had decided against using it. A Cameron added that many Māori names had been used in the Pegasus Town development and that the reference to Sir George Grey would help educate residents on historical figures in the Rangiora-Ashley ward.

K Galloway queried the use of Mews in the proposed names. H Cameron replied that they used the Council's Naming of Roads and Streets (including Private Roads) Policy as guide: Mews is a term which can be used for a cul de sac.

The Chair thanked A and H Cameron for their time.

*Item 6.2 was taken at this time. Note that the minutes have been recorded in accordance with the order of the agenda as circulated.*

## 5 ADJOURNED BUSINESS

Nil.

## 6 REPORTS

### 6.1 Proposal that the Rangiora-Kaiapoi cycle/walkway be made a centennial memorial to the Battle of Passchendaele – K Stevenson (Roading Manager)

K Stevenson took the report as read.

P Allen asked when the project would begin. K Stevenson replied that a report outlining the final details of the project, including timeframes and costings, would be presented to the Council at its March meeting.

P Allen queried whether the project would be completed by the time of the 100 year commemorations of the Battle of Passchendaele, in October 2017. K Stevenson replied it would not. The start date for the project was scheduled for spring 2017, with planned completion in early 2018.

P Allen enquired whether the project had been budgeted into the coming financial year. K Stevenson replied the project had been budgeted over the current and coming financial years.

K Galloway believed the proposed name was too long and queried whether there was a term that covered both cycle and walk ways to reduce the length of the proposed name. K Stevenson replied the Waimakariri Passchendaele Trust had also recommended Way instead of cycle/walkway.

D Gordon queried what would happen if the Kaiapoi-Tuahiwi Community Board recommended a different name to what the Rangiora-Ashley Community Board recommended. J Gerard replied the Council would receive both recommendations and make the final decision.

Moved G Miller seconded K Galloway

**THAT** the Rangiora-Ashley Community Board recommends:

**THAT** the Council:

- (a) **Receives** report N<sup>o</sup> 170124006312.
- (b) **Approves** the Rangiora - Kaiapoi cycle/walkway being made a centennial memorial to the Battle of Passchendaele.
- (c) **Approves** the Rangiora - Kaiapoi cycle/walkway being formally named the "Passchendaele Way".
- (d) **Notes** that Paisley Road will remain a legal road with no name change.
- (e) **Circulates** this report to the Utilities and Roading Committee.
- (f) **Notes** the Kaiapoi-Tuahiwi Community will be discussing the matter at its meeting of 20 February 2017.

G Miller believed the cycle/walk way would be an asset to the community and an appropriate memorial to the Battle of Passchendaele.

K Galloway believed the proposed name was too long and that users would shorten the name anyway. The name, as moved, enabled the battle to be commemorated as well as being an access between Kaiapoi and Rangiora.

J Hoult raised that the Council's Naming of Roads and Streets (Including Private Roads) Policy states that a Way is a short, enclosed passage and was concerned the term could create confusion.

D Lundy spoke against the motion. He believed the term Memorial was an important aspect of the name and the commemorative aspect of the name could be lost if Memorial was removed from the name.

### **Amendment**

Moved D Gordon seconded R Brine

- (c) **Approves** the Rangiora - Kaiapoi cycle/walkway being formally named the "Passchendaele Memorial Cycle/Walkway".

**CARRIED**

*G Miller and K Galloway against*

D Gordon acknowledged the reasons given for shortening the proposed name but due to the importance of the memorial the full name, as proposed in the amendment, should be used. He added that as the recommendation had come from the Returned and Services Association (RSA), then it could be perceived as discourteous to change it. D Gordon felt the full name should be retained. It was a fitting tribute for local families who lost relatives in the Battle, including his own family, and a significant historic link between Rangiora and Kaiapoi.

R Brine concurred with D Gordon's comments.

C Prickett agreed the track name would probably be shortened by users but supported keeping the full name.

G Miller spoke against the amendment. He believed 'Memorial' was not necessary as part of the name because the information boards along the track would display the story of the Battle of Passchendaele; the commemoration would not be lessened by excluding the word memorial from the name of the track. He also agreed the name would be shortened anyway.

K Galloway sought clarification the RSA requested cycle/walkway be in the name. D Ayers replied the proposed name came from the Waimakariri Passchendaele Trust of which representatives from the Rangiora and Kaiapoi RSAs are members. The Trust requested that Passchendaele be used in the name.

**The amendment then became the substantive motion.**

**THAT** the Rangiora-Ashley Community Board recommends:

**THAT** the Council:

- (a) **Receives** report N<sup>o</sup> 170124006312.
- (b) **Approves** the Rangiora - Kaiapoi cycle/walkway being made a centennial memorial to the Battle of Passchendaele.
- (c) **Approves** the Rangiora - Kaiapoi cycle/walkway being formally named the "Passchendaele Memorial Cycle/Walkway".

- (d) **Notes** that Paisley Road will remain a legal road with no name change.
- (e) **Circulates** this report to the Utilities and Roading Committee.
- (f) **Notes** the Kaiapoi-Tuahiwi Community will be discussing the issue at its February 2017 meeting.

**CARRIED**

*K Galloway against*

6.2 **Road Naming – Subdivision Alastair J Cameron – S Morrow (Land Information Officer)**

S Morrow took the report as read.

Moved D Gordon seconded P Allen

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report no 170125006841.
- (b) **Approves** the following road names for the subdivision of Pt Lot 1 DP 16615 under Resource Consent RC165199 for Roads 1 and 2 as shown on the plan (Trim No. 170125006841[v02]).
  1. Grey View Grove
  2. Mount View Mews

**CARRIED**

D Gordon commented that with the process in determining names outlined by A and H Cameron and the lack of objections from staff, there was no reason not to support the proposed names.

P Allen was pleased to see the progress made with the subdivision and supported D Gordon's comments. However, in bringing the reports to the Board, he was not convinced it was an efficient use of Board time and would support the re-establishment of a committee to consider future road naming requests.

J Gerard endorsed P Allen's comments.

G Miller also spoke in support of P Allen's comments regarding the re-establishment of a road naming committee.

D Gordon, as right of reply, supported P Allen's comments regarding the re-establishment of a road naming committee.

6.3 **Road Naming – Freeman Homes Limited – S Morrow (Land Information Officer)**

S Morrow took the report as read.

P Allen queried the timeline for the development. S Morrow was not certain but queries have been received regarding sections, with titles for land likely to be requested soon. He was also aware the road has been formed.

P Allen asked where the name Hickmott Street came from. S Morrow stated the developers selected the name from the Board's pre-approved road naming list.

J Gerard asked whether Avenue was the appropriate term to use. According to the Council's road naming policy, an Avenue has trees on both sides of the road and there was no indication of trees on both sides of the road in the information provided. S Morrow was uncertain about the landscaping plans for the road but added that it may form part of the Eastern Arterial in the future.

P Allen asked if there was any urgency in the naming of the roads in relation to developer's timeframes. S Morrow replied that this was a staff initiated request. Staff were aware of sections being advertised and sold. Although no titles had been issued to date, staff were certain they would be requested shortly; roads had to be named in order for titles to be issued. S Morrow did not believe the matter could be left until the Board's next meeting.

J Hoult queried the use of a name related to the developer of a subdivision, as it had been an issue in the past. S Morrow replied the developers put forward names they wished to be considered but noted there was an alternative in the recommendation before the Board.

Moved P Allen seconded R Brine

**THAT** the Rangiora-Ashley Community Board:

- (a) **Lays** report 170125006814 on the table, to be referred to a Rangiora-Ashley Road Naming Committee when it is established.

**CARRIED**

J Gerard reiterated the need for a committee to consider the naming of roads and discuss the issues raised. The Board requested staff bring a report to the March meeting regarding re-establishing a Roads and Reserves Naming Committee.

6.4 **Road Naming – Private Right of Way, Rangiora – S Morrow (Land Information Officer)**

S Morrow took the report as read.

D Gordon queried the timeframe of the development. S Morrow replied the matter required an immediate decision as plans and requests for titles had been received by staff. There were also four dwellings in the right of way which require numbering. The application for naming the road was received late.

P Allen noted the proposed name was that of a relative of the developer and queried whether that went against the Council's road naming policy. S Morrow acknowledged P Allen's comment adding that private roads undergo less scrutiny than public roads.

Moved J Gerard seconded D Gordon

**THAT** the Rangiora-Ashley Community Board:

- (a) **Lays** report 170127007379 on the table, to be referred to a Rangiora-Ashley Road Naming Committee when it is established.

**CARRIED**



6.5 **Proposed Street Tree removal 14 Watson Place, Rangiora – G Barnard (Parks Community Assets Officer)**

G Barnard spoke to the report. There have been several requests from the resident to have the tree removed. The requests have been declined on the basis of the Council's Standard Operating Procedure for the removal of trees that are dead, diseased or dangerous. The tree does not meet these criteria and have been recommended to be retained. G Barnard acknowledged the tree is large and drops pine needles which can block drains. The main issue with the tree is its location to the north of the property which creates issues of shading. The issue is compounded by a large eucalypt tree next to the She Oak which means the property is shaded till noon each day for approximately five months in a year.

