WAIMAKARIRI
DISTRICT COUNCIL

Council Agenda

Tuesday 5 May 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 2 MAY 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 CONFIRMATION OF MINUTES

3.1 **Minutes of a meeting of the Waimakariri District Council held on Tuesday 4 April 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 4 April 2017.

NOTE: *Minutes to be circulated separately.*

3.2 **Minutes of the public excluded portion of a meeting of the Waimakariri District Council held on Tuesday 4 April 2017**

(see blue Public Excluded Agenda papers)

4 DEPUTATIONS AND PRESENTATIONS

4.1 Mr Rhys Narbey representing Ngai Tahu Farming Limited will speak to the Council in relation to a proposed water race closure.

5 ADJOURNED BUSINESS

Nil.

6 REGENERATION REPORTS

Nil.

7 REPORTS

7.1 East Rangiora ODP Sewer Main – Kalley Simpson (3 Waters Manager)

7-9

RECOMMENDATION

THAT the Council:

(a) **Receives** report No. 170420038565.

(b) **Approves** bringing forward $80,000 of the capital works budget of $125,000 for the extra over payment for a sewer main within the East Rangiora ODP (100079.000.5115 - E/o East Rangiora) from the 2017/18 financial year to the current financial year.

(c) **Notes** that there is no impact on the Eastern Districts sewer rate as this work is solely growth related and funded from development contributions.

7.2 Airfield Designation – Craig Sargison (Manager Community and Recreation)

10-27

RECOMMENDATION

THAT the Council:

(a) **Receives** report No.170419037986

(b) **Notes** the proposed noise contours.

(c) **Approves** staff proceeding with consultation.

(d) **Notes** that a further report will be prepared for Council summarising the outcome of the stakeholder consultation and seeking approval from Council to notify the designation and plan change.

7.3 Greater Christchurch Partnership Committee – Memorandum of Understanding – Jim Palmer (Chief Executive)

28-55

RECOMMENDATION

THAT the Council:

(a) **Receives** report No. 170411035664.

(b) **Endorses** and ratifies the revised Memorandum of Agreement dated March 2017 as set out in Trim document 170413036692 between Greater Christchurch Partnership Committee of the Greater Christchurch Urban Development Strategy (UDSIC) partners.

(c) **Resolves** under Schedule 7 Clause 30(7) of the Local Government Act 2002 that the Greater Christchurch Partnership Committee is not discharged following triennial general elections, in accordance with paragraph 4.4 of the Memorandum of Agreement.

(d) **Notes** the Greater Christchurch Partnership Committee comprises of Canterbury Regional Council (ECan), Canterbury District Health Board,

Christchurch City Council, Greater Christchurch Group – Department of Prime Minister and Cabinet, Selwyn District Council, New Zealand Transport Agency, Te Rūnanga o Ngāi Tahu and Waimakariri District Council.

7.4 **Review of Delegations Manual – Jim Palmer (Chief Executive)** 56-74

RECOMMENDATION

THAT the Council:

(a) **Receives** report No. 170413036895.

(b) **Approves** Delegation S-DM 1049A to the Development Planning Manager, Plan Implementation Manager, Policy Manager, Team Leader – Resource Consents, Team Leader – Monitoring and Enforcement, Senior Planner (1) and Planning Secretary (Trim No. 170413036899).

8 MATTERS REFERRED FROM COMMITTEES

Nil.

9 MATTERS REFERRED FROM COMMUNITY BOARD

No matters referred from Community Boards.

10 HEALTH AND SAFETY

10.1 **Health and Safety Report – Jim Palmer (Chief Executive)** 75-80

RECOMMENDATION

THAT the Council:

(a) **Receives** report no. 170420038533.

11 COMMITTEE/WORKING PARTY/JOINT COMMITTEE MINUTES FOR INFORMATION

11.1 **Minutes of a meeting of the District Planning and Regulation Committee held on Tuesday 18 April 2017** 83-87

11.2 **Minutes of a meeting of the Utilities and Roading Committee held on Tuesday 18 April 2017**

Note: *item 11.2 circulated separately.*

RECOMMENDATION

THAT the information in Items 11.1 and 11.2 be received.

12 COMMUNITY BOARD MINUTES FOR INFORMATION

12.1 **Minutes of a meeting of the Oxford-Ohoka Community Board held on Thursday 6 April 2017** 88-98

12.2 **Minutes of a meeting of the Woodend-Sefton Community Board held on Monday 10 April 2017** 99-107

12.3 **Minutes of a meeting of the Rangiora-Ashley Community Board held on Wednesday 12 April 2017** 108-119

RECOMMENDATION

THAT the information in Items 12.1 to 12.3 be received.

13 CORRESPONDENCE

Nil.

14 MAYOR'S DIARY

14.1 **Mayor's Diary 1 April to 25 April 2017** 120-122

RECOMMENDATION

THAT the Council:

(a) **Receives** report no. 170421039299.

15 COUNCIL PORTFOLIO UPDATES

15.1 **Iwi Relationships**

15.2 **Canterbury Water Management Strategy**

15.3 **International Relationships**

16 QUESTIONS
(under Standing Orders)

17 URGENT GENERAL BUSINESS
(under Standing Orders)

18 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:

Item Nº	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
18.1	Minutes of the public excluded portion of Council meeting 4 April 2017	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
18.2	Report of Owen Davies (Drainage Asset Manager)	Flood Response Works - Request for Additional Budget	Good reason to withhold exists under Section 7	Section 48(1)(a)
18.3	Report of Colin Roxburgh (Water Asset Manager)	Procurement for Well Drilling, Well Pump Installation and Well Head Construction and Well Maintenance Works	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 Nº	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
19.1 to 19.3	Protection of privacy of natural persons To carry out commercial activities without prejudice	A2(a) A2(b)ii

CLOSED MEETING

See Public Excluded Agenda (blue papers)

OPEN MEETING

19 NEXT MEETING

The next scheduled meeting of the Council is on Tuesday 6 June 2017 commencing at 1.00pm.

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO:	SEW-03-02-05 / 170420038565
REPORT TO:	Council
DATE OF MEETING:	2 May 2017
FROM:	Kalley Simpson, 3 Waters Manager
SUBJECT:	East Rangiora ODP Sewer Main
SIGNED BY: **(for Reports to Council or Committees)**	Department Manager / Chief Executive

1. SUMMARY

1.1. The purpose of this report is seek approval from the Council to bring forward budget for extra over payment for a sewer main within the East Rangiora ODP (100079.000.5115 - E/o East Rangiora) from the 2017/18 financial year to the current financial year.

1.2. This work is developer driven and was for installing a 225mm diameter main between Kippenberger Avenue and Northbrook Road. The Council's share of this main is $125,000, which is required to increase the size of the main from a 150mm to 225mm diameter.

1.3. This budget was pushed out to the 2017/18 financial year as part of the 2016/17 annual plan process as the budget had already been carried forward for a number of years and the rate of development within the East Rangiora ODP, in particular the Elm Green subdivision by Freeman Homes Ltd, was uncertain.

1.4. The sewer main has been installed this financial year by the developers, therefore the budget is required to be brought forward to pay for the Council's share of this main.

1.5. As this capital work is solely growth related, there is no impact on the Eastern Districts sewer rate.

Attachments:

i. Location plan of sewer main

2. RECOMMENDATION

THAT the Council:

(a) **Receives** report No. 170420038565.

(b) **Approves** bringing forward $80,000 of the capital works budget of $125,000 for the extra over payment for a sewer main within the East Rangiora ODP (100079.000.5115 - E/o East Rangiora) from the 2017/18 financial year to the current financial year.

(c) **Notes** that there is no impact on the Eastern Districts sewer rate as this work is solely growth related and funded from development contributions.

3. ISSUES AND OPTIONS

3.1. As part of the East Rangiora ODP servicing work undertaken in 2008, it was identified that a larger diameter sewer main would be required to allow for future growth to the north of Kippenberger Avenue (refer TRIM 081118037051).

3.2. A budget of $125,000 was included in the 2010/11 financial year to allow for the Council's share to increase the sewer main between Kippenberger Avenue and Northbrook Road from a 150mm main to a 225mm main.

3.3. As part of the 2016/17 annual plan process, the budget was pushed out to 2017/18 as it had been carried over for a number of years and also the rate of development was uncertain in the East Rangiora ODP at that stage.

3.4. The development in the East Rangiora ODP has however continued at the same rate and the sewer main has been installed this year by the developers. The section from Kippenberger Avenue along the new road (McPhail Avenue) to Watkins Place has been installed by Freeman Homes Ltd and the section from Watkins place to Northbrook Road has been installed by VB Properties Ltd.

3.5. The subdivision team has recently received an invoice for the upper section of the main from Freeman Homes Ltd for $62,071.52 and we are expecting an invoice from VB Properties Ltd in the order of $15,000 for the lower section.

3.6. As the sewer main has now been installed by the developers, a budget of $80,000 is required to be brought forward to pay for the Council's share of this main.

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

4. COMMUNITY VIEWS

4.1. The views of the community have not been sought on this specific matter.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. This work is funded from East Rangiora ODP sewer development contribution. As this capital works is solely growth related, there is no impact on the Eastern Districts sewer rate.

5.2. It is only required to bring forward $80,000 of the $125,000 budget to pay for Council's share of upgrading the main. The remaining budget of $45,000 in the 2017/18 financial year is no longer required and will be removed as part of the 2017/18 annual plan process.

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.

6.3. Community Outcomes

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

Attachment i

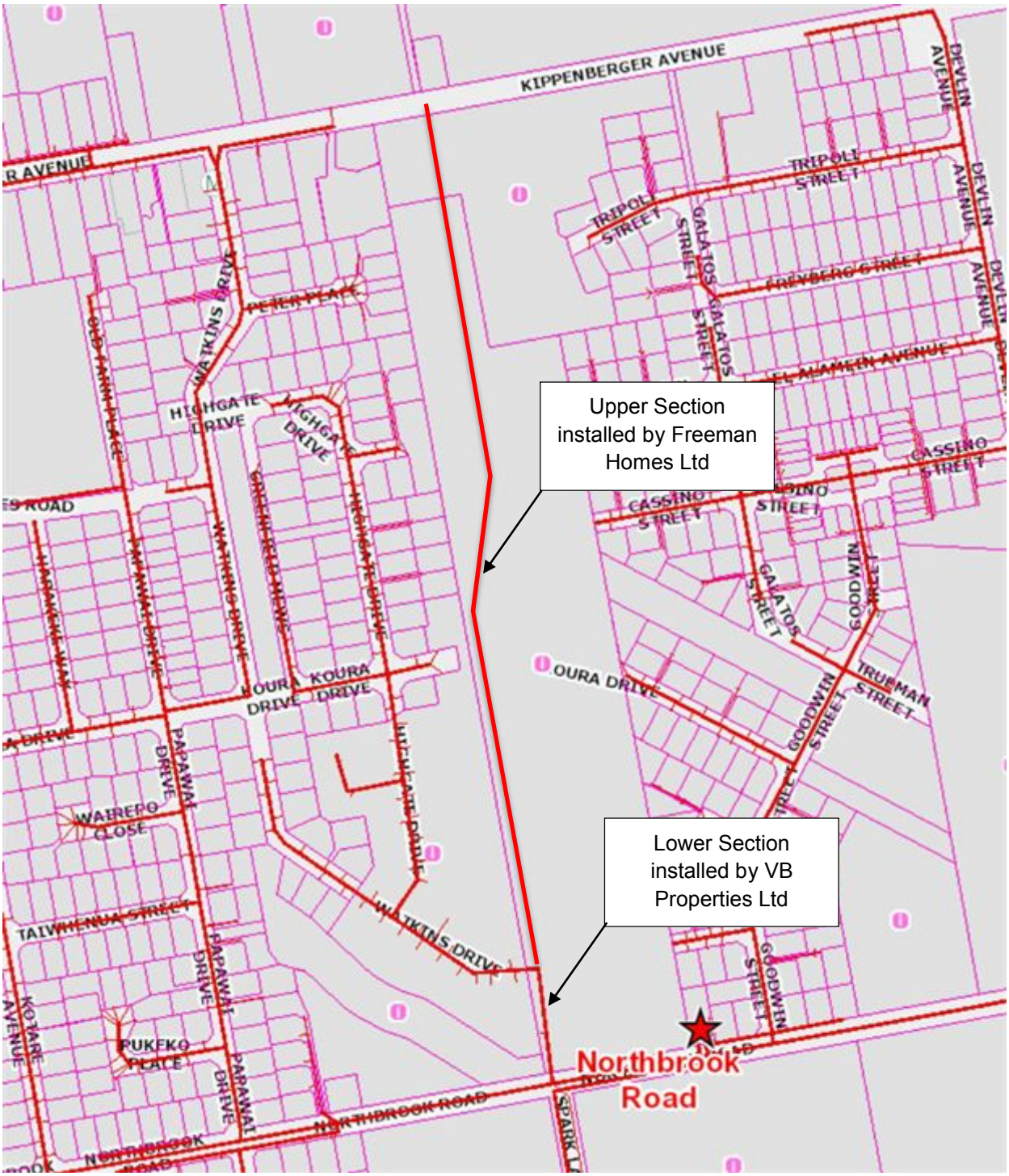


Figure 1 - Location plan of sewer main

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO:	AIR-09 / 170419037986
REPORT TO:	Council
DATE OF MEETING:	2 May 2017
FROM:	Craig Sargison, Manager Community and Recreation
SUBJECT:	AIRFIELD DESIGNATION
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 approval to proceed with preparing a notice of requirement to designate the Rangiora Airfield and a Plan Change to introduce noise contours around the airfield

1.2. This report updates the Council on progress since 2015 when the proposed designation was approved by Council (Copy of report attached).

Attachments:

(i) Proposed new objectives and policies in the Waimakariri District Plan (TRIM 170426040648

(ii) Copy of Airfield Designation Report August 2015 (TRIM 150730113850)

2. RECOMMENDATION

THAT the Council:

(a) **Receives** report No.170419037986

(b) **Notes** the proposed noise contours.

(c) **Approves** staff proceeding with consultation.

(d) **Notes** that a further report will be prepared for Council summarising the outcome of the stakeholder consultation and seeking approval from Council to notify the designation and plan change.