G Barnard stated the property was purchased approximately two and a half years previous and a number of requests from other residents have been received by staff for the removal of both trees. The staff recommend the trees be retained believing them to be an asset to the community.

J Gerard queried the boundaries between the road, property and green space. G Barnard replied there were no records explaining the irregular configuration.

J Gerard sought clarification as to who was responsible for maintaining the green space in front of the property. G Barnard replied the green space was the responsibility of the Council to maintain.

C Prickett sought clarification that over half of the tree canopy went over the resident's property. G Barnard confirmed that it did.

C Prickett sought clarification that the green space was a grassed area. G Barnard clarified it was a grass berm.

C Prickett asked whether staff had considered immediate replacement planting on the grass berm, then removing the She Oak once the replacement plants were established. G Barnard replied staff had not had any discussions regarding the area, as they were awaiting the Board's decision on the current matter. The timeframe for replacement trees to be of a suitable size would be 5 to 10 years.

C Prickett asked whether staff considered Eucalypt to be an appropriate street tree. G Barnard replied that current practice is to plant Eucalypt trees in reserves and although it is not the type of tree commonly planted along berms, the area in which the Eucalypt is currently has plenty of space for it to grow.

C Prickett questioned why the neighbours' views were sought when those views did not seem to be adhered to. G Barnard replied that residents' views were sought to get a broader understanding of the situation, but believed that most residents supported the removal of the She Oak. He believed the benefits of retaining the tree outweighed the negatives.

J Hoult sought clarification that five of the six respondents supporting the removal of the tree were surrounding neighbours. G Barnard confirmed they were.

P Allen believed there was a precedent set referring to a similar situation at the corner of Kingsbury Avenue and Goodwood Close. G Barnard replied that tree was a Himalayan Cedar that dropped cones as opposed to needles. The issue then was related to noise and damage to the roof; the

matter before the Board was one of irritation and inconvenience to the resident.

J Hoult queried whether leaf fall from the Eucalypt tree was an issue. G Barnard replied it was an issue to the neighbour but not the resident affected by the She Oak.

K Galloway asked how long it would be before the trees would need to be removed. G Barnard replied both trees were healthy and could live for another 40 years. K Galloway commented on Eucalypt trees' propensity to drop branches and asked whether there were any issues regarding safety. G Barnard replied the Eucalypt was checked annually for this reason and if there was a chance that it would drop branches, it would be removed. He highlighted the trees are maintained for optimum health and to gauge any possible issues with safety.

Moved G Miller      seconded R Brine

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 170117003132.
- (b) **Approves** the retention of the council owned She Oak tree situated in the berm adjacent to 14 Watson Place, Rangiora.
- (c) **Notes** that the retention of the She Oak is consistent with section 3.3 of the Council's standard operating procedure for the removal of trees.

**CARRIED**  
*C Prickett against*

G Miller commented that having seen the area, the trees were appropriate and that some property buyers did not take enough consideration of trees surrounding a new property when considering purchase. He believed it was important to retain the ward's trees and in the current situation saw no reason for them to be removed.

R Brine agreed with G Miller's sentiments. He acknowledged that if the safety or health of the tree was an issue, it would need to be removed. The tree had been in the area for a number of years and was in good health. He referenced historic and recurring issues with trees in Queen Street, Rangiora with residents requesting the removal of those trees. Even though it may be an unpopular decision, it was a matter of principle.

C Prickett believed the issue of leaf fall to be an unconvincing reason to remove a tree. Removal should only be considered in clearly defined circumstances including shading. He believed everyone had the right to sunlight from the North including the affected resident.

S Lewis believed the size of the tree would have been obvious when the resident purchased the property two years previous.

**6.6 Proposed Street Tree removal 270 Kingsbury Avenue, Rangiora – G Barnard (Parks Community Assets Officer)**

G Barnard spoke to the report. He commented the tree in question had grown 20-25% more than other trees in the area and had also grown buttress roots which was unusual, especially in an urban environment. The issues have meant that residents have had trouble maintaining their berms.

Staff have suggested that a street garden be developed around the base of the tree to mitigate the issue, but this suggestion has been rejected by residents.

J Gerard queried whether there was a precedent for street gardens to be established around trees. G Barnard replied there were no examples to date, referencing residents' issues with cherry trees in the Mansfield subdivision in Kaiapoi. Staff, to date, have been unable to get support from the community to trial the initiative.

J Hoult asked whether root mitigation could be carried out, like that carried out in Queen Street, Rangiora. G Barnard replied that staff would investigate the roots and carry out mitigation as necessary.

J Hoult enquired whether consideration had been given to replacing some of the less attractive trees in the street. G Barnard replied that staff were developing a tree replacement programme but had to be considerate of areas with special characters to make sure the replacement trees suited the character and style already in place.

K Galloway noted that cherry trees had been removed on either side of the tree in question and asked whether the issues could be mitigated through root pruning. G Barnard replied that if the buttress roots were removed the stability of the tree could not be guaranteed.

Moved G Miller      seconded C Prickett

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No.170117003448.
- (b) **Approves** the retention of the Cherry tree situated in the berm adjacent to 270 Kingsbury Avenue, the installation of root guard and the establishment of a street garden around the tree.
- (c) **Notes** that the retention of the Cherry tree is consistent with section 3.3 of the Council's standard operating procedure for the removal of trees.

**CARRIED**

G Miller commented that it may not be a popular decision but the tree was healthy and the remediation proposed appropriate.

C Prickett supported retention of cherry trees.

**6.7 Proposed Reserve Tree removal 124 Church Street, Rangiora – G Barnard (Parks Community Assets Officer)**

G Barnard spoke to the report. The trees appeared to be self-seeded and the roots have encroached on stormwater drains. Although the issue with the storm drains have been resolved, staff advise it is likely to reoccur. The tree is also causing damage to a boundary fence which will continue as the tree grows. Residents are supportive of the tree removal.

C Prickett sought clarification that the trees could be considered weeds. G Barnard replied the trees were healthy, self-seeded trees that were causing damage to property hence the recommendation for removal.

Moved G Miller      seconded J Hoult

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 170123005525.
- (b) **Approves** the removal of the two Silver Birch trees situated in the Drama Club Reserve (124 Church Street) planted on the northern boundary directly adjacent to 126 Church Street.
- (c) **Notes** that the removal of the Silver Birch trees is not consistent with section 3.3 of the Council's standard operating procedure for the removal of trees.

**CARRIED**

G Miller stated the action was appropriate, and the tree removal would not affect the overall streetscape of the neighbourhood.

J Hoult reiterated comments, supporting the removal of the Silver Birch trees.

The meeting adjourned at 8.13pm for two workshops from staff, resuming again at 9.08pm.

6.8 **Applications to the Rangiora-Ashley Community Board Discretionary Grants 2016-2017 – K Ward (Community Board Advocate)**

Having declared an interest M Clarke and K Galloway sat back from the table and took no part in discussions.

K Ward spoke to the report.

D Gordon sought clarification on the frequency with which the Board considered grant applications. K Ward advised the Rangiora-Ashley Community Board considered applications bi-monthly.

The meeting adjourned at 9.10pm, for a brief workshop to discuss the applications, resuming again at 9.15pm.

Moved P Allen      seconded D Gordon

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No.170118003793.
- (b) **Approves** a grant of \$380 to Rangiora Toy Library Inc. towards the purchase costs of one LikeaBike Jumper balance bike.
- (c) **Approves** a grant of \$500 to Rangiora and Districts Early Records Society Inc. towards the cost of conservation framing of a sale map for the Red Lion Hotel.
- (d) **Approves** a grant of \$235.75 to Canterbury Justices of the Peace Association Inc. towards the cost of a pull-up banner.

**CARRIED**

6.9 **Summary of Discretionary Grant accountability to 31 December 2016 – K Ward (Community Board Advocate)**

K Ward took the report as read.

C Prickett queried what happened to applicants who did not return Accountability Forms. K Ward advised that future applications from those groups/organisations would not be progressed until all the documents had been returned from any previous grants.

Moved C Prickett seconded D Gordon

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No.170126006940.
- (b) **Circulates** a copy of this report to all of the Community Boards.

**CARRIED**

6.10 **Property Lease/Licence Renewals 1 January 2017 to 31 December 2017 – M Ball (Property Officer)**

K Ward took the report as read.

Moved P Allen seconded J Gerard

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the attached report number 170106000673.
- (b) **Notes** the upcoming renewals, status and nature of the lease/licence agreements.

**CARRIED**

**7 CORRESPONDENCE**

Nil.

**8 CHAIRPERSON'S REPORT**

8.1 **Chair's Diary for December 2016 - January 2017**

J Gerard spoke briefly to his report. He added the Muscle Car Madness event on High Street was a success but could have been improved if more retailers had been open.

P Allen commented that advertising of cricket matches at the Mainpower Oval could be improved.

Moved J Gerard seconded D Gordon

**THAT** Rangiora-Ashley Community Board:

- (a) **Receives** report No. 170130007775.

**CARRIED**

## 9 MATTERS FOR INFORMATION

- 9.1 **Promotion of Waimakariri District – 2015/16 Annual Report (S Markham, Manager Strategy and Engagement)** – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161201124351)
- 9.2 **Annual Report of Te Kōhaka o Tuhaitara Trust for the year ended 30 June 2016 (J Millward, Manager Finance and Business Support)** – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161125121596)
- 9.3 **Annual Report for Enterprise North Canterbury for the year ended 30 June 2016 (J Millward, Manager Finance and Business Support)** – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161125121846)
- 9.4 **Capital Projects Report for the period ended 30 September 2016 (P Christensen, Finance Manager)** – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161114116589)
- 9.5 **Oxford-Ohoka Community Board meeting minutes – 8 December 2016** (Trim No. 161215129634)
- 9.6 **Woodend-Sefton Community Board meeting minutes – 12 December 2016** (Trim No. 161212127949)
- 9.7 **Kaiapoi-Tuahivi Community Board meeting minutes – 19 December 2016** (Trim No. 161214129405)

Moved C Prickett seconded G Miller

**THAT** the Rangiora-Ashley Community Board receives the information in items 9.1-9.7.

**CARRIED**

## 10 MEMBERS' INFORMATION EXCHANGE

### 10.1 R Brine

- Artificial Hockey Turf: opening 19 February 2017.
- Indoor Court Facility will be discussed during upcoming Annual Plan process.

### 10.2 K Galloway

- Elephant Park: contact has been made with eight of the original makers who have agreed to repair the elephant.
- Millton Memorial Reserve: continues to be well used.
- Historic photo boards on the corner of High Street and Ashley Road were well received and encouraged people to visit the Rangiora Museum.
- Good Street/High Street tenants concerned with the demolition of shops.

### 10.3 D Lundy

- Acknowledged passing of Karen Eastwood, Woodend-Sefton Community Board member. Commented on her contribution to and engagement with the community.

#### 10.4 **D Gordon**

- Council meeting, 7 February 2017.
- Easterbrook Road. Regular communications regarding the issue and developing a process for future engagement.
- Provided an update on Town Centres.
- Muscle Car Madness: noted disappointment in lack of support from some local businesses.
- Planned to attend International Food Festival, noting event was not advertised correctly.
- Rangiora Promotions Association: starting a new event "Eats and Beats". Trying to establish a series of sustainable events.
- Friends of Rangiora Town Hall: meeting upcoming Thursday 16 February.
- Council's Draft Annual Plan meetings, 15-16 February 2017.

#### 10.5 **G Miller**

- Easterbrook Road: factory is now operational. Issues relating to compliance. Wider district issue regarding commercial enterprise encroaching on life style block owners living expectations.
- Will attend Oxford-Ohoka Community Board meeting on 9 February 2017, to observe a presentation from local residents opposing a proposed commercial quarry to be established in close proximity to the rural residential properties.

#### 10.6 **P Williams**

- Expressed concern regarding proposed development of the Cones Road walking/cycleway track. Encouraged members to walk the track for themselves.

#### 10.7 **C Prickett**

- Attended the Matawai Park Reserve Committee meeting. Raised issue of toxic weed in neighbouring property.
- Participated in elected members' bus trip to west part of the district.
- Acknowledged the passing of Karen Eastwood.

#### 10.8 **S Lewis**

- Involved in video promoting the Rakahuri Rage event.

#### 10.9 **J Hoult**

- Community Board Conference 2017: sought approval from Board to enter the development of Hegan Reserve into the Community Board Executive Committee Best Practice Awards. She outlined the engagement and participation with the Council, community and local schools. The Board were supportive of J Hoult coordinating the Board's entry.
- Cust Historical Group: has made contact.
- North Canterbury Neighbourhood Support: planning an Old Fashioned Picnic for March 2017.
- Participated in elected members' bus trip to west part of the district.
- Attended District Licencing Committee hearing of new Rangiora premises.
- Chamber Gallery in Trevor Inch Memorial Library is celebrating 20 years. It is currently showing works bought by the Waimakariri Art Collection Trust for public view. The exhibition will run until 23 February 2017.

10.10 **M Clarke**

- Attended Waimakariri Health Advisory Group meeting.
- Noted press release regarding surgical bus which will make regular visits to Rangiora.

10.11 **P Allen**

- Timebank Revival: meeting planned for 22 February at the Rangiora Town Hall.

**11 CONSULTATION PROJECTS**11.1 **Draft Annual Plan**

Submissions open between Friday 10 March to Tuesday 11 April.

**12 REGENERATION PROJECTS**

Updates on the Rangiora Town Centre projects are emailed regularly to Board members. These updates can be located using the link below:

<http://www.waimakariri.govt.nz/your-council/district-development/rangiora-town-centre>

The Board noted the projects.

**13 BOARD FUNDING UPDATE**13.1 **Board Discretionary Grant**

Balance as at 1 February 2017: \$6,353.79

13.2 **General Landscaping Budget**

Balance as at 1 February 2017: \$35,619

The Board noted the balances.

**14 MEDIA ITEMS**

There were no media items.

**15 QUESTIONS UNDER STANDING ORDERS**

There were no questions under Standing Orders.

**16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

There was no urgent general business under Standing Orders.



**NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 8 March 2017 in the Council Chambers at the Rangiora Service Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.46PM.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

unconfirmed

**Workshop – 8.13pm – 9.08pm.**

1. *Members' Forum*
2. *Roading Workshop: K Stevenson (Roothing Manager)*
  - *Rangiora Town Centres*
  - *Southbrook Road school crossing*
  - *General roading update and questions*
3. *Media, Communications and the Community Board. M McIlraith (Communications and Engagement Manager)*

unconfirmed

**MINUTES OF THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE OXFORD TOWN HALL, 30 MAIN STREET, OXFORD ON THURSDAY 9 FEBRUARY 2017 AT 7.00PM.**

**PRESENT**

D Nicholl (Chair), M Brown (Deputy Chair), W Doody, J Ensor, S Farrell, J Lynn, and T Robson.

**IN ATTENDANCE**

S Markham (Manager, Strategy and Engagement), M McLraith (Communications and Engagement Manger), K Stevenson (Roading Manager), C Brown (Community Green Space Manager), M Bacon (Resource Management Planner), K Ward (Community Board Advocate) and L Courtney (Governance Secretary).

Mayor D Ayers, Councillors N Atkinson, D Gordon, J Meyer, S Stewart and Rangiora-Ashley Community Board member G Miller.

Approximately 100 members of the public in the public gallery.

The meeting adjourned 7.41pm to allow public to leave, resuming again at 7.51pm.

The meeting adjourned at 8.25pm for workshop items, resuming again at 9.10pm.

**1 APOLOGIES**

An apology was received and sustained from K Felstead for absence.

**2 CONFLICTS OF INTEREST**

W Doody – item 7.1; member of the District Planning and Regulatory Committee  
– item 8.3; Justice of the Peace.

S Farrell – item 8.3; Justice of the Peace

T Robson – item 8.6; member of Board for one of leases due for renewal.

**3 ACKNOWLEDGEMENTS**

The Board acknowledged the passing of Karen Eastwood, Woodend-Sefton Community Board Member; Peter McMorran, last Chair of the Oxford County Council; and Grant Eder, former member of the water works committee and Council staff for 35 years.

J Ensor commented on Karen Eastwood's work in the community.

A minute's silence was observed for those who had passed.

**New Year's Honours List**

Vi Cottrell, Ohoka, Officer of the New Zealand Order of Merit (ONZM) recognised for over 40 years involvement with Trade Aid, an honorary member of the World Fair Trade Organisation and member of its monitoring committee.

#### 4 CONFIRMATION OF MINUTES

##### 4.1 Minutes of the Oxford-Ohoka Community Board – 8 December 2016

J Ensor raised a correction regarding item 11.6. The Federated Farmers group is not being set up, it was winding up.

Moved M Brown seconded T Robson

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

- (a) **Amends** item 11.6 to reflect that the Fernside Federated Farmers group was winding up, not being set up.
- (b) **Confirms** the circulated minutes of the Oxford-Ohoka Community Board meeting, held 8 December 2016, as a true and accurate record.

**CARRIED**

#### 5 DEPUTATIONS AND PRESENTATIONS

- 5.1 Bud Caldwell, representing the Isaac Community Association Incorporated (ICA), provided an update to the Board on the proposed Isaac block quarry, potentially located in Isaac Road, noting this was the group's second presentation to the Board.

Since a presentation to the Board in December 2016, the ICA had been formed. B Caldwell tabled a copy of a letter inviting membership to the ICA which outlines the aims of the ICA and subscription information (Trim No. 170210012641).

B Caldwell did not believe the Council had been future focused in allowing commercial activities along the boundaries of rural life style properties. The 50 hectare property is proposed to operate a quarry six days a week for the next 20 years. It is predicted that truck movements would be every six minutes in order to move the volumes of shingle required and would have a significant impact on the neighbouring people's lives. He understood this was a new situation for the Council, so the decisions made regarding the operation would set a precedent for future situations of a similar nature. He advocated the Council adopt a stringent approach in its decision making process.