3. ISSUES AND OPTIONS

3.1. Background

3.1.1. The issue of a designation for the Rangiora Airfield has been the subject of various reports to Council, starting in 2001 when the Services Committee passed the following resolution: "That the Waimakariri District Council designate the Rangiora Airfield in the proposed District Plan for the purpose of operating and developing an airfield"

3.1.2. The key purposes of the proposed Designation are:

- To 'future-proof' the ongoing Rangiora Airfield Operations;
- For the Rangiora Airfield Land to be recognised for providing for efficient and effective airport facilities and operations; and
- For the land beyond the Rangiora Airfield but within the identified 65dBA noise contour, to be designated to avoid future activities which may impede the efficient and effective use of the Airfield land and associated operations.

3.1.3. The last report to Council (August 2015 – copy attached) approved Staff engaging Planz Consutants to undertake the notice of requirement and plan change preparation.

3.2. Noise Contours

3.2.1. One of the challenges of an unmanned airfield with no control tower is assessing how many aircraft movements that occur on any day.

3.2.2. In September 2016 the Aimm airfield monitoring system was installed at Rangiora Airfield. For the first time we are now able to get accurate information of the activity levels and types of aircraft using the Airfield.

3.2.3. Analysis of this data over the last six months has confirmed that the Airfield is busier than earlier predictions.

3.2.4. The data indicates that the airfield is supporting approximately 40,000 aircraft movements per year comprising aeroplanes, microlight planes, helicopters and gyroplanes.

3.2.5. Working with Marshall Day noise contours have been developed to protect the ongoing operation of the airfield.

3.2.6. The modelling has been developed using INM software which is the same software that has been used for other airports in NZ. The modelling takes into account

- Aircraft type and number of each type
- Vector split by aircraft type
- Circuit pattern
- Standardised aircraft type performance
- Day/night noise generation

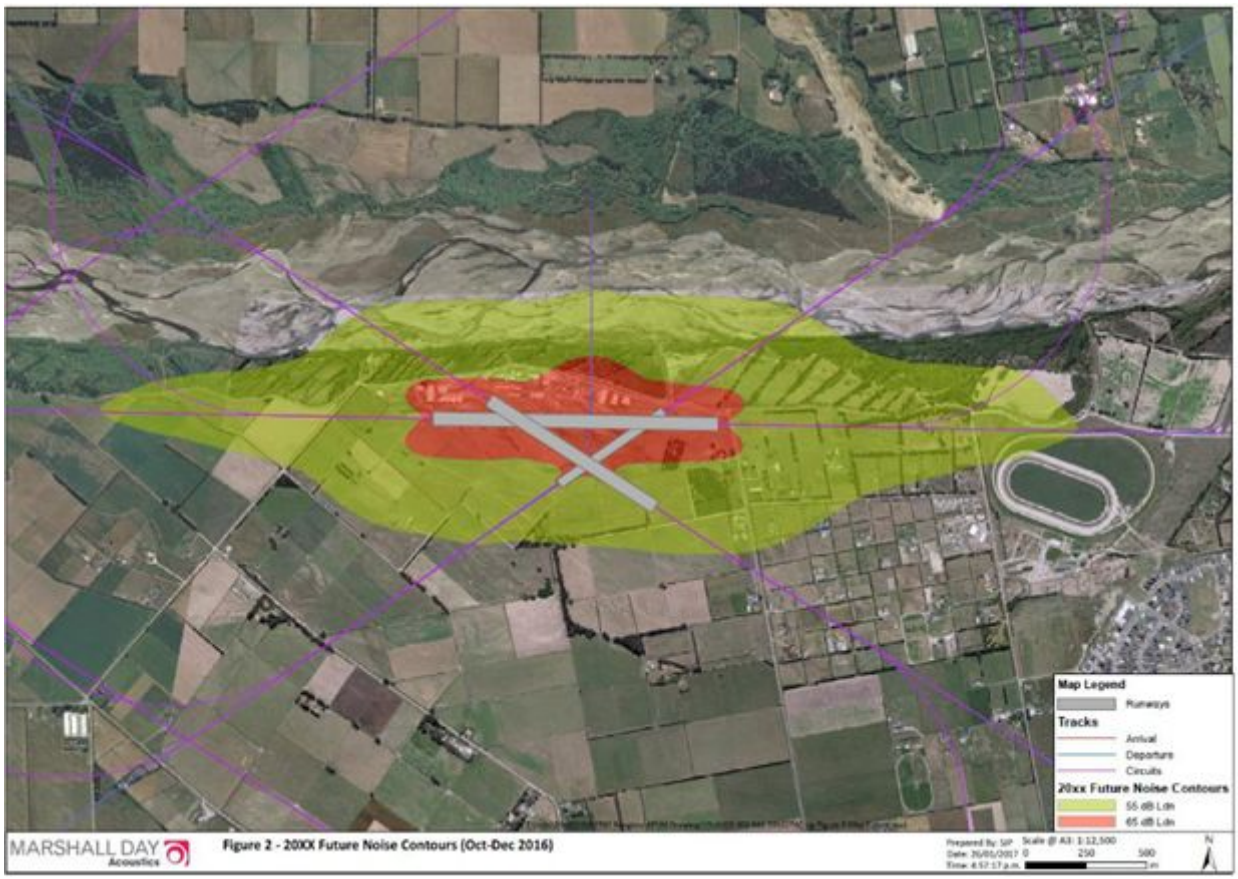
3.2.7. Factors that affect contour size include:

- Noise characteristics of aircraft
- Climb rate and typical power settings used
- Vector use
- Circuit pattern
- Number of aircraft

3.2.8. The following map is of the proposed contours to cope with existing use

3.2.9. The map below is of the contours to allow for growth and they are based on the same fleet mix, the same vector splits and allowing for the total movements to be 120% higher than present.

3.2.10. The growth factor is based on the area of vacant land that could realistically be converted to hangars over time.



3.2.11. The proposed designation would include the following controls:

Applicable land	Purpose of designation
Rangiora Airfield landholdings (owned by WDC)	Airfield purposes
65dBA noise contour land outside Rangiora Airfield	Controls on undertaking the following activities: a) Avoidance of Noise sensitive activities[1] b) Management of activities which would pose a risk to aircraft movements including: (i) Activities which could increase the risk of birdstrike, including but not limited to cropping, orchards and waterbodies; and (ii) Release a substance which would impair visibility or otherwise interfere with aircraft operations, including the creation of smoke, dust and steam.

[1] The District Plan includes the following definition of Noise Sensitive Activities:
Noise Sensitive Activities means:

- residential activities other than those in conjunction with rural activities that comply with the rules in the plan;
- education activities including pre-school places or premises;
- travellers' accommodation except that which is designed, constructed and operated to a standard that mitigates the effects of noise on occupants;
- hospitals, healthcare facilities and elderly persons housing or complex.

3.2.12 Under the designation there are not any restrictions proposed for land to the 55 contour. The designation has a two-tier structure for the 65 contour (land within airport ownership, and land outside). The only restrictions which will be imposed on land in the 55dBA noise contour are through changes to objectives, policies and rules. A summary of all the proposed amendments to the objectives, policies and rules in the district plan which are proposed as part of the change is attached.

3.3. Next Steps

3.3.1. The following table summarises the next steps in the Designation process:

- Undertake Stakeholder consultation
- Finalise documentation
- Council agree to notify designation and plan change
- Designation and Plan Change notified (note plan change will be subject to further submission process)
- Hearing of submissions
- Decision

3.3.2. Note that Council will get a report summarising the results of the stakeholder consultation and the same report will be seeking approval from the Council to notify the designation and plan change.

3.3.3. The proposed stakeholder consultation is further discussed in Section 4 below.

3.4. The Management Team/CE has reviewed this report and supports the recommendations.

4. COMMUNITY VIEWS

4.1. The views of the community will be sought as part of the Designation process. The consultation process will include the following stakeholders:

- The Minister for the Environment, and any other Ministers of the Crown Council seen as relevant to the proposed changes.
- Waimakariri District Council, being the landowner and the Territorial Authority.
- Environment Canterbury.
- Affected Landowners including those within:
  - The proposed 65dBA noise contour, which will be effected by the proposed designation;
  - The proposed 55dBA noise contour; and
  - The revised Airfield Height Restrictions.
- The *tangata whenua* of the area who may be affected, through the *iwi* authority.
- Tenants and users of the Airfield; and
- Other potential users of Airfields within the Canterbury region.

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5. FINANCIAL IMPLICATIONS AND RISKS

5.1. There is currently budget provision of $100,000 for the designation process and to date $72,000 has been expended.

5.2. It should be noted that the provision of $100,000 does not allow for any potential challenge to the Environment Court and there is a risk that members of the community may have sufficient concerns about the potential implications of noise contours that an appeal could

be lodged with the Environment Court. If that were to happen there would be a need for a further funding allocation

6. CONTEXT

6.1. Policy

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

6.2. Legislation

Reserves Act 1977; Waimakariri District Council District Plan

6.3. Community Outcomes

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

Proposed New Objectives and Policies in the Waimakariri District Plan

This PPC proposes to introduce the following new objectives and policies into "Chapter 11: Utilities and Traffic" of the Waimakariri District Plan:

> ***Objective 11.1.1A – Provide for the safe, efficient and effective development, use and growth of Rangiora Airfield to ensure it continues to contribute to the social and economic wellbeing of the Waimakariri district.***
>
> *The Rangiora Airfield is a significant physical resource, contributing to the social and economic welfare of the community of the Waimakariri district and the wider Canterbury region. The significance of the Rangiora Airfield is recognised in the Canterbury Regional Policy Statement as strategic infrastructure, for its importance in supporting commercial and recreational aviation activities in the region.*
>
> ***Policy 11.1.1A.1 – Recognise and provide for the social and economic benefits of Rangiora Airfield, and avoid adverse effects from incompatible activities, including reverse sensitivity effects on Airport operations.***
>
> *The Rangiora Airfield provides significant transport and recreational infrastructure which supports both commercial and recreational aviation activities. The designation of the Rangiora Airfield will provide protection of current and future aviation activities, which contribute to the social and economic wellbeing of Waimakariri.*

In addition, this PPC proposes to introduce the following new objective and policy into "Chapter 14: Rural Zones" of the Waimakariri District Plan:

> ***Objective 14.3.1A***
>
> ***Avoid noise sensitive activities within the 55dBA Ldn noise contour for Rangiora Airfield.***
>
> ***Policy 14.3.1.2***
>
> *Avoid the development of noise sensitive activities in the Rural zone within the 55dBA Ldn noise contour relating to Rangiora Airfield as shown on District Plan Map 145.*
>
> *Explanation*
>
> *Rangiora Airfield is a valuable strategic asset providing for recreational, agricultural and training operations. The Airfield operates during daylight hours, seven days a week. As a consequence, occupiers of properties located on land in the Rural Zone, within the projected noise contours using the Rangiora Airfield, may suffer a nuisance from aircraft noise.*
>
> *To address the potential for conflict between Rangiora Airfield operations and noise sensitive activities, the Council considers it prudent to avoid intensive subdivision and dwelling house development in the Rural Zone within the 55 dBA Ldn noise contour relating to Rangiora Airfield. Residential activities associated with permitted rural uses remain permitted subject to appropriate noise insulation, being provided.*

Proposed Amendments to Objectives and Policies in Waimakariri District Plan

In addition to the proposed new policy above, the following amendments to the existing provisions of the Waimakariri District Plan are proposed. Text shown to be deleted is shown as ~~strikethrough~~ and text to be added is shown as **bold underlined**.

Chapter 11 Utilities and Traffic Management

Policy 11.2.1.1

Avoid, remedy or mitigate adverse environmental effects caused by the provision, use, maintenance and upgrading of utilities by:

m. avoiding noise sensitive activities within the 55dBA Ldn noise contour for Rangiora Airfield.

Explanation

…The ability to control the effect of the operation of Christchurch International Airport is limited. However the effects can be:

- *Avoided to some degree by requiring that noise sensitive activities be discouraged from locating within areas identified as likely to be effected by such noise and in particular within the 50dBA Ldn noise contour; and*
- *Partially mitigated by a requirement for noise insulation of buildings or activities shown in Table 31.2 within the 55dBA Ldn noise contours.*

In the case of Rangiora Airport, ***sensitive activities within the 55dBA Ldn contour will be avoided. Further, the*** *protection of take-off and approach paths avoids potential for conflict and safety issues as a result of inappropriate development…*

Health Safety and Wellbeing

Policy 12.1.1.12

Avoid the noise effect from aircraft and avoid or mitigate the noise effect from road traffic in the receiving environment.

Explanation

Aircraft can only be controlled in relation to the use of airports. There are also limitations on the control of traffic noise. Mitigation of the noise effect in the receiving environment involves consideration of the appropriateness of residential development in some areas, and the extent to which building design can reduce the noise, eg insulation, setbacks.

~~*There is no current noise data for Rangiora Airfield*~~ ***Noise data collected for the current Rangiora Airfield has been used to create aircraft noise contours which show the future 65 dBA and 55 dBA which encroach on land surrounding the Rangiora Airfield. To mitigate the noise effects of the Rangiora Airfield on surrounding properties, noise sensitive activities are to be established outside the 65 dBA noise contour, and within the 55 dBA noise contour will require acoustic attenuation***. ~~*However, the take-off and landing vectors are known and rules protect their use.*~~

Chapter 14 Rural Zones

Issue 14.3

The adverse effects on the health and safety of people occupying properties in the Rural Zone affected by noise of aircraft using Christchurch International Airport ***and Rangiora Airfield****, and the reverse sensitivity effect on the operation and efficient use and development of Christchurch International Airport and Rangiora Airfield, from complaints from people occupying properties in the Rural Zone affected by the noise of aircraft using Christchurch International Airport* ***and Rangiora Airfield****.*

Objective 14.3.1

Limit the increase in the number of people in the Rural zones who may suffer noise nuisance from over flying aircraft using Christchurch International Airport ***and Rangiora Airfield****.*

Policy 14.3.1.1

Avoid intensive subdivision and the development of noise sensitive uses in the Rural Zone within ***the 55dBA Ldn noise contour relating to the Rangiora Airfield as shown on District Plan Map 145 and*** *the 50dBA Ldn noise contour relating to Christchurch International Airport as shown on District Plan Map 138.*

Explanation

Christchurch International Airport is an important resource both physically and economically to the District and the Canterbury community. The Airport operates an uncurfewed service, 24 hours a day, seven days a week. As a consequence occupiers of properties located on land in the Rural Zone, within the projected noise contours for aircraft using the Christchurch Airport, may suffer a nuisance from aircraft noise. This may have an impact on people's health, safety and wellbeing and may result in calls for restrictions on the operation, efficient use, or development of the Airport. Restrictions which may result from such complaints would constrain the operation of the airport and thus adversely affect people who rely on aircraft for personal travel, tourism, or the transportation of cargo.