B Caldwell advised that if the operation proceeded, it would not be unopposed, as the ICA would fight it. The ICA have asked that the Community Board advocate for the neighbouring residents and the wider community to petition the Council to require the Resource Consent Application from Christchurch Ready Mix Concrete, when it is received, to be Publically Notified. This is an issue that goes beyond the immediate neighbours and the ICA believe it will impinge on the wider community. The outcome of this decision will have far reaching consequences for all residents of the Waimakariri district. He referenced Browns Road residents and the issues raised regarding trucks carrying shingle from the Eyre River. The dust created from truck movements spread 500m, an example of how commercial activities affect more than just the immediate residents.

B Caldwell stated that the ICA was not against the activity, noting it was a necessary activity as part of the recovery of Canterbury and Kaikoura from significant earthquake events. However, he questioned the zoning for an area that includes residential or rural residential use. He commented the property owner has a lot of land and was not convinced that the area marked for quarry is the only location available to the property owner.

B Caldwell thanked the Board for taking the time to listen to the presentation.

The Chair responded that the Board would give the proposal and issues raised due consideration.

A member of the public asked if the Board would consider looking, in person, at the area concerned. A number of Board members responded that they had visited the area with the Chair having spoken directly with a few of the residents in the area.

J Lynn asked about engagement with Christchurch Ready Mix Concrete (Ready Mix). A member of the ICA, who identified himself as Rick, responded that apart from the initial letter to residents, no further engagement had occurred between Ready Mix and local residents. However, he understood that Ready Mix representatives had met with Waimakariri District Council (Council) staff to seek a non-notified Resource Consent. Rick has communicated with Ready Mix that ICA is willing to help them find another location for their proposed quarry but have received no response to that proposal to date.

Another member of the public, Gordon, referenced a Youth Prison that was proposed for Ohoka a number of years ago, where high public opinion stopped the prison from being built. He stated it would be mad if a quarry was allowed to proceed, where a prison was not.

A resident of Downs Road queried the process going forward. S Markham replied the Notice of Motion on the Board's agenda, which the Board would need to discuss, was a recommendation to the Council. If the Motion was successful, then it would go to the Council to debate and decide. S Markham emphasised that no Resource Consent had been submitted to date and staff did not know when it was likely to happen. When, or if, the Resource Consent is received, then due process will be followed and an assessment carried out as to what notification is required.

From the floor it was asked who make the decision on the notification, the Council or Council staff. S Markham replied it is delegated to staff to apply the Resource Management Act to Resource Consents that are received.

It was questioned whether the Council could overturn a decision of staff. S Markham referred to the Notice of Motion, which would go to the Council to decide what further action would be necessary or appropriate.

A question raised from the floor: at what stage would the process become public? S Markham replied the Notice of Motion would be discussed at a Council meeting open to public. However, staff are delegated to assess Resource Consent applications, which does not occur in public, and announce that decision. For those applications which require public notification, and where submissions are to be heard, a Hearing Panel is formed and an open meeting held.

A question was asked what the outcome was of the Council's discussion with Ready Mix, for a Non-Notified consent. S Markham clarified the request was made for a non-notified consent but as no application has been received, no decision has been made. He acknowledged the difficulty of the situation, outlining the different types of notification for Resource Consents.

*Item 7.1 was taken at this time. Note that the minutes have been recorded in accordance with the order of the agenda as circulated.*

## 6 **ADJOURNED BUSINESS**

Nil.

## 7 **NOTICE OF MOTION**

### 7.1 **Proposed Application from Christchurch Ready Mix Concrete for a Quarry in Isaacs Road**

Having declared an interest, W Doody sat back from the table and took no part in discussions.

Moved S Farrell seconded T Robson

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

- (a) **Requests** that the Council consider recommending to staff that the Resource Consent Application, when it is received from Christchurch Ready Mix Concrete for a Quarry operation in Isaacs Road, Eyrewell, be a Notifiable Consent under the Resource Management Act 1991.

**Recommends THAT** the Council:

- (b) **Authorises** staff that the Resource Consent Application, when it is received from Christchurch Ready Mix Concrete for a Quarry operation in Isaacs Road, Eyrewell, be a Notifiable Consent under the Resource Management Act 1991.

**CARRIED**

S Farrell read a prepared statement (Trim No. 170216014802) outlining her reasons for the motion. She believed concerns raised by residents regarding the adverse effects the operation would have on their health, wellbeing and lifestyle were valid and that it was up to the Community Board to make sure they were heard. S Farrell believed that any proposed development of a quarry needed to be fully notified. She referenced a Council booklet titled 'Some Things You Ought to know about Living in Rural Waimakariri' that describes a "clean, pristine, peaceful and laid back lifestyle." The booklet also lists various rural commercial activities such as farming and agriculture however it does not mention industrial activities, which, she believes, should be in industrial zones. S Farrell would like to see the "peaceful surroundings", noted on page 13 of the booklet, retained. She concluded with a quote from Matt Doocey, Waimakariri MP in a local publication, that "the voices of the community need to be heard".

T Robson commented that at the Board's December 2016 meeting, members were given a clear indication of residents' views on the proposed quarry. The Notice of Motion may not address the issue but it did keep the

discussion in an open forum. He acknowledged the operation was a necessary one but an outcome was required that upheld the values of the community while allowing the interest of a commercial operation to continue.

J Lynn spoke in support of the motion, emphasising his long standing as a resident of the Oxford-Ohoka area. It was time for an open forum to enable members of the community to be heard.

J Ensor commented on the large scale nature of quarry operations, stating 200,000 tonnes had been removed from the Waimakariri River as part of the recovery from the 2010 Canterbury earthquakes. This was a necessary activity for the rebuild of Christchurch and Kaikoura but a solution was also required in addressing the issues raised. He stated there were few large farms with the type of suitable shingle required.

M Brown commented that he had moved into the area for a quiet rural lifestyle. He noted changes in activities in the area including dairy farming. He supported the motion and a robust discussion between the Council and the community.

D Nicholl commented on the general support from the Board for the residents and the ICA.

S Farrell, as right of reply, expressed empathy with community and their concerns.

The meeting adjourned 7.41pm to allow the public to leave, resuming again at 7.51pm.

## 8 **REPORTS**

### 8.1 **Proposed Street Tree removals Burnett Street, Oxford – G Barnard (Parks Community Assets Officer)**

C Brown spoke to the report. The trees, in their current location, impact on mowing the berm and one was hit by a vehicle and subsequently removed. If the replacement trees were moved to the Pearson Park side of the fence, it would allow for more parking spaces along Burnett Street.

D Nicholl asked if the proposed replacement trees were a suitable species. S Farrell replied Elder trees were the proposed replacement trees. J Lynn commented that Elder trees drop acorns or small cones which may impact on users and could affect cars parked under or near them. C Brown advised the trees would be planted far enough back from the fence so as not to impact on parked cars.

T Robson asked about the timeframe of the tree removal and replanting. C Brown replied tree removal would occur as part of the Burnett Street car park redevelopment with the tree replacements occurring over the weekend of 11-12 February.

W Doody supported the proposal and asked if other tree species could be considered. C Brown replied staff could investigate a tree species that did not drop cones.

W Doody asked whether the two year watering programme could be extended if necessary. C Brown responded that although the contract was for two years, it could be extended if required. He added that most tree species should be established after two years.

T Robson asked if Rowan Trees had been considered as a possible replacement tree. C Brown replied they were not suitable for the area proposed. T Robson commented it was possible to get a species of Rowan tree that would cope with the environment at Burnett Street. S Farrell added that when she worked at the Oxford Service Centre, many complaints had been received regarding fruit drop from Rowan trees.

S Farrell queried parking behind the Oxford Service Centre. C Brown replied staff had determined there would be as many on-site parking spaces available as on the road. He added that a disabled parking space was a requirement as part of the rebuild of the Oxford Service Centre.

Moved J Lynn seconded W Doody

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

- (a) **Receives** report No. 170125006337.
- (b) **Approves** the removal of the two Rowan (*Sorbus sp*) trees located on the south west side of Burnett Street adjacent to Pearson Park.
- (c) **Notes** that a line of six additional trees will be planted near the Burnett Street boundary line of Pearson Park.
- (d) **Notes** that the removal of the Rowan tree is not consistent with section 3.3 of the Council's standard operating procedure for the removal of trees.

**CARRIED**

8.2 **Safety barrier on Meyer Place footpath – K Stevenson (Roading Manager)**

K Stevenson spoke to the report, providing a brief background to the development of the retail spaces and the footpath.

D Nicholl commented that Board members had looked at the footpath and that most had agreed that a barrier would be required.

J Lynn noted the building owner created the problem and questioned why they were not being required to resolve the issue. K Stevenson replied it was considered when the issue was first raised. Staff had used the Building Code as a reference and determined the height of the footpath to be within safety requirements.

T Robson asked what the proposed barrier would look like. K Stevenson tabled a few examples but staff would take the Board's guidance on what to install.

S Farrell queried whether staff had considered raising the curb. K Stevenson responded as the kerb was in a good condition, there was no reason for it to be upgraded.

Regarding ice and water pooling: W Doody asked whether water would run off the footpath. K Stevenson replied the footpath was designed so water would run off it.



T Robson asked whether staff would consider moving the kerbing channel and planting a garden in the space between the kerb and the footpath. K Stevenson replied T Robson's proposal would be double the cost of the proposed solution.

Moved J Ensor seconded D Nicholl

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

- (a) **Receives** report N<sup>o</sup> 170117003204.
- (b) **Approves**, subject to approval by the Oxford-Ohoka Community Board, the installation of a barrier/fence alongside the raised footpath on the west side of Meyer Place.
- (c) **Circulates** this report to the Utilities and Roading Committee.

**CARRIED**

J Lynn supported a metal fence of some sort but not the one with spikes; something simple.

M Brown would like to see approval brought back to the Board.

T Robson supported the proposal but believed a garden would be a better investment.

S Farrell had spoken with the building owner, who believed he was not completely at fault. The Council should hold some responsibility as the consents were approved by them.

J Ensor believed the building owner met all conditions expected of him.

The meeting adjourned at 8.25pm for workshop items, resuming again at 9.10pm.

### 8.3 Meeting Venues for March and April 2017 Meetings – K Ward (Community Board Advocate)

K Ward spoke to the report.

Moved J Lynn seconded D Nicholl

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

- (a) **Receives** report No. 170131008513.
- (b) **Resolves** to hold the 9 March 2017 meeting of the Oxford-Ohoka Community Board at the Oxford A & P Room, Oxford Town Hall.
- (c) **Resolves** to hold the 6 April 2017 meeting of the Oxford-Ohoka Community Board at West Eyreton Hall, corner Earlys Road and North Eyre Road, West Eyreton.
- (d) **Notes** that a further comprehensive report will come to the Board about subsequent Community Board meeting venues after additional research has been completed by staff.

**CARRIED**

8.4 **Application to the Oxford-Ohoka Community Board Discretionary Grants 2016-2017 – K Ward (Community Board Advocate)**

Having declared an interest, W Doody and S Farrell sat back from the table and took no part in discussions.

K Ward spoke to the report.

J Lynn queried the Canterbury Justices of the Peace Association's (Association) financial status and whether the application met the Board's funding criteria. Staff advised the application met the grant criteria and it was the role of the Board to determine the outcome based on the information supplied.

J Lynn asked how the Association provides a service to the Oxford-Ohoka community. K Ward replied that they base themselves in the Oxford Library and advertise through local publications. It is a service that is well utilised and believe the banners will increase their profile in the local area.

Moved J Ensor seconded T Robson

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

- (a) **Receives** report No. 170118003839.
- (b) **Approves** a grant of \$235.75 to Canterbury Justices of the Peace Association Inc. towards the cost of a pull-up banner.

**CARRIED**

M Brown commented on the Association's financial assets stating the decision was about contributing to a community initiative. He was supportive of applications for local groups.

T Robson believed it was a good initiative noting many locals were unsure as to the whereabouts of the Oxford Library and the availability of the service.

8.5 **Summary of Discretionary Grant accountability to 31 December 2016 – K Ward (Community Board Advocate)**

K Ward took the report as read.

J Lynn queried the Accountability Forms that had not been returned. K Ward replied that organisations that had not returned the forms would not have any future grant applications progressed until the forms had been completed and returned.

Moved J Ensor seconded S Farrell

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

- (a) **Receives** report No.170120004926.
- (b) **Circulates** a copy of this report to all of the Community Boards.

**CARRIED**

M Brown encouraged members to spread the word about the availability of the grant.

8.6 **Property Lease/Licence Renewals 01 January 2017 to 31 December 2017 – M Ball (Property Officer)**

Having declared an interest, T Robson sat back from the table and took no part in discussions.

K Ward took the report as read.

S Farrell queried the land leased by Mr Bowis which the Oxford-Eyre Ward Advisory Board had discussed. S Markham replied the lease was currently on a monthly roll over with decisions still to be made regarding the future use of the land.

An issue was raised regarding reported falling tree branches on the leased land. Staff to follow up.

Moved M Brown seconded D Nicholl

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

- (a) **Receives** attached report number 170106000629.
- (b) **Notes** the upcoming renewals, status and nature of the lease/licence agreements.

**CARRIED**

9 **CORRESPONDENCE**

- 9.1 Letter from Mrs Lorna Bowis, local resident, to the Board regarding the sewage dump station in High Street, Oxford. (Trim No. 170131008460)

S Markham stated that staff would not recommend an honesty box due to the possibility of vandalism and/or theft. S Farrell had researched dumping stations in New Zealand noting that none charged users for using the station. It was noted that having a charge, could effectively discourage use. Staff would follow up with a response.

10 **CHAIRPERSON'S REPORT**

- 10.1 **Chairperson's Report for December 2016 - January 2017**

Moved M Brown seconded J Lynn

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

- (a) **Receives** report No. 170126006858.

**CARRIED**

11 **MATTERS FOR INFORMATION**

- 11.1 **Promotion of Waimakariri District – 2015/16 Annual Report (S Markham, Manager Strategy and Engagement)** – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161201124351)

- 11.2 **Annual Report of Te Kōhaka o Tuhaitara Trust for the year ended 30 June 2016 (J Millward, Manager Finance and Business Support)** – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161125121596)
- 11.3 **Annual Report for Enterprise North Canterbury for the year ended 30 June 2016 (J Millward, Manager Finance and Business Support)** – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161125121846)
- 11.4 **Capital Projects Report for the period ended 30 September 2016 (P Christensen, Finance Manager)** – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161114116589)
- 11.5 **Woodend-Sefton Community Board meeting minutes – 12 December 2016** (Trim No. 161212127949)
- 11.6 **Rangiora-Ashley Community Board meeting minutes – 14 December 2016** (Trim No. 161214129383)
- 11.7 **Kaiapoi-Tuahiwi Community Board meeting minutes – 19 December 2016** (Trim No. 161214129405)

S Farrell enquired about minutes from the Road Safety Committee. W Doody stated that the minutes are available but arrangements could be made for them to be passed directly to the Board. Staff to include in future Matters for Information.

Moved J Ensor seconded T Robson

**THAT** the Oxford-Ohoka Community Board receives the information in items 11.1-11.7.

**CARRIED**

## **12 MEMBERS' INFORMATION EXCHANGE**

### **12.1 S Farrell**

- District Licence Committee hearing date changed from Friday 24 February to Friday 31 March 2017 in the Oxford Town Hall at 9am. She commented she had received no notification regarding her submission to be heard. W Doody clarified that staff were awaiting confirmation from the applicant on the changed date before responding to submitters.
- Community Gardens in Pensioner flats: mixed response from residents.
- Resident raised extending the operating hours of the Oxford Transfer Station.
- Oxford Jaycee Room developments.

D Nicholl asked what was usually requested from a Justice of the Peace. S Farrell replied generally it is a verification of documents, especially for people in the process of becoming New Zealand Citizens.

### **12.2 M Brown**

- The Cricket Club at the Swannanoa Domain want to move the club rooms and toilets. They have found there was no property master plan. It was recommended the Club speak to the Council's Community Green Space Manager.

### 12.3 **J Lynn**

- Attended North Canterbury Grey Power meeting.
  - Issues raised regarding a declining membership.
  - Closure of the Ministry of Social Development office in Kaiapoi, means members now have to travel to Rangiora for appointments. Working with Waimakariri MP, Matt Doocey on a way forward.
  - Concerns expressed regarding the Rangiora Health Hub.
- North Canterbury Neighbourhood Support: will attend upcoming meeting.
- Ohoka: issues regarding road side curbing outside the Ohoka domain. J Ensor asked whether consideration had been given to moving the Ohoka Farmers Market to the Mandeville Sports Centre; it may be a better option in relation to Health and Safety issues raised. J Lynn replied that a possible move had been debated in the community. He acknowledged it would resolve traffic issues but could mean the loss of the character and ambience of the market.
- Follow up on gatehouse: met with the Council's Manager of Community and Recreation and was pleased with the outcome.
- Queried Community Plan update. K Ward advised it was progressing.

### 12.4 **D Nicholl**

- Ohoka Drainage Committee: will attend meeting 16 February 2017.

### 12.5 **J Ensor**

- Attended Karen Eastwood's funeral and spoke to her commitment to the community and family.
- Mandeville Sports Centre update.
- Mandeville intersection safety issues.

### 12.6 **W Doody**

- Participated in elected members bus trip to the west part of the Waimakariri district.
- Councillors' bus trip to look at the district's camp grounds. Commented that staff were working on the Ashley Gorge building replacement. S Farrell added the managers of the camp ground were keen for progress on a replacement building.
- Council meeting of 7 February 2017:
  - Solid Waste reviews.
  - Fluoridisation of local drinking water. Council submitted that decision needs to be made by Central Government.
  - Debated an independent member on the Audit and Risk Committee. The Council resolved to remain with status quo with no independent member.
- Artificial Hockey Turf: official opening 19 February 2017.
- Oxford Library and Service Centre: final costs and designs confirmed and work underway again.
- Oxford Cenotaph: requires strengthening assessment.
- Garrymere water supply: working on upgrading water standard.

### 13 **CONSULTATION PROJECTS**

#### 13.1 **Draft Annual Plan**

Submissions open between Friday 10 March to Tuesday 11 April.

The Board noted the consultation project.