To help avoid the potential for conflict between Christchurch International Airport operations and noise sensitive activities, the Council considers it is prudent to avoid intensive subdivision and dwelling house development in the Rural Zone within the 50dBA Ldn noise contour relating to Christchurch International Airport. ***Similarly, to avoid potential between the Rangiora Airfield and noise sensitive activities, it is prudent to avoid noise sensitive activities within the 55dBA Ldn noise contour relating to the Rangiora Airfield, and prohibit such activities within the 65 dBA Ldn noise contour.***

Aircraft noise can affect the enjoyment of a property and living conditions inside a dwelling. The policy aims to control subdivision and/or dwelling house development on lots of less than four hectares so that the number of people living within the noise affected environment is limited.

Policy 14.5.1.1

To avoid new residential and rural residential activities and development outside of existing urban areas and priority areas within the area identified in

Map A in Chapter 6 of the Canterbury Regional Policy Statement; rural residential development areas identified in the Rural Residential Development Plan and MR873.

Anticipated Environmental Results and Monitoring 14.5

Anticipated Environmental Result	***Monitoring Indicator***	***Information***	***Monitoring Frequency***
Avoidance of complaints caused by noise from aircraft using Christchurch International Airport ***and Rangiora Airfield***	*Complaints*	*Waimakariri District Council complaints register*	*Annually*

Chapter 31 Health, Safety and Wellbeing

31.12.1 Conditions

31.12.1.4 Within the 55dBA Ldn noise contour shown on District Plan Map 138 ***and 145****, any proposed dwelling houses, or any building or part of a building described in Table 31.2, shall be insulated from aircraft noise to ensure that indoor sound levels stated in that table are not exceeded.*

31.12.1.5 Within the 55dBA Ldn noise contour shown on District Plan Map ***138 and 145****, any additions to existing dwelling houses, or any building or part of a building described in Table 31.2, shall be insulated from aircraft noise to ensure that indoor sound levels stated in that table are not exceeded.*

31.12.1.5A Within the 65 dBA Ldn noise contour shown on District Plan 145, new residential dwelling and other noise sensitive activities are prohibited.

Amendments to the Rules

To achieve the outcomes of the proposed objectives and policies detailed in Sections **Error! Reference source not found.** and 0, the following additional rule is proposed to ensure that the Airport operations protect the ongoing enjoyment and use of surrounding properties:

30.5 Non-complying Activities

Rangiora Aerodrome

30.5.2 Rangiora Airfield shall operate so that the noise from the aircraft operations does not exceed Ldn 65 dBA outside the Ldn 65dBA airport noise contour shown on District Plan Map 145.

Noise from airfield operations shall be based on noise data from the Rangiora Airfield Noise Model and records of actual aircraft operations at Rangiora Airfield. The noise levels shall be calculated over the busiest three month period of the year.

Aircraft operations means:

- *The landing and take-off aircraft at Rangiora Airfield.*
- *Airfield flying along ay flight path associated with a landing or take off at Rangiora Airfield.*

The following activities are at be excluded from Aircraft Operations:

- *Aircraft operating in an emergency for medical or national / civil defence reasons*
- *Air shows*
- *Military operations not associated with the Antartic programme*
- *Aircraft using the airport as an alternative to a scheduled airport elsewhere*
- *Aircraft taxiing*
- *Aircraft engine testing*

Amendments to the Planning Maps and Appendices of the District Plan

To implement the proposed Designation, the amendments outlined in **Table 1** below will be required to the Planning Maps.

Table 1 - Required Amendments to Planning Maps

Planning Map	Required Amendment(s)
Maps 33, 34 and 110A	Indicate the designation of the Rangiora Airfield to the 65dBA noise contour. Indicate the designation to the 55dHA noise contour on the maps.
Map 145	Reflect the proposed Rangiora Airfield designation. Update the Take Off Climb and Approach obstacle limitation surface paths to reflect the current runway lengths (the location and angle of these obstacle limitation surface paths are detailed in Rule 30.5)

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO:	AIR-09 / 150730113850
REPORT TO:	Community and Recreation Committee
DATE OF MEETING:	18 August 2015
FROM:	Craig Sargison
SUBJECT:	AIRFIELD DESIGNATION
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 approval to proceed with preparing a notice of requirement to designate the Rangiora Airfield and a Plan Change to introduce noise contours around the airfield

1.2. Council first approved proceeding with a designation of Rangiora Airfield in October 2005 but the process was delayed while additional land was purchased for the airfield and then the need for a development plan.

1.3. A designation application was lodged in 2011 but there were significant concerns raised by the community and the report summarises the work that has occurred since then and also details why both a designation and plan change are being sought.

1.4. The report also seeks Council approval for additional budget provision of $100,000 to undertake this work.

Attachments:

i. Opinion from Cavell Leitch

2. RECOMMENDATION

THAT the Community and Recreation Committee recommend to Council:

(a) **Receives** report No.150730113850.

(b) **Notes** that the concept of designating the Rangiora Airfield has been discussed with Council on several occasions since 2001

(c) **Approves** staff proceeding with preparing a notice of requirement to designate the Rangiora Airfield and a Plan Change to introduce noise contours around the airfield

(d) **Approves** an additional budget of $100,000 for this work to be deficit funded from the Airfield account.

(e) **Approves** staff engaging Planz Consultants to undertake the notice of requirement and plan change.

3. ISSUES AND OPTIONS

3.1. Background

3.1.1. The District Plan does have conditions relating to flight paths and height of surrounding buildings to provide some protection for the continuing safe operation of the Rangiora Airfield.

3.1.2. The issue of a designation for the Rangiora Airfield has been the subject of various reports to Council, starting in 2001 when the Services Committee passed the following resolution: “That the Waimakariri District Council designate the Rangiora Airfield in the proposed District Plan for the purpose of operating and developing an airfield”

3.1.3. A designation has two purposes. First is to identify in the District Plan land, which the requiring authority (in this case the Council) holds or intends to acquire for the purposes of a public work. The designation protects the land from any changes which might be inconsistent with, or hinder, the intended public work. Second is to provide that the requiring authority may do anything covered by the designation, irrespective of the rules and policies in the plan that would otherwise apply.

3.1.4. Before seeking a designation, the Council had to decide how much additional land, and/or imposition of controls over additional land, were required to address the future needs of the airfield.

3.1.5. This set in place some further discussions about the future needs of the airfield including a review by Price Waterhouse Coopers

3.1.6. Then in 2007 there was an opportunity to purchase adjoining land in Priors Road and a purchase agreement for this land was concluded in December 2008. This purchase was for a total of 12.7195 hectares.

3.1.7. The total area of land that is now potentially available for airfield purposes is 49.1309 hectares as shown in the plan below:

3.1.8. The plan below shows the current layout of the Airfield

3.1.9. Airbiz Consultants were then engaged to develop a Commercial Master Plan for the Airfield and the final report from Airbiz was received in January 2009.

3.1.10. There were then various discussions with the Airfield Advisory Group and other key stakeholders on potential development of the Airfield and MWH were engaged to prepare a Notice of Requirement (NOR) for the Airfield designation in August 2010.

3.1.11. The NOR was advertised for public submission in 2011 and several submissions were received from members of the Community about existing and potential noise issues from the activity at the Airfield.

3.1.12. These concerns were also articulated at a public meeting in the Chambers.

3.1.13. Following discussion it was agreed to withdraw the NOR so that there could be some further information collected on usage.

3.2. Advice on protection

3.2.1. Staff sought advice from Andrew Schulte at Cavell Leitch who provides advice to the Council on RMA and District Plan matters, on the best means of protecting the airfield from encroaching developments.

3.2.2. The flowing is an extract from the “Conclusion of the written advice”:

> “ Better protection for the operations at Rangiora Airfield is required in the long term. A designation would protect and provide flexibility for activities and operations at the Airfield. A noise contour, with corresponding regarding appropriate development, would ensure that noise issues do not arise in the future that might otherwise threaten the viability of the airfield.
> In our view the combination of a designation and plan change is the most appropriate and comprehensive approach available under the RMA…

In order to enable the identification of noise contours, the collection of data for the assessment of noise from the Airfield needs to commence as soon as possible…

3.2.3. A copy of the full opinion from Cavell Leitch is attached to this report

3.3. Usage Data

3.3.1. One of the challenges of an unmanned airfield with no control tower is assessing how many aircraft movements that occur on any day.

3.3.2. An aircraft movement is defined as any take off, landing or missed approach

3.3.3. In 2010 we succeeded in getting Rangiora Airfield designated by the Civil Aviation Authority as a Mandatory Broadcast Zone (MBZ).

3.3.4. After discussion with the Airfield Advisory Group we set up a system whereby we could record each broadcast and thereby get an accurate record of aircraft movements.

3.3.5. Three samples of one month each were undertaken to get a fair picture of activity at different months of the year and the following table summarises the results:

Sample period	Aircraft Movements	Notes
1 July – 6 August 2012	3,297	
8 March – 8 April 2013	1,287	7 non flying days due to weather conditions
17 Oct – 16 Nov 2013	2,223	

3.3.6. The number of movements is considerably greater than the number of movements that had been previously estimated. The NOR lodged in 2010 had indicated approximately 440 movements per week with a peak of 22,880 per year.

3.3.7. This data, along with the details of the types of aircraft using the field, will provide an accurate base for the calculation of noise contours for the airfield.

3.4. Scope of designation

3.4.1. One of the factors that caused concern with the community in 2011 was the proposed scope of the airfield operation.

3.4.2. The 2011 designation proposed that the following developments would take place within a 5 – 10 year timeframe:

- The establishment of a commercial aviation business precinct
- The development of a 20m wide sealed runway with lighting
- Extended hours of operation from between 5.00am – 10.00pm

3.4.3. Discussions with consultants and the Airfield Advisory Group have concluded that a new designation should be confined to the scope of the current airfield operation together with the provision of additional hangars on the additional 12 hectares of land on Priors Road.

3.4.4. This is also reinforced by the fact that the current LTP does not have any provision for significant expansion or development of the airfield.

3.4.5. Operations at the airfield currently are confined to daylight hours as the airfield does not have any provision for lighting to enable night flying. The only exception to that are helicopters who, on occasion, do use the airfield for refuelling during the hours of darkness.

3.4.6. The advice is that if further developments such as runway sealing and lighting happens in the future then it would be necessary to apply for an amendment to the designation.

3.5. Proposal to engage Planz

3.5.1. For the past 17 years Planz have been involved with work associated with Christchurch International Airport. This has included designations, the implementation of noise contours and zoning related work.

3.5.2. Planz have also provided advice to Selwyn District Council on the provision of Airfields in their District Plan in two Issues & Options Papers and were the lead consultant in consenting the helicopter landing facilities at Franz Joseph.

3.5.3. Planz are also linked via shareholding to Zomac Planning Solutions in Auckland and in particular Mike Foster of that firm who has provided advice on, designated and established zoning frameworks for numerous airfields around the country.

3.5.4. Staff have had discussions with Planz and received a proposal from them (copy attached)

3.5.5. It would be possible to go through a contestable process with other consultants but the operation of airfields is relatively complex.

3.5.6. There is a significant risk to Council that if another consultant was engaged then there would be a need for further staff time and consultant time in ensuring that the operational requirements of the airfield are adequately protected.

3.5.7. There is also an advantage in having a consultant who is familiar with the Christchurch Airport operation and planning protection.

3.5.8. The proposal from Planz has hourly rates for the two senior planners in a range of $180 - $195 per hour which is comparable with other consultants.

3.5.9. The Council has also used Dean Chrsytal, the lead consultant from Planz, as an independent commissioner for RMA hearings as well as for advice on RMA matters.

3.6. Funding

3.6.1. There is no existing budget provision for preparing a designation and plan change for the airfield.

3.6.2. In addition to the work of Planz it will also be necessary to engage a noise specialist and Marshall Day are acknowledged specialists in assessing the effects of noise from Airfield operations.

3.6.3. While no proposal has been sought from Marshall Day it would be prudent to allow for around $20,000 for their services.

3.6.4. It would be prudent to allow for a total budget of $100,000 for the designation and associated plan change for the Rangiora Airfield.

3.6.5. As this is not provided in the current budget Council would need to approve this as unbudgeted expenditure in the Airfield Account.

3.7. The Management Team/CE has reviewed this report and supports the recommendations.

4. COMMUNITY VIEWS

4.1. The views of the community will be sought as part of the Designation process.

4.2. There are likely to be concerns expressed around noise from the airfield and it is likely that there will be objections to the designation on the basis of noise nuisance.

4.3. The provision of noise contours may also lead to objections from members of the community.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. There is currently no budget for this work.

5.2. The following table summarises the budget required (GST excluded):

Planz Consultants	$63,000
Noise consultants	$20,000
Contingency	$7,000
TOTAL	**$100,000**

5.3. This report is seeking Council approval for $100,000 of additional expenditure which would be deficit funded from the Airfield Account.

5.4. It should be noted that the provision of $100,000 does not allow for any potential challenge to the Environment Court and there is a risk that members of the community may have sufficient concerns about the potential implications of noise contours that an appeal could be lodged with the Environment Court. If that were to happen there would be a need for a further funding allocation

6. CONTEXT

6.1. Policy

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

6.2. Legislation

Reserves Act 1977; Waimakariri District Council District Plan

6.3. Community Outcomes

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

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO:	GOV-29/ 170411035664
REPORT TO:	Council
DATE OF MEETING:	2 May 2017
FROM:	Jim Palmer, Chief Executive
SUBJECT:	Greater Christchurch Partnership Committee – Memorandum of Understanding

SIGNED BY: **(for Reports to Council or Committees)**	Department Manager	Chief Executive

1. SUMMARY

1.1. The purpose of this report is to inform the Council of recent discussions that occurred at the Greater Christchurch Urban Development Strategy (UDS) and to endorse an amended Memorandum of Understanding between the partnerships.