### 14 **REGENERATION PROJECTS**

#### 14.1 **Town Centre**

Updates on the Oxford Town Centre projects are emailed regularly to Board members. These updates can be located using the link below:

<http://www.waimakariri.govt.nz/your-council/district-development/oxford-town-centre>

#### 14.2 **New Arterial Road, Kaiapoi**

Regular updates on the progress of the new Arterial Road will be posted on the Council's website. There are also links to intersection layout plans for each of the new intersections. The updates can be located using the link below:

<http://www.waimakariri.govt.nz/services/roads-and-transport/roading-projects/construction-of-a-new-arterial-road>

The Board noted the regeneration projects.

### 15 **BOARD FUNDING UPDATE**

#### 15.1 **Board Discretionary Grant**

Balance as at 1 February 2017: \$2,360.

#### 15.2 **General Landscaping Budget**

Balance as at 1 February 2017: \$11,650.

The Chair encouraged members think about uses of the General Landscaping Budget. M Brown suggested an email be circulated with information on where the Budget was spent by previous Boards.

The Board noted the balances.

### 16 **MEDIA ITEMS**

Isaac Community Association.

### 17 **QUESTIONS UNDER STANDING ORDERS**

There were no questions under Standing Orders.

**18 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

There was no urgent general business under Standing Orders.

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Thursday 9 March 2016 in the Oxford Town Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 10.11PM.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

unconfirmed

**Workshop – 8.25pm – 9.10pm.**

1. Members' Forum
2. Roading update, including Mandeville Speed Limit Review. K Stevenson (Roading Manager)
3. Processes involved with establishing new subdivisions and monitoring and compliance of the Oxford Town Centre Strategy. M Bacon (Resource Management Planner)

unconfirmed



**MINUTES OF THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN MEETING ROOM A, WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 13 FEBRUARY AT 7PM.**

**PRESENT**

J Meyer (Chairperson), J Archer, A Blackie, R Mather, S Powell, and A Thompson.

**IN ATTENDANCE**

C Sargison (Manager, Community and Recreation), K Stevenson (Roading Manager), S Collin (Infrastructure Strategy Manager), K Ward (Community Board Advocate) and L Courtney (Governance Secretary).

**1 APOLOGIES**

Nil.

**2 CONFLICTS OF INTEREST**

Nil.

**3 ACKNOWLEDGEMENTS**

Acknowledgement of the passing of Karen Eastwood, Woodend-Sefton Community Board Member.

A minute's silence was observed.

**New Year's Honours List**

Dr David Mitchell, Pegasus, Officer of the New Zealand Order of Merit (ONZM), recognised for his work in education for children with special needs.

The Board recognised Dr Mitchell's achievement.

**4 CONFIRMATION MINUTES**

**4.1 Minutes of the Woodend-Sefton Community Board – 12 December 2016**

Regarding item 13: R Mather raised the facility, although bigger than the portacom, was approximately 50m<sup>2</sup> not the 250m<sup>2</sup> recorded in the minutes.

Regarding workshop item 4: A Thompson would the third bullet point to have "walking and cycling" removed so it reads "Waikuku to Pegasus connections."

Moved S Powell seconded J Meyer

**THAT** the Woodend-Sefton Community Board:

- (a) **Amends** item 13 to reflect that the facility, although bigger than the portacom, was approximately 50m<sup>2</sup> not the 250m<sup>2</sup> recorded in the minutes and workshop item 4, bullet point 3 to read "Waikuku to Pegasus connections".

- (b) **Confirms** the circulated minutes of the Woodend-Sefton Community Board meeting, held 12 December 2016, as a true and accurate record.

**CARRIED**

**5 MATTERS ARISING FROM THE MINUTES**

Nil.

**6 DEPUTATIONS FROM THE COMMUNITY**

- 6.1 Shannon Boorer, John Yin, Claire Nicholls of Environment Canterbury (ECan) provided an update on planned improvements for Waimakariri Metro bus services, and benefits for local residents.

S Boorer spoke to a PowerPoint presentation (Trim No. 170214013535) She outlining the current bus services available to Waimakariri residents including buses for school students and the North Canterbury Community Vehicle Trust; then outlined the Northern Access Package (Package). The Package was developed in consultation with the New Zealand Transport Authority (NZTA).

A Thompson asked whether the Package had been well advertised. S Boorer replied it had been advertised, especially when it was first implemented, but more would occur when the upgrades were completed. C Nicholls added that commuters and businesses around the Christchurch airport were targeted initially to advise possible work commuters of the service.

S Boorer added that a single fare zone was introduced within the Waimakariri District and that the proposed changes to bus routes would require public consultation. It would also be an opportunity to re-advertise bus routes within the district, as well as between the Waimakariri district and Christchurch.

R Mather asked what would be required to get a bus service from Rangiora to Woodend-Pegasus area. S Boorer replied the reason the service was discontinued was due to a lack of patronage. R Mather commented the population in Pegasus had increased significantly. S Boorer advised the Blue Line service would soon be up for review and this would be a good opportunity to discuss future options.

J Archer questioned whether the aim of bus charges was to cover operating costs or to reduce traffic on roads; he believed lower charges would encourage greater patronage. S Boorer replied the aim was to achieve a balance between the two but currently bus charges only covered up to 40% of operating costs, so it was not a profitable venture. The rest of the operating costs were covered through rates and other avenues. She commented the introduction of free rides for SuperGold card holders did not result in a significant rise in patronage, so other factors may be affecting a low patronage of bus services. S Boorer added there is a cap on charges for MetroCard holders, therefore the more it is used in a day, the greater the savings.

A Thompson enquired what the overall bus passenger numbers were for North Canterbury. S Boorer could not provide that information but replied the Blue Line bus had the highest patronage in the Waimakariri district and was the second highest across the entire Canterbury network. She stated it had been ten years since the current bus services were introduced to the Waimakariri and the growth in patronage had been pleasing. She added the 2010 Canterbury earthquakes did affect bus patronage at that time.

Regarding a Rangiora to east Waimakariri bus service: A Thompson queried whether a shuttle bus could be considered rather than a large bus. S Boorer referred to small buses in the Metro fleet would be a good option. She referenced the North Canterbury Community Bus Trust as an option too but commented the volunteer service was more suited to older residents who required transport to libraries and medical appointments etc.

A Blackie enquired what the bus passenger numbers were for the 960 Rangiora to Hornby via Airport link. S Boorer replied the service was not being used as well as hoped, with approximately 10-15 users per day. Staff would undertake further promotion work during the next consultation process, but a smaller bus may be required to keep the service viable. Most users are work commuters with a few high school students.

S Powell asked whether the buses have bike racks. S Boorer confirmed Metro's entire fleet have bike racks.

C Sargison advised that Metro information could be promoted through the Waimakariri libraries.

- 6.2 Ken Stevenson (Roading Manger) and Michael Blyleven (Transport Planning Manager (NZTA) presented the business case (Trim No. 170214013537) relating to improvements to the State Highway through Woodend.

M Blyleven stated NZTA were engaging with stakeholders on the project, noting the affect the 2016 Kaikoura earthquakes had had on progress at the northern end of the bypass. NZTA have had discussions with residents of Woodend who raised issues with trying to cross the motorway. NZTA will work on ways to improve the issues raised to allow people easier access onto, and across the motorway.

A Thompson queried NZTA's approach to the project. M Blyleven outlined the 'Woodend Customer Insights' part of the business case which highlighted frustrations at the delay in delivering the bypass. He referred to a previous presentation to the Woodend Community Board, adding that NZTA were actively encouraging people to use public transport. Recent surveys for commuters between Christchurch and Waimakariri revealed single occupancy was at 85%. ECan aim to provide targeted infrastructure to address this but commuters need to be encouraged to car pool or ride share as well. NZTA are exploring a range of longer term solutions in relation to reliability, accessibility and safety, to try to determine which options or approach will work best and be effective, while trying to address immediate issues. A key aspect is buy-in from commuters and local communities.

There was discussion regarding a pedestrian tunnel or overpass but safety concerns were raised with both options. A tunnel could be perceived as unsafe due to its darker, confined nature and an overpass would have issues of access for the elderly and disabled.

K Stevenson added the work being carried out was not in isolation, as NZTA was working with ECan and community stakeholders.

C Sargison commented that a new building was being constructed at Woodend School due to the project growth in the area. M Blyleven responded land use forecast was being accounted for in planning discussions.

J Meyer enquired what the reactions of the business community were. He commented that similar issues were raised in Kaiapoi when the roading routes were changed and it had not been detrimental to the town; the nature of people who stopped changed from commuters to leisure seekers.

M Blyleven replied NZTA was conscious of building connections between the Woodend, Pegasus and Ravenswood towns including giving thought to where the centre of those towns will be and how a by-pass would affect them.

S Powell queried the timeframe for the by-pass. M Blyleven replied there was currently no timeframe for the by-pass but acknowledged that some immediate issues may need to be addressed.

J Meyer queried whether the changing nature of private vehicles in the future, including the advent of electric vehicles, had been considered. M Blyleven replied NZTA had discussed the advance of technology in vehicles including, electric and driverless cars, and how those advancements may not result in a reduction in traffic congestion.

There was discussion regarding safety matters around the state highway. It was advised that NZTA would utilise the Safe Roads Alliance to roll out safety messages.

## 7 **ADJOURNED BUSINESS**

Nil.

## 8 **REPORTS**

### 8.1 **Ashley Rural Water Advisory Group – S Collin (Infrastructure Strategy Manager)**

S Collin spoke to the report.

A Thompson asked where the water supply zone was. S Collin replied it was a rural water supply sourced from the Rakahuri/Ashely River. A Thompson sought clarification that the Waimakariri District Council did not provide any water services to that area. S Collin confirmed that it did not.

S Powell queried whether updates would be provided to the Woodend-Sefton Community Board by the representative. S Markham replied he would follow it up with Rangiora-Ashley Community Board member, C Prickett, but was confident that a report would be provided to the Board on a regular basis.

Moved J Archer seconded R Mather

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 161206125681.
- (b) **Approves** the appointment of Rangiora-Ashley Community Board Member Chris Prickett as its representative on the Ashley Rural Water Advisory Group, to represent the interests of water supply customers in both the Rangiora-Ashley, and Woodend-Sefton Communities.

**CARRIED**

8.2 **Appointment of Chairperson – K Ward (Community Board Advocate)**

K Ward spoke briefly to the report.

R Mather nominated S Powell for the role of Chair, which S Powell accepted.

There no other nominations put forward.

Moved R Mather seconded A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No.170202009512.
- (b) **Appoints** Board Member S Powell as Chairperson of the Woodend-Sefton Community Board to take effect from 14 February 2017 until the end of the 2016-19 triennial term.

**CARRIED**

R Mather commented that considerable thought had been given to the matter and concluded that a decision made at this meeting was appropriate. She believed there was someone on the Board capable of the role and it was time to get on with it.

A Blackie disagreed with R Mather's comments. He believed it was courteous to wait for the incoming member from the by-election, so they could have a say on the matter as well. He did not believe a few months would make a lot of difference.

J Archer supported the Board moving forward in electing a Chair at this meeting.

A Thompson supported previous comments to elect a Chair at this meeting.

8.3 **Meeting venue options within the Woodend-Sefton Community area – K Ward (Community Board Advocate)**

K Ward took the report as read.

S Powell queried whether the Pegasus Community Centre would have an accessible toilet. C Sargison confirmed there was one available.

S Powell asked whether the Waikuku Beach Hall could be used if required. K Ward replied that it could, but issues were raised regarding acoustics. C Sargison added that, if required, a sound system could be utilised for public meetings.

R Mather asked whether at least one meeting a year could be held in Sefton. C Sargison replied it would be possible, adding that upgrades were planned for the Sefton Community Centre with discussions required with the Council regarding what those upgrades could include. He added it was possible to change meeting venues if required and that meeting venues are reviewed annually by the Board.

Moved A Blackie seconded S Powell

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 161201124356.

- (b) **Resolves** to alternate meetings of the Woodend-Sefton Community Board between the venues of the Woodend Community Centre and Pegasus Community Centre, starting with the 13 March 2017 at Woodend Community Centre. The subsequent meeting dates are 10 April, 8 May, 12 June, 10 July, 14 August, 11 September, 9 October, 13 November and 11 December 2017.

**CARRIED**

S Powell commented if the Board held drop-in sessions, then they could be held in the venues less suitable for holding Board meetings.

A Thompson commented the issue of venues should not be about the Board but about being available to the people the Board serves. He acknowledged the issue with acoustics in some venues but believed comfortable surrounds could be perceived as a barrier between the Board and the community. A Thompson would like to see a review of meeting venues each year because the purpose of the Board is to be visible in the community.

J Archer supported holding informal public meetings to discuss community issues which could then be fed back through the community board.

J Meyer commented that initiatives raised had been tried in the past and in his experience, eventually lost momentum after some time; however he encouraged members to continue with the proposals.

C Sargison suggested the Board have a presence at the upcoming Sefton Fair, which had worked well in the past and was an opportunity for people to talk to Board members directly.

8.4 **Application to the Woodend-Sefton Community Board Discretionary Grants 2016-2017 – K Ward (Community Board Advocate)**

K Ward took the report as read.

A Blackie commented that some past community boards had decided that grants not be approved to organisations that have an alcohol bar as it could be perceived as a source of income.

Moved A Blackie seconded R Mather

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No.170118003970.  
 (b) **Declines** the application from Woodend Bowling Club Inc.

**CARRIED**

J Archer commented the Club did a lot of work in the community and would like a letter sent to them advising them of the Board's decision.

8.5 **Summary of Discretionary Grant accountability to 31 December 2016 – K Ward (Community Board Advocate)**

K Ward took the report as read.

Moved R Mather seconded J Archer

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No.170202009658.
- (b) **Circulates** a copy of this report to all of the Community Boards.

**CARRIED**

**8.6 Property Lease/Licence Renewals 01 January 2017 to 31 December 2017 – M Ball (Property Officer)**

K Ward took the report as read.

There was general discussion regarding several properties.

Moved S Powell seconded A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** attached report number 170106000676.
- (b) **Notes** the upcoming renewals, status and nature of the lease/licence agreements.

**CARRIED**

**9 REFERRED FROM COUNCIL**

**9.1 Northern Pegasus Bay Bylaw 2016 Implementation – V Spittal (Senior Policy Analyst)**

*(refer to attached copy of report no. 161116117879 to the Council meeting of 6 December 2016)*

The report was taken as read.

Moved R Mather seconded S Powell

**THAT** the Woodend-Sefton Community Board:

- (e) **Appoints** Woodend-Sefton Community Board member A Thompson as its representative to the Northern Pegasus Bay Bylaw 2016 Implementation Working Party.

**CARRIED**

**10 CORRESPONDENCE**

10.1 Letter requesting representation from the Board on the Northern Pegasus Bay Bylaw Implementation Working Party.

10.2 Letter of thanks from the Pegasus Residents' Group Inc. for grant towards their 'Christmas on the Lake 2016'.

The Board received the correspondence.

**11 CHAIRPERSON'S REPORT**

Nil.

## 12 MATTERS FOR INFORMATION

- 12.1 Promotion of Waimakariri District – 2015/16 Annual Report (S Markham, Manager Strategy and Engagement) – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161201124351)
- 12.2 Annual Report of Te Kōhaka o Tuhaitara Trust for the year ended 30 June 2016 (J Millward, Manager Finance and Business Support) – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161125121596)
- 12.3 Annual Report for Enterprise North Canterbury for the year ended 30 June 2016 (J Millward, Manager Finance and Business Support) – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161125121846)
- 12.4 Capital Projects Report for the period ended 30 September 2016 (P Christensen, Finance Manager) – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161114116589)
- 12.5 Oxford-Ohoka Community Board meeting minutes – 8 December 2016 (Trim No. 161215129634)
- 12.6 Rangiora-Ashley Community Board meeting minutes – 14 December 2016 (Trim No. 161214129383)
- 12.7 Kaiapoi-Tuahivi Community Board meeting minutes – 19 December 2016 (Trim No. 161214129405)
- 12.8 Draft submission to the Health Select Committee on the Health (Fluoridation of Drinking Water) Amendment Bill (G Meadows, Policy Manager) – Report to Council – 7 February 2017 (Trim No. 161220131266)

Moved A Blackie seconded J Archer

THAT the Woodend-Sefton Community Board receives the information in items 12.1-12.8

**CARRIED**

## 13 MEMBERS' INFORMATION EXCHANGE

### 13.1 J Archer

- Woodend Community Association meeting:
  - Discussion on speed limits on local roads. The Association will be submitting on the matter to the Council's Annual Plan. J Meyer advised that the Roding Manager would provide an update to the Board at its March meeting.
  - Issues were raised regarding the safety of pedestrians/cyclists. There was a discussion regarding a centre for the area. Ravenswood was seen as a possibility. The possibility was raised of the Council purchasing land and reserving areas for a micro service centre and library.
  - Work with the Woodend to Woodend Beach walkway was progressing well.

### 13.2 R Mather

- Pegasus Residents' Group Incorporated:
  - List created of equipment required for Pegasus Community Centre. C Sargison will organise an on-site meeting to discuss the list.



- Met with Council's Roding Manager regarding a road connection from Pegasus to Gladstone Road. Residents are adamant that Infinity Drive was not suitable as emergency service vehicles could not access it.
- Met with Council's Green Space team and Delta regarding access for pedestrians and cyclists to Kaiapoi Pa Road. Motor cyclists currently use the access, so it will require more work.
- Working with Civil Defence staff to run community meetings.
- Submitted article to the Woodpecker. Would like to see the Council utilise it more for notices etc.
- Attended Carols in Sefton.
- Observed sand sculpture competition.
- Attended NZTA meeting, which had a strong focus on Woodend.
- Attended local Guinea Pig Club Show. Advised it could become a national event.
- Attending Council Te Reo Maori classes.
- The establishment of youth facilities was raised, such as a skate park etc. Will meet with the Council's Youth Coordinators at the Waimakariri and Hurunui District Councils.
- Working with staff in relation to Gladstone Park. C Sargison suggested reserving an area that could be developed into a skate park provided it is a public area allowing passive surveillance. Worth community conversations so priorities can be adjusted. Also having community participation creates ownership.