Attachments:

i. Report from UDS 7 April 2017 on Revised Memorandum of Agreement for the Committee. (Trim 170413036690)
ii. UDSIC Memorandum of Agreement 2015. (Trim 170413036694)
iii. Draft revised Memorandum of Agreement. (Trim 170413036692)

2. RECOMMENDATION

THAT the Council:

(a) **Receives** report No. 170411035664.

(b) **Endorses** and ratifies the revised Memorandum of Agreement dated March 2017 as set out in Trim document 170413036692 between Greater Christchurch Partnership Committee of the Greater Christchurch Urban Development Strategy (UDSIC) partners.

(c) **Resolves** under Schedule 7 Clause 30(7) of the Local Government Act 2002 that the Greater Christchurch Partnership Committee is not discharged following triennial general elections, in accordance with paragraph 4.4 of the Memorandum of Agreement.

(d) **Notes** the Greater Christchurch Partnership Committee comprises of Canterbury Regional Council (ECan), Canterbury District Health Board, Christchurch City Council, Greater Christchurch Group – Department of Prime Minister and Cabinet, Selwyn District Council, New Zealand Transport Agency, Te Rūnanga o Ngāi Tahu and Waimakariri District Council.

3. ISSUES AND OPTIONS

3.1. At the Urban Development Strategy (UDS) meeting of 7 April 2017 the Committee, considered amendments to the Memorandum of Agreement (MoA) (refer attachments). It

had previously been decided to review the Agreement early in the new triennium and adjust as appropriate to reflect new circumstances.

3.2. The existing MoA for the Committee was endorsed in July 2015 and remains in place as part of the enduring provisions of the Committee so that it is not disestablished at the point of local body elections.

3.3. There were several reasons that it was timely to review the MoA which included to better convey the renewed approach and reflect the new name of the Committee; membership and organisational changes, to clarify minor technical and terminology points, help outline the new operating environment and integrate the emerging themes of regeneration and resilience.

3.4. The Waimakariri District Council has the Mayor and two Council members being Councillors Felstead and Atkinson as having voting rights. Other committee membership voting rights are set out in para 4.1 of the 2017 proposed agreement (Trim 170413036692).

3.5. At the UDSIC February 2017 meeting it was decided to change the Committee name to the Greater Christchurch Partnership Committee (GCPC). The recommendation supports the visible and collaborative leadership objective of the Committee and Partnership.

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

4. COMMUNITY VIEWS

4.1. Not sought.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. No change to commitment already undertaken with the partnership.

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, Schedule 7.

Local Government Act 2002 Amendment Act 2014.

6.3. Community Outcomes

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

Jim Palmer
Chief Executive

Greater Christchurch Urban Development Strategy

8. Advice from the Chief Executives Advisory Group on a revised Memorandum of Agreement for the Committee

Reference: 17/315938

Contact: Keith Tallentire ktallentire@greaterchristchurch.org.nz 941 8590

Secretarial Note

At its meeting held on 3 March 2017, the Greater Christchurch Urban Development Strategy Implementation Committee considered a report on a revised Memorandum of Agreement for the Committee. The Committee passed resolutions to amend the draft Agreement to give the Canterbury District Health Board representative voting rights, and stipulate that the representative should be the Board Chair or a Board Member. A query was also raised regarding Regenerate Christchurch being represented on the Committee by a Board Member. The remainder of the report was then left to lie on the table to allow the Independent Chair and staff to follow up on outstanding issues and bring an updated draft Agreement to the Committee.

The report which was left to lie on the table follows, but please be advised of the following amendments:

1. Following legal advice recommendation 2(f) has been amended to ensure that it complies with the requirements of Schedule 7 Clause 30(7) of the Local Government Act 2002.
2. The following changes have been made to the proposed Memorandum of Agreement **(Attachment B)**:
    a. A map of the area referred to as Greater Christchurch has been inserted following section 3.
    b. Section 4 (membership) has been updated to reflect the changes requested by the Committee in March related to the Canterbury District Health Board's membership. A further change stipulates that the Regenerate Christchurch representative on the Committee will be the Chief Executive.
    c. A minor change has been made to the deputation guidelines to clarify the advice on when deputations can be refused or terminated.
    d. Canterbury District Health Board has been added to the list of voting partners who need to endorse the Memorandum of Agreement.
    e. Other non-material changes were made to the wording.

1. Purpose of Report

Purpose of Report

1.1 The purpose of this report is for the Chief Executives Advisory Group (CEAG) to recommend a revised Memorandum of Agreement for the Committee for subsequent ratification at individual partner governance meetings.

2. Relationship to Partnership Objectives

2.1 This report responds to the resolution outlined in paragraph 4.1 and supports the visible and collaborative leadership objective of the Committee and Partnership.

3. CEAG Recommendations

That the Greater Christchurch Urban Development Strategy Implementation Committee:

1. Endorse the revised Memorandum of Agreement as outlined in Attachment B to this report.
2. Recommend that the Canterbury Regional Council (ECan), Christchurch City Council, Waimakariri District Council, Selwyn District Council, Canterbury District Health Board and Te Rūnanga o Ngāi Tahu:
    a. Approve the revised Memorandum of Agreement as set out in **Attachment B**
    b. Delegate responsibility to the Chief Executives Advisory Group to make any minor non-material amendments to the agreement, and to execute the Agreement.
    c. Note that from the date the agreement is executed the committee's name will change from the Greater Christchurch Urban Development Strategy Implementation Committee to the Greater Christchurch Partnership Committee, and that the committee is working with Ngāi Tahu to develop a Māori component as part of its new name.
    d. Delegate to the Greater Christchurch Partnership Committee the authority to adopt a Māori component of its name.
    e. Note that the Greater Christchurch Partnership Committee has delegated authority to confirm the final Communications Protocol referenced in the Memorandum of Agreement and incorporate it into the Agreement.
    f. Resolve under Schedule 7 Clause 30(7) of the Local Government Act 2002 that the Greater Christchurch Partnership Committee is not discharged following triennial general elections, in accordance with paragraph 4.4 of the Memorandum of Agreement.

4. Context/Background

Background

4.1 At its meeting in September 2016 this Committee endorsed a paper including a series of recommendations for consideration by the reformed Committee following the local body elections.

4.2 Recommendation (i) was that "*the Committee's Memorandum of Agreement is reviewed early in the new triennium and adjusted as appropriate to reflect new circumstances*".

4.3 A Memorandum of Agreement (MoA) is a requirement for joint committees following enactment of the LGA2002 Amendment Act 2014.

4.4 The existing MoA for the Committee was endorsed by this Committee in July 2015 and remains in place as part of the enduring provisions of the Committee such that it is not disestablished at the point of local body elections.

4.5 The 2015 MoA is included as **Attachment A** to this report for reference.

CEAG advice

4.6 Despite the fact that the existing MoA remains in place, CEAG recommend that it be revised.

4.7 The reasons for this include:

i. A revised MoA would better convey the renewed approach discussed by the Committee and reflect the new name of the Committee and Partnership.

ii. It would ensure strong ownership by the Committee's new membership and reflect organisational changes since 2015.

a. the Canterbury Earthquake Recovery Authority was disestablished and the Greater Christchurch Group of the Department of the Prime Minister and Cabinet has assumed responsibility for supporting greater Christchurch regeneration

b. around half of the voting members of the Committee will have changed following recent elections

c. Regenerate Christchurch is finalising a positon in relation to confirming its membership and/or relationship with the Committee

iii. It would help outline the new operating environment and integrate the emerging themes of regeneration and resilience.

iv. It would clarify minor technical and terminology points raised in relation to the current MoA.

4.8 The proposed revised MoA is included as **Attachment B** to this report.

4.9 This revised MoA addresses the changes and matters highlighted above and, for consistency and where appropriate, it adopts a similar structure and approach to the recent Agreement prepared for the Greater Christchurch Public Transport Joint Committee.

4.10 At its meeting on 3 February 2017 the Committee requested that its name be changed to the Greater Christchurch Partnership Committee, and this has been incorporated into the MoA. Work is underway with Ngāi Tahu to develop a Māori component as part of the Committee's new name.

4.11 If endorsed by the Committee the revised MoA would be circulated to the voting member Partners (as identified in Clause 4.1 of the Agreement) to seek ratification at their individual partner governance meetings.

4.12 Non-voting member Partners would be asked to provide feedback on any suggested amendments and consider their respective authority and delegations to enable them to ratify the document.

4.13 While it is not anticipated any final decision-making on the content of the MoA rests with the regional council and territorial authorities, this being a joint committee established by the Partner councils under the LGA 2002.

Greater Christchurch Urban Development Strategy

Memorandum of Agreement

Urban Development Strategy Implementation Committee (UDSIC)

This Memorandum of Agreement is compliant with the requirements for joint committees as outlined in the Local Government Act (Clause 30A of Schedule 7), as amended by the Local Government Act 2002 Amendment Act 2014.

This Memorandum of Agreement includes as appendices:

- the 2015 Terms of Reference for the Committee
- the Committee protocol for the resolution of conflicting views
- the Public Deputations guidelines as agreed by the Committee

Dated:	July 2015

Environment Canterbury Regional Council · Te Rūnanga o NGĀI TAHU · NZ TRANSPORT AGENCY · Christchurch City Council · Selwyn · WAIMAKARIRI DISTRICT COUNCIL

Greater Christchurch Urban Development Strategy

Urban Development Strategy Implementation Committee (UDSIC) Memorandum of Agreement (2015)

MEMORANDUM OF AGREEMENT

Establishing principles and approach to the implementation of the Greater Christchurch Urban Development Strategy ('the Strategy') and its integration with earthquake recovery between Environment Canterbury, Christchurch City Council, Selwyn District Council, Waimakariri District Council and Te Rūnanga o Ngāi Tahu.

Section 1 Objective

The objective of this Agreement is to:

Establish the principles and approach to implementation, monitoring and review between the Parties to this agreement in order to facilitate co-operation, collaboration and co-ordination of strategic planning responsibilities in the Greater Christchurch area ('the area' or 'sub-region').

Section 2 General Principles

The parties to this Agreement:

2.1 SUPPORT the aim of the Strategy to provide a comprehensive sub-regional framework for strategic planning to address a wide range of key sub-regional issues relative to economic, social, health, cultural, and environmental objectives for the area.

2.2 RECOGNISE AND SUPPORT the established voluntary, co-operative and co-ordinated approach to strategic planning in the area and that such an approach between regional and local government, other agencies and relevant community sector groups be continued and fostered.

2.3 ENDORSE the use the Strategy as the primary long-term sustainable Strategy for the area to be used by regional and local government and community sectors to co-operatively undertake strategic planning in the area. The Strategy is also to be promoted to central government and relevant agencies as the basis for engagement and action in respect of the area.

2.4 RECOGNISE that the Strategy provides a policy and planning framework which will guide strategic planning in the area over the next 25 years but within the context of a 50-year period.

2.5 COMMIT to the implementation of sub-regional approaches to the funding of growth related infrastructure that will utilise a number of funding mechanisms together with appropriate area and local funding mechanisms.

The parties to the Agreement also acknowledge:

2.6 The benefits of strategic planning and the need to share responsibility for such planning between the parties in consultation with key sector groups and in consultation with the community.

2.7 The Strategy Implementation Committee has been established to ensure that the approved recommendations and associated actions are taken up by each party both on an individual and collective basis as defined by the Strategy.

2.8 The Strategy and associated implementation plans provide for more effective strategic planning on a regional and sub-regional basis and will facilitate co-ordination between the parties in terms of infrastructure and service provision, public works, policy development, environmental management and general planning activities.

2.9 The objective and principles within this agreement may be appropriately included in the Triennial agreements over the period covered by the Strategy.

Section 3 Urban Development Strategy Approach

3.1 The parties to this Agreement will continue to support the implementation, monitoring and review of the Strategy.

3.2 All parties have a responsibility both collectively and individually to:

• Acknowledge the agreed outcomes of the Strategy process in the development and application of policy and programmes as they affect Greater Christchurch and commit to the implementation of outcomes as appropriate through statutory planning instruments and policy processes as well as capital works and service delivery programmes.

• Have regard to the objectives and principles contained in the Strategy in undertaking programmes and activities.

• Undertake co-operative and co-ordinated delivery of programmes.

• Adopt a "no surprises approach" to implementing the Strategy.

• Act in accordance with the collaborative spirit and approach of the Committee and contribute to the implementation of agreed Strategy outcomes.

• Abide by the agreed operational protocols for the Committee, including the mechanism outlined in that protocol to resolve any conflicting points of view that may arise amongst the parties

• Promote a co-ordinated approach to strategic planning consistent with the agreed outcomes of the Strategy.

• Integrate social, health, economic, cultural and environmental management of their areas within a sub-regional context.

• Develop a sub-regional decision-making process amongst the parties to deal with matters of sub-regional significance which affect local communities.

Section 4 Implementation, Monitoring and Review

The parties to this agreement have:

• Endorsed the Strategy as the primary strategic planning Strategy for Greater Christchurch and to which each agency will have regard to in its planning, budgetary and programme activities, and infrastructure provision.

• Endorsed the Strategy as the basis for collaborative strategic planning in the area by all local government in the area, tangata whenua, relevant community sector groups, government departments and relevant other agencies.

• Committed to participate in the implementation, monitoring and review of the Strategy in accordance with the arrangements outlined in the approved Strategy.

• Initiated action to enable the implementation of the agreed principles and priority actions contained in the Strategy and associated implementation plans.

• Committed to not adopting policies or actions which are inconsistent with the outcomes sought by the Strategy, without them being first negotiated with the other partners.

The parties agree to act in good faith in respect of implementing this agreement.

This agreement will run until the next review of the Strategy.

The parties are Environment Canterbury, Christchurch City Council, Selwyn District Council, Waimakariri District Council and Te Rūnanga o Ngāi Tahu.

This agreement takes effect on the date it is signed by all parties.

Section 5 Interpretation

> Strategic planning means the wide range of long term, sustainable, sub-regional matters necessary to be considered to support agreed economic, social, health, cultural, and environmental outcomes. It includes all relevant matters to ensure efficient and effective earthquake recovery and a transition of appropriate responsibilities back to local government and local agencies.

> Local government means the Canterbury Regional Council (Environment Canterbury), Christchurch City Council, Selwyn District Council and Waimakariri District Council.

> Greater Christchurch (or 'the area' or the 'sub-region') means that part of the administrative areas of the city and the districts (shown in Figure 1 in the Strategy) and includes that part of the administrative area of the Canterbury Regional Council as it relates to the city and districts. It includes the eastern parts of Waimakariri and Selwyn District Councils and the urban and some rural areas of Christchurch City Council, including the Lyttelton Harbour basin.

Any questions of interpretation of this agreement are to be raised with the parties to the agreement and collectively resolved.

Signed on behalf of the Urban Development Strategy Implementation Committee and its respective partner representatives in accordance with the delegated authority provided to the Committee:

.....

Bill Wasley
UDSIC Independent Chair **July 2015**

APPENDIX 1

Greater Christchurch Urban Development Strategy

Urban Development Strategy Implementation Committee (UDSIC) Terms of Reference (2015)

1. Purpose

The UDSIC is a joint committee within the meaning of the Local Government Act 2002. In 2015 it absorbed additional functions from the former Recovery Strategy Advisory Committee established by the Canterbury Earthquake Recovery Authority in 2012.

Local authority members are Christchurch City Council, Waimakariri District Council, Selwyn District Council and Canterbury Regional Council. The joint committee has additional public body representation from tangata whenua and other agencies. It has been established to oversee implementation of the Greater Christchurch Urban Development Strategy (UDS), provide advice to the Minister for Canterbury Earthquake Recovery and ensure integration between earthquake recovery activity and longer term urban development activity, including:

- Providing clear and united leadership in delivering the UDS vision and principles;
- Promoting integration with the Recovery Strategy for Greater Christchurch, associated recovery plans and programmes including the implementation of the Land Use Recovery Plan (LURP) and Natural Environment Recovery Programme (NERP); and,
- Supporting the delivery of aligned tangata whenua objectives as outlined in Ngāi Tahu 2025 and the Mahaanui Iwi Management Plan 2013.

The Committee is a formal joint committee pursuant to the Local Government Act 2002, (Schedule 7, Section 30). The Local Authorities have resolved that the Committee is not discharged at the point of the next election period (in line with clause 30 (7) of schedule 7).

2. Membership

The local authorities and Te Rūnanga o Ngāi Tahu shall each appoint up to three representatives, including their respective Mayors, Chair and Kaiwhakahaere.

The Chief Executives of the Canterbury Earthquake Recovery Authority (CERA) and Canterbury District Health Board (CDHB), and the Regional Director of the New Zealand Transport Agency (NZTA) attend as observers and have speaking rights but in a non-voting capacity.

There shall be an Independent Chair (non-elected member), appointed by the Committee, who has speaking rights and voting capacity.

The standing voting membership is limited to 16 members (including the Independent Chair), but with the power to co-opt up to a maximum of two additional non-voting members where required to ensure effective implementation.

The Committee shall also appoint a Deputy Chair, who shall be elected at the commencement of each triennium, and who shall be a member of the Committee.

In accordance with Section 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Committee shall be eight voting members.

Other representatives of voting and non-voting organisations are permitted to attend meetings of the Committee; however attendance at any public excluded session shall only be permitted

with the prior approval of the Chair. Likewise, speaking rights of other representatives at Committee meetings (whether in public session or not) shall only be granted with the prior approval of the Chair.

3. Meeting Frequency

Monthly, or as necessary and determined by the Independent Chair.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987.

4. Committee Delegations

The UDS Implementation Committee is delegated the following functions in support of its overall purpose:

General

- Overseeing implementation of the UDS and recovery documents, including the LURP, NERP and associated documents, such as the Greater Christchurch Transport Statement
- Advising the Minister for Canterbury Earthquake Recovery and the Canterbury Earthquake Recovery Authority on the development and implementation of the Recovery Strategy and any associated matters, including programmes, plans, projects, systems, processes and resources led by CERA or any other central government agency for the purposes of the recovery of greater Christchurch (as defined in the Canterbury Earthquake Recovery Act 2011)
- Ensuring the integration between the UDS and any of the foregoing matters
- Ensuring organisational systems and resources support implementation
- Monitoring and reporting progress against actions and milestones
- Managing any risks identified in implementation
- Identifying and resolving any implementation inconsistencies arising from partner consultation processes
- Facilitating consultation and establishing forums as necessary to support implementation and review
- Periodically reviewing and recommending any adjustments to the UDS and recovery documents, including the LURP and NERP.

Specific

- Selecting and appointing an Independent Chair and Deputy Chair
- Taking responsibility for implementing any actions specifically allocated to the Committee
- Implementing a Memorandum of Understanding, as adopted by the Committee for each triennial period, to provide and maintain partnership relationships and provide for the resolution of any conflict
- Advocate for statements of intent of council owned companies to be aligned to implementation of the UDS and recovery documents, including the LURP and NERP where appropriate.
- Champion integration and implementation through partner strategies, programmes, plans and policy instruments (including the Regional Policy Statement, Regional and District Plans,

Long Term Plans (LTPs), Annual Plans, transport programmes and triennial agreements) and through partnerships with other sectors such as health, education and business.

- Establish protocols to ensure that implementation, where necessary, is consistent, collaborative and/or coordinated to achieve optimal outcomes.
- Making submissions, as appropriate, on Government proposals and other initiatives relevant to the implementation of the UDS and recovery documents, including the LURP and NERP.

APPENDIX 2

Greater Christchurch Urban Development Strategy

Urban Development Strategy Implementation Committee (UDSIC)

Resolution of Conflicting Views

The parties acknowledge the need for a mechanism to resolve conflicting points of view that may arise during the initial three year implementation period and a mechanism by which any member(s) of the UDS Implementation Committee may request its use to ensure that any matter or issue is given fair and reasonable consideration prior to formal consideration by the Committee.

For the purpose of conflict resolution the following procedures should apply:

- Any member(s) of the UDSIC may feel that further discussion, evaluation or consideration is required prior to moving forward on a particular matter.
- It is proposed that in such situations, any member(s) may request the referral of such matters for further review. It is noted that this mechanism is not for the purposes of creating any delay but solely to ensure matters have been given adequate consideration.
- If any matter is referred for review, the review is to be undertaken by the UDS Implementation Manager in conjunction with the Independent Chair and two UDSIC members. The review group is to include the member or at least one of the members, who requested that a matter be reviewed. The Chair shall select the two members of the UDSIC who will participate in the review group having regard to the nature of the matter being reviewed. After consideration of the matter, the review group will report back to the UDSIC on the outcome.
- Requests for reviews shall be made at any meeting of the UDSIC. The Chair shall be the final arbiter of what matters are to be referred for review. Review requests must be accompanied by reasons.
- Review requests are to be made without other committee members criticising the request. The ability to make such a request in a non-threatening environment is part of "this is the way we do our business" approach.

APPENDIX 3

Greater Christchurch Urban Development Strategy

Urban Development Strategy Implementation Committee (UDSIC)

UDSIC Public Deputations Guidelines

The Greater Christchurch Urban Development Strategy Implementation Committee (UDSIC) is a joint committee of the UDS Partner Councils and welcomes speakers at its meetings. The right to speak at meetings must however be specifically requested and the following guidelines set out the process which must be followed.

Requests to speak

1. Any person requesting to speak at a meeting of UDSIC must make such a request in writing to the Independent Chair at least six clear working days before the date of the meeting concerned.
2. Such a request must detail who would be speaking, which organisation (if any) they would be representing and the topic of the presentation sought to be covered.
3. Presentation topics must relate to matters covered in the Greater Christchurch Urban Development Strategy (2007).Presentation topics do not need to relate to any specific agenda items for the meeting concerned.

Confirmation of requests

4. The Independent Chair will consider any request to speak and confirm his/her decision at least two working days before the date of the meeting concerned.
5. The Independent Chair may refuse requests which are repetitious, vexatious or offensive.

Urgent requests

6. Notwithstanding point 1 above, where in the opinion of the Independent Chair a request made outside the above timeframes is considered urgent or of major public interest, such a request may be granted.

Presentations

7. It would be of assistance to UDSIC representatives and associated staff if a written summary of the speaker's topic is submitted to the Independent Chair prior to the meeting concerned.
8. If a written submission is presented prior to the meeting concerned it will not be necessary for the speaker to read it verbatim, but merely to outline the general content.
9. Unless given specific prior permission by the Independent Chair, speakers should present for no more than ten minutes.
10. The Chairperson may terminate a presentation in progress which is disrespectful or offensive, or where the Chairperson has reason to believe that statements have been made with malice.
11. If the presentation relates to an agenda item to be subsequently debated UDSIC representatives may ask questions of clarification but will not enter into debate.

Responses to deputations

12. An initial response to deputations will be provided at the end of the UDSIC meeting concerned. UDSIC (or staff on behalf of UDSIC) will then provide a written response to any points raised by speakers, as considered appropriate by the Independent Chair, within two working days of the meeting concerned.

Note: Presentations to UDSIC may be made in English, Maori or any other language, including New Zealand sign language. Prior arrangement with the Independent Chair should be sought at least two working days before the meeting if the address is not in English. The Independent Chair may order that any speech or document presented be translated and/or printed in another language. If the other language is an official language of New Zealand (e.g. English, Maori or New Zealand sign language), the translation and printing costs will be met by the UDSIC.

Memorandum of Agreement

Greater Christchurch Partnership Committee

This Memorandum of Agreement is compliant with the requirements for joint committees as outlined in the Local Government Act (Clause 30A of Schedule 7), as amended by the Local Government Act 2002 Amendment Act 2014.

This Memorandum of Agreement includes, as part of the Agreement, the following appendices:

- the Committee protocol for the resolution of conflicting views
- the Communications Protocol for the Committee *(to be appended when finalised)*
- the Public Deputations guidelines for the Committee

Dated:	March 2017

Greater Christchurch Partnership Committee
Memorandum of Agreement (2017)

.....

Signed on behalf of

Canterbury Regional Council

.....

Signed on behalf of

Christchurch City Council

.....

Signed on behalf of

Selwyn District Council

.....

Signed on behalf of

Waimakariri District Council

.....

Signed on behalf of

Te Rūnanga o Ngāi Tahu

.....

Signed on behalf of

Canterbury District Health Board

.....

Signed on behalf of

Greater Christchurch Group, Department of Prime Minister and Cabinet

.....

Signed on behalf of

New Zealand Transport Agency

Regenerate Christchurch

.....

Signed on behalf of

Regenerate Christchurch

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1. PURPOSE OF THE AGREEMENT

1.1. To outline the voluntary and collaborative approach agreed between the Partners to address strategic challenges and opportunities for Greater Christchurch.

1.2. To comply with the requirements for joint committees as outlined in Clause 30A of Schedule 7 of the Local Government Act 2002.

2. BACKGROUND

2.1. The value proposition for collaboration across Greater Christchurch is strong:

- many of the challenges and opportunities facing communities and councils in Greater Christchurch transcend the political boundaries of its territorial authorities
- improving the economic, social, cultural and environmental wellbeing of communities requires the application of statutory functions held by a number of local and central public agencies
- communities have a clear expectation that public agencies must work together efficiently and effectively to deliver agreed community outcomes
- ensuring Ngāi Tahu values and aspirations are reflected and incorporated into strategic planning and decision-making recognises and supports agreements with the Crown and enriches the bi-cultural heritage within our communities

2.2. Working in partnership can therefore:

- demonstrate visible and collaborative leadership
- build trust and stronger organisational and personal relationships
- enable Partners to better understand individual perspectives and identify shared objectives and areas of alignment
- result in an agreed framework in which to progress individual initiatives and provide confidence and certainty to stakeholders and the community
- assist information sharing, efficient and effective working, and provide a stronger voice when advocating to others
- establish a greater level of preparedness in responding to unforeseen events

2.3. The Greater Christchurch Partnership Committee is a further evolution of the Greater Christchurch Urban Development Strategy Implementation Committee (UDSIC). The latter was formally established in 2007 with the adoption of the Greater Christchurch Urban Development Strategy (UDS) to oversee implementation the Strategy.

2.4. Subsequently the UDSIC also provided a forum to advance earthquake recovery matters and resilience planning. In so doing the UDSIC expanded and strengthened its representation to include Te Rūnanga o Ngāi Tahu, the Canterbury District Health Board (CDHB) and the Greater Christchurch Group of the Department of the Prime Minister and Cabinet.

2.5. In 2016 the UDSIC adopted the UDS Update and the Resilient Greater Christchurch Plan.

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3. INTERPRETATION

i. **Agreement** means this Memorandum of Agreement with its Schedules, including any variations entered into from time to time.

ii. **Committee** means the Greater Christchurch Partnership Committee.

iii. **Partners** means together Canterbury Regional Council, Christchurch City Council, Selwyn District Council, Waimakariri District Council, Te Rūnanga o Ngāi Tahu, Canterbury District Health Board, New Zealand Transport Agency, Regenerate Christchurch and the Greater Christchurch Group of the Department of the Prime Minister and Cabinet.

iv. **Greater Christchurch** means the area covering the eastern parts of Waimakariri and Selwyn Districts Councils and the metropolitan area of Christchurch City Council, including the Lyttelton Harbour Basin. It includes the towns of Rangiora, Kaiapoi and Woodend/Pegasus to the north and Rolleston, Lincoln and West Melton to the south-west and is shown on the map attached overleaf as Figure 1.

v. **Greater Christchurch Partnership (or Partnership)** means the voluntary arrangements established to support collaboration amongst the Partners, including the Committee, the Chief Executives Advisory Group and staff coordination and implementation groups.

vi. **Strategic framework** means the agreed overarching Strategy of the Partnership, supported by any other partnership strategies, plans and programmes necessary to manage growth and address urban development, regeneration, resilience and long-term economic, social, cultural and environmental wellbeing for Greater Christchurch. Currently the overarching Strategy is documented through the Greater Christchurch Urban Development Strategy (2007) and complemented by the Strategy Update (2016).

vii. **Regional Council** means Canterbury Regional Council (operating as Environment Canterbury).

viii. **Territorial Authorities** means Christchurch City Council, Selwyn District Council and Waimakariri District Council.

ix. **LGA 2002** means the Local Government Act 2002.

x. **RMA 1991** means the Resource Management Act 1991.

xi. **LTMA 2003** means the Land Transport Management Act 2003.

xii. **GCRA 2016** means the Greater Christchurch Regeneration Act 2016.