### 13.3 **S Powell**

- Youth activities for all including Waikuku, Woodend and Ravenswood. C Sargison will bring an update to the Board on planned recreation areas.
- Attended Carols in Sefton.
- Surf Lifesavers at Waikuku Beach were well received and members of the community would like to see the patrol extended. C Sargison suggested it is included in the Board's submission to the Council's Annual Plan.
- Sefton Community News will be regularly distributed to the Board for their information.
- Ultra-Fast Broadband: working with Waimakariri MP, Matt Dooney, on a way forward.

### 13.4 **A Thompson**

- Currently no community group in Waikuku Beach. Will be encouraging the establishment.
- Discussion regarding burglaries in the area which seem to be high. It was noted burglaries in the Waikuku area are four times higher than in Pegasus. J Meyer commented on policing issues. A Thompson suggested inviting a representative from the Police but only if there were specific issues/matters to discuss. R Powell stated she would prefer to work through North Canterbury Neighbourhood Support as a means of encouraging the community to look out for one another.
- Community Board Facebook page: work in progress.

### 13.5 **A Blackie**

- Participated in Councillors' bus tour of the District's camp grounds. Issue raised regarding harvesting the forestry blocks currently providing shelter from the easterly wind, and lack of funding for camps' maintenance.
- Participating in Council meetings regarding the Draft Annual Plan 15 – 16 February 2017.

13.6 **J Meyer**

- Participating in Council meetings regarding the Draft Annual Plan 15 – 16 February 2017.

14 **CONSULTATION PROJECTS**14.1 **Draft Annual Plan**

Submissions open between Friday 10 March to Tuesday 11 April.

A Thompson raised the issue regarding proposed rates rises and would like to be proactive in providing good information to the community regarding the information that may be circulating in the community. Staff advised of an upcoming briefing for Community Board members regarding the Council's Annual Plan.

15 **FOSTERING COMMUNITIES**

Nil.

16 **REGENERATION PROJECTS**16.1 **Town Centres**

Updates on the Woodend-Pegasus area projects are emailed regularly to Board members. These updates can be located using the link below:

<http://www.waimakariri.govt.nz/your-council/district-development/woodend-pegasus-development>

16.2 **New Arterial Road, Kaiapoi**

Regular updates on the progress of the new Arterial Road will be posted on the Council's website. There are also links to intersection layout plans for each of the new intersections. The updates can be located using the link below:

<http://www.waimakariri.govt.nz/services/roads-and-transport/roading-projects/construction-of-a-new-arterial-road>

The Board noted the projects.

17 **BOARD FUNDING UPDATE**17.1 **Board Discretionary Grant**

Balance as at 8 February 2017: \$1,620

17.2 **General Landscaping Budget**

Balance as at 8 February 2017: \$15,278.71

The Board noted the balances.

**18 MEDIA ITEMS**

New Chair of Woodend-Sefton Community Board.

**19 QUESTIONS UNDER STANDING ORDERS**

There were no questions under Standing Orders.

**20 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

There was no urgent general business under Standing Orders.

**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board is scheduled for 7pm, Monday 13 March 2017 at the Woodend Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.30PM.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Workshop – 9.30-9.38**

1. *Members' Forum.*

There was agreement from the Board to support the development of a memorial for Karen Eastwood in collaboration with her family and close friends.

A Thompson thanked the J Meyer for acting as Chair while the new Board settled into its role.

unconfirmed

**WAIMAKARIRI DISTRICT COUNCIL****REPORT**

**FILE NO:** GOV-18 / 170222017040  
**REPORT TO:** Council  
**DATE OF MEETING:** 7 March 2017  
**FROM:** David Ayers, Mayor  
**SUBJECT:** Mayor's Diary 31 January to 27 February 2017

**1. SUMMARY**

|                      |   |
|----------------------|---|
| Tuesday 31 January   | Speed Management Guide – Canterbury / West Coast Road Safety Workshop   |
|                      | Canterbury Museum Working Party meeting   |
|                      | Waimakariri Youth Council   |
| Wednesday 1 February | Kaiapoi Promotions Association Breakfast Club   |
|                      | Enterprise North Canterbury Board meeting, Kaiapoi<br><i>Much of the meeting was taken up with the ENC response to the Hurunui earthquakes and related matters.</i>   |
| Thursday 2 February  | Regional Road Safety Working Group meeting, Rolleston   |
|                      | Launch of the Relay for Life, Kingsford Kitchen, Southbrook   |
| Friday 3 February    | Urban Development Strategy Implementation Committee meeting<br><b>Key points from the meeting were:</b> <ul style="list-style-type: none"> <li>▪ <i>The Committee endorsed an approach to raise the profile of the Partnership and strengthen linkages with related partnerships, agencies and organisations. Seeking periodic updates from such bodies and arranging informal networking opportunities will also assist the planned strategy review process and help define an enduring arrangement for all parties.</i></li> <li>▪ <i>The Committee agreed to rename the Partnership as simply the <b>Greater Christchurch Partnership</b> to better reflect its renewed role in addressing the challenges and opportunities facing Greater Christchurch (subject to formal ratification through individual partner governance meetings). The joint committee to govern and lead the partnership becomes the <b>Greater Christchurch Partnership Committee</b>. A Māori component as part of the new name was requested.</i></li> </ul> |

|                      |   |
|----------------------|---|
|                      | <ul style="list-style-type: none"> <li>▪ <i>The Committee received update presentations from Regenerate Christchurch and the Health Precinct Advisory Council, the former assisting further discussion by the Committee on an agreed strategic approach to use of the Greater Christchurch Regeneration Act 2016. The Committee noted the need for prompt responses from partners when developing plans and a desire to use the legislation wisely before its expiry after five years.</i></li> <li>▪ <i>The Committee agreed the continued appointment of the Independent Chair, Bill Wasley, until the planned strategy review has been completed.</i></li> </ul> |
|                      | Interview with David Hill from the North Canterbury News  |
| Saturday 4 February  | Opened and attended Scottish Military Tattoo, Aurora Centre Christchurch  |
| Monday 6 February    | Citizenship Ceremony, Tuahiwi Marae. This was a joint ceremony with Mayor Hon Lianne Dalziel.   |
|                      | Deputy Mayor Kevin Felstead attended the Waitangi Community Day on my behalf. I got there near the end.   |
| Tuesday 7 February   | Interview with Compass FM Radio Station   |
|                      | Attended Chinese New Year – “Cultures of China Festival of Spring” at Isaac Theatre Royal   |
| Wednesday 8 February | Tihou Messenger Weepu regarding the Tuia Programme  |
|                      | Rangiora-Ashley Community Board meeting   |
| Thursday 9 February  | Interview with David Hill from the North Canterbury News  |
|                      | Oxford-Ohoka Community Board meeting  |
| Friday 10 February   | Attended some of Waimakariri Water Zone Committee Workshop  |
|                      | Attended Christchurch Labour MPs’ Back to Work Party  |
| Saturday 11 February | Attended Memorial service for Allan Marriott  |
| Monday 13 February   | Met my Tuia Programme mentoree, Maui Brennan  |
|                      | Attended some of Waimakariri Water Zone Committee meeting   |
|                      | Woodend-Sefton Community Board meeting  |

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| Tuesday 14 February   | Interview with Compass FM Radio Station  |
|                       | Deputy Mayor Kevin Felstead attended the AGM of the Kaiapoi RSA on my behalf.                                |
| Friday 17 February    | Interview with David Hill from the North Canterbury News   |
| Saturday 18 February  | Attended Ford Trophy Cricket Final, MainPower Oval   |
| Sunday 19 February    | Attended opening of Church 360 Degree, Swannanoa School Hall   |
|                       | Called in at St Joseph's School Fair, Rangiora   |
|                       | Opened Waimakariri Hockey Turf   |
| Monday 20 February    | Spoke at the Critical Issues Forum, Canterbury Employers Chamber of Commerce                                 |
|                       | Interviewe by John McCrone of <i>The Press</i> .   |
|                       | Met resident on development proposal for Woodend   |
|                       | Kaiapoi-Tuahiwi Community Board meeting  |
| Tuesday 21 February   | Interview with Compass FM Radio Station  |
|                       | Attended Private Blessing of Earthquake Memorial for families of the victims and those injured, Christchurch |
| Wednesday 22 February | Attended the official unveiling of the Canterbury National Earthquake Memorial, Christchurch                 |
| Thursday 23 February  | Met with Paul Brydon re Blake Street developments  |
|                       | Citizenship Ceremony   |
|                       | Canterbury Mayoral Forum dinner  |
| Friday 24 February    | Civil Defence Emergency Management Group Joint Committee meeting   |
|                       | Canterbury Mayoral Forum   |

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|                    | Canterbury Regional Transport Committee meeting          |
| Monday 27 February | Interview with David Hill from the North Canterbury News |
|                    | Canterbury Museum Investment Committee meeting           |
|                    | Kaiapoi Garden Competition Prizegiving, Kaiapoi Club     |

**THAT** the Council:

- (a) **Receives** report N° 170222017040.



David Ayers  
MAYOR