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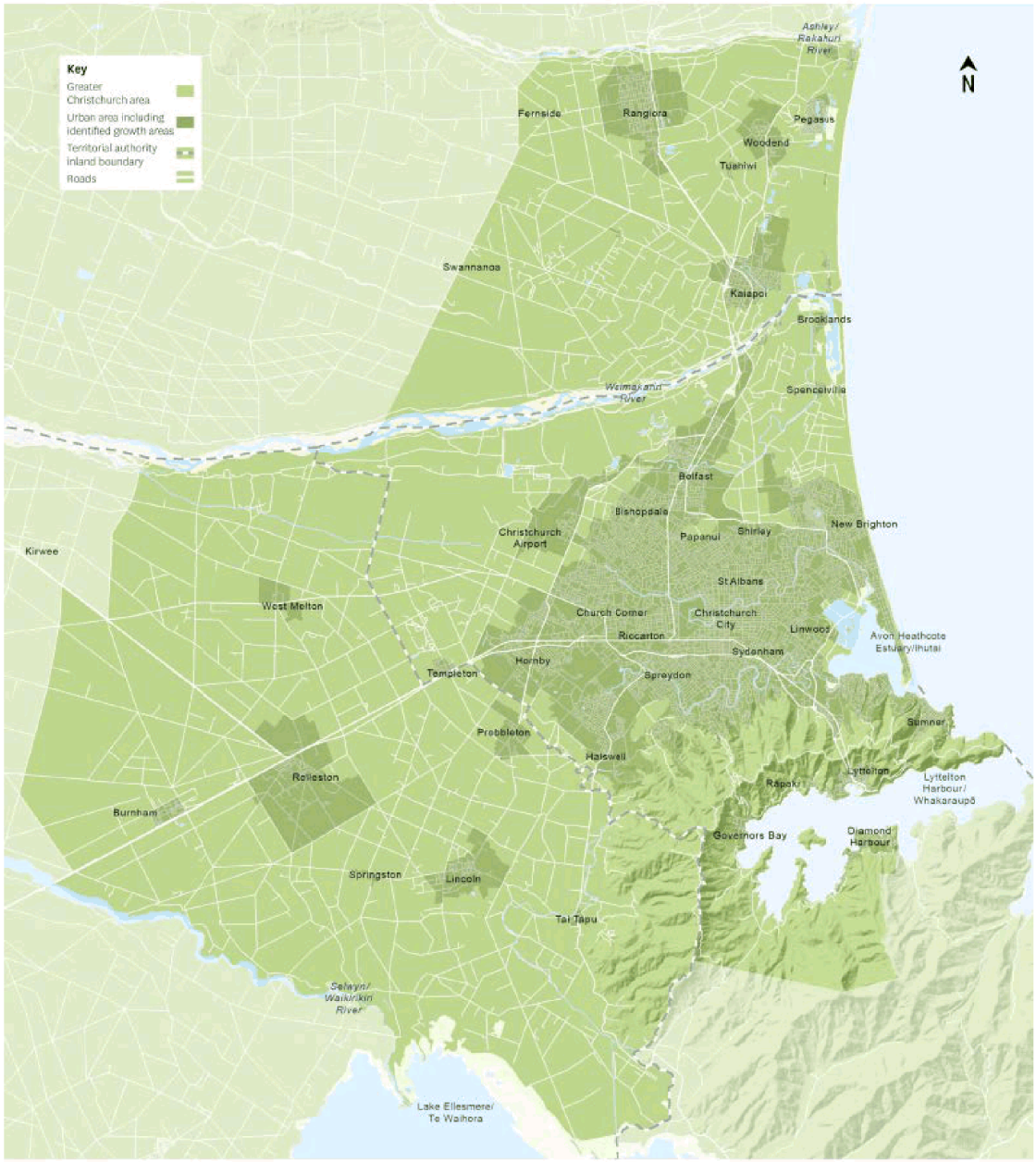
Figure 1: Map of area referred to as Greater Christchurch.



4. COMMITTEE MEMBERSHIP

4.1. The Committee will have a membership of twenty, comprising seventeen voting members and three non-voting members, made up as follows:

i. An Independent Chairperson;

ii. The Chair and two council members from Canterbury Regional Council;

iii. The Mayor and two council members from Christchurch City Council;

iv. The Mayor and two council members from Selwyn District Council;

v. The Mayor and two council members from Waimakariri District Council;

vi. The Kaiwhakahaere of Te Rūnanga o Ngāi Tahu and two representatives appointed by Te Rūnanga o Ngāi Tahu

vii. The Board Chairperson or a board member of Canterbury District Health Board;

viii. The Director, Regional Relationships of the New Zealand Transport Agency, with speaking rights but in a non-voting capacity

ix. The Chief Executive of Regenerate Christchurch, with speaking rights but in a non-voting capacity

x. The Director of the Greater Christchurch Group of the Department of the Prime Minister and Cabinet, with speaking rights but in a non-voting capacity

4.2. The Partners may replace their unspecified representatives from time to time by providing written notice to the Committee confirming the amended appointment.

4.3. The Committee may agree to appoint up to two additional non-voting observers from time to time and for a specified period of time where such appointments will contribute to and support the work of the committee.

4.4. The Committee will not be discharged at the point of each election period (in line with Clause 30(7) of Schedule 7 of the LGA 2002.

4.5. There is no provision for alternates. Other Partner representatives are welcome to attend and may seek speaking rights.

5. INDEPENDENT CHAIRPERSON AND DEPUTY CHAIRPERSON

5.1. The Independent Chairperson will be appointed by the Committee and will continue in the role unless otherwise resolved by the Committee or upon a resignation being received.

5.2. Remuneration and contractual arrangements for the Independent Chair will be agreed by the Chief Executives Advisory Group.

5.3. A Deputy Chairperson will be appointed by the Committee at the commencement of each triennium, and who shall be a voting member of the Committee. The Deputy Chairperson will continue in the role for the duration of the triennium unless otherwise resolved by the Committee or upon a resignation being received.

5.4. There will be no remuneration for the Deputy Chairperson.

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6. QUORUM AND CONDUCT OF MEETINGS

6.1. The quorum at a meeting of the Committee consists of the majority of the voting members

6.2. Voting shall be on the basis of the majority present at the meeting, with no alternates or proxies.

6.3. For the purpose of clause 6.2, the Independent Chairperson:

i. has a deliberative vote; and

ii. in the case of equality of votes, does not have a casting vote (and therefore the act or question is defeated and the status quo is preserved).

6.4. Other than as noted in this Agreement, the standing orders of the administering Council at the time, shall apply.

7. MEETING FREQUENCY

7.1. The Committee shall meet monthly, or as necessary and determined by the Independent Chair in liaison with the Committee.

7.2. Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987.

7.3. The Committee welcomes external speakers by deputation however the right to speak at meetings must be in accordance with the adopted public deputation guidelines of the Committee.

8. TERMS OF REFERENCE

8.1. The role of the Committee is to:

i. Foster and facilitate a collaborative approach between the Partners to address strategic challenges and opportunities for Greater Christchurch.

ii. Show clear, decisive and visible collaborative strategic leadership amongst the Partners, to wider stakeholders, agencies and central government and to communities across Greater Christchurch.

iii. Establish, and periodically review, an agreed strategic framework to manage growth and address urban development, regeneration, resilience and long-term economic, social, cultural and environmental wellbeing for Greater Christchurch

iv. Oversee implementation of strategies and plans endorsed by the Committee and ratified at individual partner governance meetings, including through the adoption and delivery of an annual joint work programme.

v. Ensure the Partnership proactively engages with other related partnerships, agencies and organisations critical to the achievement of its strategic goals.

8.2. The functions of the Committee are to:

i. Establish an agreed strategic framework to manage growth and address urban development, regeneration, resilience and long-term wellbeing for

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Greater Christchurch. This is currently expressed through the Greater Christchurch Urban Development Strategy (2007) and the associated Strategy Update (2016).

ii. As required, develop new and review existing strategies and plans to enable Partners to work more collaboratively with each other and to provide greater clarity and certainty to stakeholders and the community. Existing strategies and plans endorsed by the UDSIC and inherited by this Committee are:

   a. Greater Christchurch Urban Development Strategy (2007)
   b. Greater Christchurch Travel Demand Management Strategy and Action Plan (2009)
   c. Greater Christchurch Urban Development Strategy Action Plan (2010)
   d. Greater Christchurch Transport Statement (2012)
   e. Greater Christchurch Freight Study and Action Plan (2014/15)
   f. Greater Christchurch Urban Development Strategy Update (2016)
   g. Resilient Greater Christchurch Plan (2016)

iii. Recommend to Partners for ratification at individual partner governance meetings any new or revised strategies and plans.

iv. Adopt and monitor the delivery of an annual joint work programme to deliver on strategic goals and actions outlined in adopted strategies and plans.

v. Undertake reporting on the delivery of adopted strategies and plans, including in relation to an agreed strategic outcomes framework.

vi. Identify and manage risks associated with implementing adopted strategies and plans.

vii. Establish and maintain effective dialogue and relationships (through meetings, forums and other communications) with other related partnerships, agencies and organisations to the support the role of the Committee, including but not limited to:

   a. Healthy Christchurch (and any similar arrangements in Selwyn and Waimakariri Districts) and other health partnerships
   b. Safer Christchurch (and any similar arrangements in Selwyn and Waimakariri Districts)
   c. Greater Christchurch Public Transport Joint Committee
   d. Canterbury Mayoral Forum
   e. New Zealand Police and other emergency services
   f. Tertiary institutions and educational partnerships
   g. Regeneration agencies, including Ōtākaro Limited and Development Christchurch Limited
   h. Strategic infrastructure providers
   i. Government departments

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viii. Undertake wider engagement and consultation as necessary, including where appropriate seeking submissions and holding hearings, to assist the development of any strategies and plans.

ix. Advocate to central government or their agencies or other bodies on issues of concern to the Partnership, including through the preparation of submissions (in liaison with the Canterbury Mayoral Forum as necessary).

8.3. In undertaking its role and performing its functions the Committee will consider seeking the advice of the Chief Executives Advisory Group.

9. DELEGATIONS

9.1. Establishing, and where necessary amending, protocols and processes to support the effective functioning of the Committee, including but not limited to those relating to the resolution of conflicting views, communications and public deputations.

9.2. Preparing communication and engagement material and publishing reports relevant to the functions of the Committee.

9.3. Undertaking engagement exercises in support of the terms of reference and functions of the Committee

9.4. Making submissions, as appropriate, on Government proposals and other initiatives relevant to the role of the Committee.

9.5. Selecting an Independent Chair and Deputy Chair in accord with any process agreed by the Committee and the requirements of the LGA 2002.

9.6. Appointing where necessary up to two additional non-voting observers to the Committee.

10. FINANCIAL DELEGATIONS

10.1. The Committee can make financial decisions within an agreed budget envelope and as long as the decision does not trigger any change to the statutory plans prepared under the LGA 2002, the RMA 1991, the LTMA 2003.

11. LIMITATION OF POWERS

11.1. In of itself the Committee does not have the authority to commit any Partner to any course of action or expenditure and its recommendations do not compromise the Partners freedom to deliberate and make decisions.

11.2. For the avoidance of doubt, the Partners are under no obligation to accept the recommendations of the Committee.

11.3. In accordance with legislative requirements Partners will retain decision-making and other statutory responsibilities in relation to their functions and responsibilities under the LGA 2002, the RMA 1991, the LTMA 2003 and, where relevant, the GCRA 2016.

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12. OPERATING PRINCIPLES

12.1. The practice of the Committee will be to work to achieve consensus wherever possible to achieve alignment and integration across all Partners.

12.2. In making recommendations and when preparing strategies and plans the Committee will operate within the principle of subsidiarity where decision-making is the responsibility of individual Partners unless it would be more effective for the matter to be resolved through collaborative agreement.

12.3. The Committee will work in a collaborative and cooperative manner and take into account the interests of all sectors of the community.

12.4. The Committee will at all times operate in accordance with the requirements of the Local Government Official Information and Meetings Act 1987.

13. COMMITTEE SUPPORT

13.1. A Partner Council will act as the administrating authority to the Committee and this will be determined by the CEAG for each triennium.

13.2. The administrating authority will cover the costs associated with the provision of secretariat support from its staff.

13.3. A dedicated Implementation Manager supports effective functioning of the Partnership and works with the Committee Advisor to provide secretariat support to the Committee.

13.4. The Committee is also supported through the provision of advice by the Chief Executives Advisory Group and where required that of staff coordination and implementation groups.

14. PARTNERSHIP FUNDING

14.1. The Committee and the collaborative work of the Partnership is supported financially through the provision of a central fund, which includes meeting the costs associated with the roles of Independent Chair and Implementation Manager.

14.2. The agreed funding formula for this financial contribution is Environment Canterbury (37.5%); Christchurch City Council (37.5%); Selwyn District Council (12.5%) and Waimakariri District Council (12.5%).

14.3. Annual financial contributions will be determined by the CEAG as part of the annual plan processes of partner Councils and with reference to the agreed annual work programme of the Partnership.

14.4. Other Partners may from time to time make supplementary financial contributions to assist effective Partnership working and the delivery of agreed collaborative work programmes.

14.5. For the avoidance of doubt, the successful achievement of strategic goals and implementation of agreed actions within existing strategies and plans relies on the alignment of individual Partner resources through annual plans, long term plans and other funding processes.

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15. VARIATIONS

15.1. The Committee may, at any time, make a recommendation to voting member Partners to vary this Agreement.

15.2. A recommendation to vary this Agreement must be ratified at the governance meetings of all the individual voting member Partners.

15.3. Any variation to this Agreement will be attached to a copy of this document.

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APPENDIX 1

Greater Christchurch Partnership Committee

Resolution of Conflicting Views

The parties acknowledge the need for a mechanism to resolve any conflicting points of view that may arise from time to time and a mechanism by which any member(s) of the Committee may request its use to ensure that any matter or issue is given fair and reasonable consideration prior to formal consideration by the Committee.

For the purpose of conflict resolution the following procedures should apply:

- Any member(s) of the Committee may feel that further discussion, evaluation or consideration is required prior to moving forward on a particular matter.
- It is proposed that in such situations, any member(s) may request the referral of such matters for further review. It is noted that this mechanism is not for the purposes of creating any delay but solely to ensure matters have been given adequate consideration.
- If any matter is referred for review, the review is to be undertaken by the Independent Chair and two Committee members. The review group is to include the member, or at least one of the members, who requested that a matter be reviewed. The Independent Chair shall select the two members of the Committee who will participate in the review group having regard to the nature of the matter being reviewed. After consideration of the matter, the review group will report back to the Committee on the outcome.
- Requests for reviews shall be made at any meeting of the Committee. The Independent Chair shall be the final arbiter of what matters are to be referred for review. Review requests must be accompanied by reasons.
- Review requests are to be made without other Committee members criticising the request. The ability to make such a request in a non-threatening environment is part of "this is the way we do our business" approach.

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APPENDIX 3

Greater Christchurch Partnership Committee

Public Deputations Guidelines

The Greater Christchurch Partnership Committee is a joint committee of the partner Councils and other organisations and welcomes speakers at its meetings. The right to speak at meetings must however be specifically requested and the following guidelines set out the process which must be followed.

Requests to speak

1. Notwithstanding any Standing Orders relating to public deputations, any person requesting to speak at a meeting of Committee must make such a request in writing to the Committee Advisor at least six clear working days before the date of the meeting concerned.
2. Such a request must detail who would be speaking, which organisation (if any) they would be representing and the topic of the presentation sought to be covered.
3. Presentation topics must relate to matters covered in the Greater Christchurch Urban Development Strategy (2007).Presentation topics do not need to relate to any specific agenda items for the meeting concerned.

Confirmation of requests

4. The Independent Chair will consider any request to speak and confirm his/her decision at least two working days before the date of the meeting concerned.
5. The Independent Chair may refuse requests for any reason set out in Standing Orders, including:
    a. The speaker has already presented on the same topic.
    b. The matter is subject to legal proceedings.
    c. The matter is subject to a hearing.

Urgent requests

6. Notwithstanding point 1 above, where in the opinion of the Independent Chair a request made outside the above timeframes is considered urgent or of major public interest, such a request may be granted.

Presentations

7. It would be of assistance to Committee representatives and associated staff if a written summary of the speaker's topic is submitted to the Independent Chair prior to the meeting concerned.
8. If a written submission is presented prior to the meeting concerned it will not be necessary for the speaker to read it verbatim, but merely to outline the general content.
9. Unless given specific prior permission by the Independent Chair, speakers should present for no more than ten minutes.

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10. The Chairperson may terminate a presentation in progress for any reason set out in standing orders, including:
    a. The speaker is being repetitious, disrespectful or offensive
    b. The Chairperson has reason to believe that statements have been made with malice.
11. If the presentation relates to an agenda item to be subsequently debated Committee representatives may ask questions of clarification but will not enter into debate.

Responses to deputations

12. An initial response to deputations will be provided at the end of the Committee meeting concerned. The Committee (or staff on behalf of the Partners) will then provide a written response to any points raised by speakers, as considered appropriate by the Independent Chair, within two working days of the meeting concerned.

Note: Presentations to the Committee may be made in English, Maori or any other language, including New Zealand sign language. Prior arrangement with the Independent Chair should be sought at least two working days before the meeting if the address is not in English. The Independent Chair may order that any speech or document presented be translated and/or printed in another language. If the other language is an official language of New Zealand (e.g. English, Maori or New Zealand sign language), the translation and printing costs will be met by the Partnership.

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WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO:	EXC-12 / 170413036895
REPORT TO:	Council
DATE OF MEETING:	2 May 2017
FROM:	Jim Palmer, Chief Executive
SUBJECT:	Review of Delegations Manual
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 Resource Management Act 1991 delegations to staff, from the Council.

1.2. The Planning staff have reviewed the delegations approved by the Council in February 2016 and are recommending some additional delegations for staff in the department. These relate to the Team Leader - Resource Consents, Team Leader – Monitoring and Enforcement, Senior Planner and Planning Secretary. These delegations relate to the day-to-day operational matters for resource consents.

1.3. Delegations for the Resource Management Act are only able to be approved by the Council.

Attachments:

i. Delegation S-DM 1049A Development Planning Manager, Plan Implementation Manager, Policy Manager, Team Leader – Resource Consents, Team Leader – Monitoring & Enforcement, Senior Planner (1), Planning Secretary (Trim No. 170413036899).

2. RECOMMENDATION

THAT the Council:

(a) **Receives** report No. 170413036895.

(b) **Approves** Delegation S-DM 1049A to the Development Planning Manager, Plan Implementation Manager, Policy Manager, Team Leader – Resource Consents, Team Leader – Monitoring and Enforcement, Senior Planner (1) and Planning Secretary (Trim No. 170413036899).

3. ISSUES AND OPTIONS

3.1. The Council's Delegations Manual outlines the philosophy to encourage the delegation of decision making to the lowest possible competent level.

3.2. The Local Government Act 2002 (Section 42 Chief Executive) outlines the requirement to separate regulatory responsibilities:

3.2.1. A chief executive appointed under subsection (1) is responsible to his or her local authority for ensuring, so far as is practicable, that the management structure of the local authority—

(a) reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities and decision-making processes; and

(b) is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.

3.3. The Council has further made a clear separation between the Chief Executive's role and that of the Senior Planning and Regulation Manager to ensure the regulatory role in those functions is not required to be carried out by the Chief Executive. In doing so, the Manager Regulation has a further level of delegations than other department managers.

3.4. Staff in the Plan Implementation Unit undertake the function for resource consents and the additional delegations recommended are to the Team Leader – Monitoring and Enforcement, Senior Planner (1) and Planning Secretary staff in that unit.

4. COMMUNITY VIEWS

4.1. Not sought.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. There are no financial implications.

5.2. The risks of having incorrect or incomplete delegations to staff are highlighted in an opinion received from Simpson Grierson last year, with recent court cases.

6. CONTEXT

6.1. Policy

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

6.2. Legislation

Local Government Act 2002 Section 42 (Chief Executive); Schedule 7, Clause 32. (Delegations).

6.3. Community Outcomes

There is a safe environment for all.

Jim Palmer
Chief Executive

WAIMAKARIRI DISTRICT COUNCIL

DELEGATIONS

Part 4 ***Delegation to Staff***

Development Planning Manager;
Plan Implementation Manager
Policy Manager;
Team Leader – Resource Consents;
Team Leader – Monitoring and Enforcement;
Senior Planner (1); Planning Secretary

Introduction

The Council delegates the following functions to the Development Planning Manager, Plan Implementation Manager, Policy Manager and Team Leader – Resource Consents in respect to the Resource Management Act 1991.

Note

Section 32A (1) of the Resource Management Act 1991 states:
Delegation of powers and functions to employees and other persons
(1) A local authority may delegate to an employee, or hearings commissioner appointed by the local authority (who may or may not be a member of the local authority), any functions, powers, or duties under this Act except the following:
(a) the approval of a proposed policy statement or plan under clause 17 of Schedule 1:
(b) this power of delegation

Delegations

Officer key:

Development Planning Manager	1
Plan Implementation Manager	2
Policy Manager	3
Team Leader – Resource Consents	4
Team Leader – Monitoring & Enforcement	5
Senior Planner (1)	6
Planning Secretary	7

Section	Delegation	Officer
10(2)	To consider and make a decision on an application to extend the period for which existing use rights apply, including identifying people for affected party approval under section 10(2)(ii).	2 & 4
11(1)(b)	Authority to sign certificates in respect of the subdivision of land being acquired or disposed of by the Council.	2 & 4
36	To provide an estimate of the additional fees likely to be imposed.	2 & 4
36(3), 36(5) and 149ZD	To require additional fees to be paid over and above any prescribed fees, in order to enable the Council to recover its actual and reasonable costs of processing an application.	2 & 4
36(5)	To remit the whole or part of a charge.	2 & 4
37 and 37AA	To waive or extend any time limits.	2 & 4

DELEGATIONS

Part 4 ***Delegation to Staff***

Development Planning Manager;
Plan Implementation Manager
Policy Manager;
Team Leader – Resource Consents;
Team Leader – Monitoring and Enforcement;
Senior Planner (1); Planning Secretary

Section	Delegation	Officer
39B(3) and (4)	To determine whether there are exceptional circumstances that warrant not all of the persons being accredited.	2
42A	To require the preparation of a report.	2
44A	To amend the plan or proposed plan to remove a duplication or conflict with a national environmental standard.	1
55(2)	Duty to amend the plan or proposed plan if directed by national policy statement.	1
87E	To make a decision on a request by the applicant for an application to be referred directly to the Environment Court.	2
87F	To approve the content of a consent authority report on an application that has been directly referred to the Environment Court.	2
88(3)	If an application does not include an adequate assessment of environmental effects or the information required by regulations, to, within 5 10 working days after the application was first lodged, determine that the application is incomplete and return the application, with written reasons for the determination to the applicant.	2 &, 4 & 6
91	To determine not to proceed with the notification or hearing of an application on the grounds that other resource consents are required (in accordance with this section.).	2 & 4
91C(2)	To decide whether to return an application to the applicant or continue to process the application, if it has been suspended for a total of 130 or more working days.	2 & 4
92, 92A	To require further information to be provided or to commission a report under section 92, and to set a timeframe for provision of the information under section 92A(2).	2 & 4
95A,-95F	To determine all notification matters under these sections.	2 & 4
97(4)	To decide to adopt an earlier submission closing date for limited notified applications where all affected persons have provided the Council with a submission, written approval, or notice that they will not make a submission.	2 & 4
99	To invite or require an applicant and/or submitters to attend a pre- hearing meeting.	2 & 4
99	To appoint a person to be the chairperson of a pre-hearing meeting(the chairperson must prepare a report for the authority before the hearing).	2 & 4
99A(1)	To refer an applicant and/or submitters to mediation.	2 & 4
100	To determine whether a hearing in respect of a resource consent application is necessary.	2 & 4
102	To determine that a joint hearing is unnecessary.	2 & 4
103	To determine that a combined hearing is unnecessary.	2 & 4

DELEGATIONS

Part 4 ***Delegation to Staff***

Development Planning Manager;
Plan Implementation Manager
Policy Manager;
Team Leader – Resource Consents;
Team Leader – Monitoring and Enforcement;
Senior Planner (1); Planning Secretary

Section	Delegation	Officer
104A 104B 104C 104D 105 106	To consider and make a decision on any resource consent application which has not been publicly notified and does not require a hearing.	2 ~~&~~, 4 & 6
104A 104B 104C 104D 105 106	To consider and make a decision on any resource consent application, including hearing the application if required.	2
108 108A 109	To impose conditions on resource consents.~~;~~ T~~and~~ to sign documents varying, cancelling or renewing bonds and covenants. (Refer also to section 220 for conditions on subdivision consents)	2 ~~&~~, 4 & 6 2 & 4
109(3)–(5)	To decide that officers and/or agents of the consent authority will enter onto the land subject to bonded work, to ascertain whether the work has been completed, and to complete the work, if the consent holder fails to do so. To decide to recover the cost from the bond, and to register the shortfall as a charge on the land.	2
110	If a resource consent lapses, is cancelled or is surrendered and the activity does not proceed, to refund a financial contribution to the consent holder less a value equivalent of the costs incurred by the consent authority in relation to the activity and its discontinuance.	2 & 4
124	To exercise the consent authority's discretion to allow exercise of an existing consent while applying for a new consent, in accordance with this section.	2 & 4
125	To consider and make decisions on an application to extend the lapse period of a resource consent, where the original application was not publicly notified and did not require a hearing.	2 & 4
125	To consider and make decisions on an application to extend the lapse period of a resource consent.	2
126	To cancel a resource consent, and consider and make a decision on an application to revoke the cancellation notice and state a period after which a new notice may be served, for any consent that has been given effect to but has not been exercised for a continuous period of 5 years.	2
127	To consider and make decisions to change or cancel any condition imposed on a resource consent, including notification decisions, where the original application was not publicly notified and did not require a hearing.	2, 4 & 6
139	To issue a certificate of compliance.	2 & 4
139(4)	To require further information to be provided in order to determine if a certificate of compliance must be issued.	2 & 4

DELEGATIONS

Part 4 ***Delegation to Staff***

Development Planning Manager;
Plan Implementation Manager
Policy Manager;
Team Leader – Resource Consents;
Team Leader – Monitoring and Enforcement;
Senior Planner (1); Planning Secretary

Section	Delegation	Officer
139A	To issue an existing use certificate.	2 & 4
139A(3)	To require further information to be provided in order to determine if an existing use certificate must be issued.	2 & 4
139A(8)	To revoke an existing use certificate if it was issued based on inaccurate information.	2
149Q	To receive report from EPA and to make comments on minor or technical aspects of it.	2
149T	To give notice on Council's behalf under s274 of a matter of national significance that the Minister has called in and directly referred to Environment Court.	2
149W(2)	To amend the proposed plan, change or variation under clause 16(1) of Schedule 1 as soon as practicable after receiving the notice of decision of the Board or Court and approve it under clause 17 of Schedule 1 and give public notice of it under clause 20 of Schedule 1.	1
149ZD	To recover costs incurred by the Council from the applicant and to provide an estimate of costs when required to do so by the applicant..	2 & 4
168A	Authority to lodge notice of requirement on behalf of Council.	2
168A	To determine all notification matters under this section and associated sections, and make associated prehearing decisions under sections 99 to 103..	2
168A	To consider a notice of requirement by the territorial authority and decide to confirm, modify, impose conditions on or withdraw the requirement.	2
169	To determine all notification matters under this section and associated sections, and all decisions under sections 96 to 103	2
169	To request further information on a notice of requirement.	2 & 4
170	If proposing to publicly notify a proposed plan within 40 working days of receipt of a requirement, to include the requirement in the proposed plan, with the consent of the requiring authority.	1 & 2
171	To consider a notice of requirement and any submissions received and recommend to the requiring authority that it confirm, modify, impose conditions on or withdraw the requirement.	2 & 4
176A(2)	To waive the requirement for an Outline Plan	2, 4 & 6
176A(4)	To request changes to an Outline Plan	2 & 4
181(1) and (2)	For an alteration of a designation, the same delegations as those set out above under sections 168A to 176 for a new designation.	2 & 4
181(3)	To alter a designation in the plan or a requirement in the proposed plan if the alteration is a minor change in effects or boundaries.	2 & 4
181(3)	To agree to an alteration to an existing designation in a district plan, or a requirement in its proposed district plan.	1 & 2

DELEGATIONS

Part 4 ***Delegation to Staff***

Development Planning Manager;
Plan Implementation Manager
Policy Manager;
Team Leader – Resource Consents;
Team Leader – Monitoring and Enforcement;
Senior Planner (1); Planning Secretary

Section	Delegation	Officer
182(5) and 196	To decline to remove part of a designation or heritage order from the district plan.	1 & 2
184 184A	To consider and make decisions on an application to extend the lapse period of a designation.	1 & 2
189A	Authority to lodge notice of requirement for a heritage order on behalf of Council	2
189A	To determine all notification matters under this section and associated sections, and make associated prehearing decisions under sections 99 to 103.	2
189A	To consider a notice of requirement for a heritage order by the territorial authority and decide to confirm, modify, impose conditions on or withdraw the requirement.	2
190	To request further information on a notice of requirement for a heritage order.	2
190	To determine all notification matters under this section and associated sections, and make associated prehearing decisions under sections 99 to 103.	2
191	To consider a notice of requirement for a heritage order and any submissions received and recommend to the requiring authority that it confirm, modify, impose conditions on or withdraw the requirement.	2
195A(1) and (2)	For an application by the Heritage Protection Authority to alter a heritage order, the same delegations that apply with respect to sections 189 to 195.	2
195A(3)	To alter a heritage order in the plan or a requirement in the proposed plan if the alteration is a minor change in effects or boundaries.	1 & 2
198D	To approve the content of a consent authority report on a requirement that has been directly referred to the Environment Court.	1 & 2
220	To impose conditions on a subdivision consent.	2 ~~&~~, 4 & 6
221(2)	To be an "authorised person" to sign a consent notice.	2 & 4
221(3)	To vary or cancel any condition contained in a consent notice with the same delegations as set out above for a resource consent application under sections 88 to 121.	2 & 4
222	To issue a completion certificate for matters subject to performance bonds, and to extend the time period for completion.	2 & 4
223(3)	To be an "authorised officer" to certify that a survey plan has been approved.	2 ~~&~~, 4 & 7
224(c)	To be an "authorised officer" to certify compliance with the conditions of a subdivision consent, or, in respect of the conditions that have not been complied with, that a completion certificate , a consent notice has been issued or a bond has been entered into.	2 ~~&~~, 4 & 7
224(f)	To be an authorised person to provide the certificate under this section for a subdivision effected by the grant of a cross lease or company lease or by the deposit of a unit plan.	2 ~~&~~, 4 & 7

DELEGATIONS

Part 4 ***Delegation to Staff***

Development Planning Manager;
Plan Implementation Manager
Policy Manager;
Team Leader – Resource Consents;
Team Leader – Monitoring and Enforcement;
Senior Planner (1); Planning Secretary

Section	Delegation	Officer
226(1)(e)	To certify as an "authorised officer" any plan of subdivision or copy thereof, which has not had a previous statutory approval.	2 ~~&~~, 4 & 7
234	To vary or cancel the instrument creating an esplanade strip as set out in this section.	2 & 4
234(7)	To certify as an "authorised officer" specifying the variations to the instrument or that the instrument is cancelled as the case may be.	2 & 4
235	To enter into an agreement to create an esplanade strip for any of the purposes specified in section 229.	2 & 4
237B	To agree with the registered proprietor of land to acquire an easement over the land and to execute the easement and to agree to vary or cancel any such easement.	2
237C	To close an access strip or esplanade strip during periods of emergency or public risk likely to cause loss of life, injury, or serious damage to property.	2 & 4
239	Authority to certify survey plans subject to specified interests.	2 ~~&~~, 4 & 7
240	To sign covenants pursuant to section 240(3) and certify cancellation of covenants under section 240(5)(b), as an "authorised officer".	2 ~~&~~, 4 & 7
241	To cancel an amalgamation condition under section 241(3), and to certify cancellation as an "authorised officer" under section 241(4)(b).	2 ~~&~~, 4 & 7
243	To provide written consent for the surrender, transfer or variation of an easement under section 243(2), to revoke a condition requiring an easement under section 243(e), and to certify cancellation of the condition as an "authorised officer" under section 243(f)(ii).	2
269-291	Authority to determine and direct Council involvement in Environment Court proceedings.	1 & 2
316 to 320	Authority to initiate enforcement order and interim enforcement order proceedings, and take all steps incidental to seeking the order.	2
315	To seek consent of the Environment Court and to comply with an enforcement order on behalf of a person who has failed to comply with an order.	2
321	To apply to the Environment Court to change or cancel an enforcement order.	2
325A	To consider applications to change or cancel an abatement notice.	2 ~~& 4~~& 5
332 and 333	To provide written authorisation to enforcement officers under these sections.	2 ~~& 4~~& 5
336	To decide on an application for property seized under sections 323 or 328 to be returned, and to dispose of the property where authorized under section 336.	2
338	Authority to initiate any prosecution and make decisions on any matter relating to any such prosecution.	2
357D	To hear and make decisions on any objection made under section 357 or section 357A.	2 & 4

DELEGATIONS

Part 4 ***Delegation to Staff***

Development Planning Manager;
Plan Implementation Manager
Policy Manager;
Team Leader – Resource Consents;
Team Leader – Monitoring and Enforcement;
Senior Planner (1); Planning Secretary

Section	Delegation	Officer
357D	To consider and determine an objection to the conditions imposed on a resource consent under section 357A.	2 & 4
357D	To hear and determine an objection to additional fees under section 357B.	2
Sch 1 cl3, 3C	To determine whether consultation has already occurred under other enactments, and to decide who to consult with under cl 3(2).	1
Sch 1 cl 6	To make submissions on Council's behalf.	1 & 2
Sch 1 cl8,	To make further submissions on Council's behalf.	1 & 2
Sch 1 cl8AA	To invite submitters to a meeting or refer matters to mediation.	1 & 2
Sch 1, cl8C	To determine whether hearing is required.	1 & 2
Sch 1 cl9(1)	To consider a notice of requirement and any submissions received and recommend to the requiring authority that it confirm, modify, impose conditions on or withdraw the requirement.	1 & 2
Sch 1 cl14	Authority to lodge an appeal with the Environment Court.	1 & 2
Sch 1 cl16	To amend the proposed plan in the circumstances set out in this clause.	1 & 2
Sch1 cl20A	To amend the operative plan to correct minor errors.	1
Sch1 cl23	To require further information to be provided under clause 23(1) or to commission a report under clause 23(3).	1 & 2
Sch1 cl24	To decide to modify a request.	1 & 2
Sch1 cl 28	Power to send a notice and deem a plan change request to have been withdrawn	1 & 2
Sch1 cl32	Authority to certify as a correct copy material incorporated by reference	1 & 2
General	To appoint a commissioner or commissioners.	1 & 2
General	To instruct counsel to represent the Council where the Council is a party in any proceedings before the Environment Court, as the case may be.	1 & 2
General	~~To authorise an officer holding one of the authorised positions listed below~~Authority to participate in mediation of any proceeding before the Environment Court that does not arise out of the First Schedule of the Resource Management Act 1991, including the power to commit the Council to a binding agreement to resolve the proceeding provided it does not require any Council expenditure not authorised by a Council delegation.~~The authorised positions are as follows:~~ ~~Development Planning Manager~~ ~~Plan Implementation Manager~~ ~~Team Leader – Resource Consents~~ ~~Senior Planner~~	2 & 4

DELEGATIONS

Part 4 ***Delegation to Staff***

Development Planning Manager;
Plan Implementation Manager
Policy Manager;
Team Leader – Resource Consents;
Team Leader – Monitoring and Enforcement;
Senior Planner (1); Planning Secretary

Section	Delegation	Officer
General	To authorise an officer holding one of the authorised positions listed below to participate in mediation of any proceeding before the Environment Court that does not arise out of the First Schedule of the Resource Management Act 1991. The authorised positions are as follows: • Development Planning Manager • Plan Implementation Manager • Team Leader – Resource Consents • Team Leader – Monitoring & Enforcement • Resource Management Planners	
General	To authorise any officer to participate in a mediation of any proceedings before the Environment Court other than a proceeding under the Resource Management Act 1991. The authority shall include the power to commit the Council to a binding agreement to resolve the proceeding, and shall be on such terms and conditions as appropriate.	1, 2 & 3
General	To authorise any officer to participate in a mediation of any proceedings before the Environment Court other than a proceeding under the Resource Management Act 1991. The authorised positions are as follows: • Development Planning Manager • Plan Implementation Manager • Team Leader – Resource Consents • Team Leader – Monitoring & Enforcement • Resource Management Planners • Senior Policy Planner.	
General	To lodge submissions on behalf of the Council on any proposed district plan (including the Christchurch Replacement District Plan) or variation to a proposed district plan administered by the Council, or on any Council initiated or privately initiated change to a district plan administered by the Council, or on any notice of requirement for a designation or on any notice of requirement for a heritage order.	1 & 2 & 3
General	To lodge submissions on behalf of the Council on any Proposed Regional Plan or variation to a Proposed Regional Plan, or any change to a Regional Plan.	1 & 2 & 3
General	To lodge submissions on behalf of the Council on any proposed District Plan or variation to a Proposed District Plan in neighbouring territorial authority districts.	1 & 2 & 3

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DELEGATIONS

Part 4 ***Delegation to Staff***

Development Planning Manager;
Plan Implementation Manager
Policy Manager;
Team Leader – Resource Consents;
Team Leader – Monitoring and Enforcement;
Senior Planner (1); Planning Secretary

Section	Delegation	Officer
General	To lodge appeals against decisions of the Canterbury Regional Council and of neighbouring territorial authorities on Proposed Regional Policy Statements, Proposed Regional Plans, Proposed District Plans, resource consents and on Variations and Changes to Proposed or Operative Regional Policy Statements, Regional Plans, and District Plans.	1 & 2 & 3
General	To make submissions on individual notified regional land use consents and water, discharge and coastal permits where (a) there are special matters of district importance; or (b) There are special matters of importance to the local community or local environment; or (c) There are technical skills or knowledge which the Council can contribute to achieving a better outcome for the community.	1, 2 & 3
General	To make submissions on applications for resource consents applied for in territorial authority districts adjoining the district.	1, 2 & 3

~~**Introduction**~~

~~The Council delegates the following functions to the Development Planning Manager, Plan Implementation Manager, Policy Manager and Team Leader – Resource Consents in respect to the Resource Management Act 1991.~~

~~**Note**~~
~~Section 32A (1) of the Resource Management Act 1991 states:~~
~~Delegation of powers and functions to employees and other persons~~
~~(1) A local authority may delegate to an employee, or hearings commissioner appointed by the local authority (who may or may not be a member of the local authority), any functions, powers, or duties under this Act except the following:~~
~~(a) the approval of a proposed policy statement or plan under clause 17 of Schedule 1:~~
~~(b) this power of delegation~~

~~**Delegations**~~

~~**Officer key:**~~
~~Development Planning Manager 1~~
~~Plan Implementation Manager 2~~
~~Policy Manager 3~~
~~Team Leader – Resource Consents 4~~

DELEGATIONS

Part 4 ***Delegation to Staff***

Development Planning Manager;
Plan Implementation Manager
Policy Manager;
Team Leader – Resource Consents;
Team Leader – Monitoring and Enforcement;
Senior Planner (1); Planning Secretary

~~Team Leader – Monitoring & Enforcement 5~~
~~Senior Planner (1) 6~~
~~Planning Secretary 7~~

~~Section~~	~~Delegation~~	~~Officer~~
~~10(2)~~	~~To consider and make a decision on an application to extend the period for which existing use rights apply, including identifying people for affected party approval under section 10(2)(ii).~~	~~2 & 4~~
~~11(1)(b)~~	~~Authority to sign certificates in respect of the subdivision of land being acquired or disposed of by the Council.~~	~~2 & 4~~
~~36~~	~~To provide an estimate of the additional fees likely to be imposed.~~	~~2 & 4~~
~~36(3), 36(5) and 149ZD~~	~~To require additional fees to be paid over and above any prescribed fees, in order to enable the Council to recover its actual and reasonable costs of processing an application.~~	~~2 & 4~~
~~36(5)~~	~~To remit the whole or part of a charge.~~	~~2 & 4~~
~~37 and 37AA~~	~~To waive or extend any time limits.~~	~~2 & 4~~
~~39B(3) and (4)~~	~~To determine whether there are exceptional circumstances that warrant not all of the persons being accredited.~~	~~2~~
~~42A~~	~~To require the preparation of a report.~~	~~2~~
~~44A~~	~~To amend the plan or proposed plan to remove a duplication or conflict with a national environmental standard.~~	~~1~~
~~55(2)~~	~~Duty to amend the plan or proposed plan if directed by national policy statement.~~	~~1~~
~~87E~~	~~To make a decision on a request by the applicant for an application to be referred directly to the Environment Court.~~	~~2~~
~~87F~~	~~To approve the content of a consent authority report on an application that has been directly referred to the Environment Court.~~	~~2~~
~~88(3)~~	~~If an application does not include an adequate assessment of environmental effects or the information required by regulations, to, within 5~~ 10 working days ~~after the application was first lodged, determine that the application is incomplete and return the application, with written reasons for the determination to the applicant.~~	~~2 &~~, ~~4~~ & 6
~~91~~	~~To determine not to proceed with the notification or hearing of an application on the grounds that other resource consents are required (in accordance with this section.).~~	~~2 & 4~~
~~91C(2)~~	~~To decide whether to return an application to the applicant or continue to process the application, if it has been suspended for a total of 130 or more working days.~~	~~2 & 4~~
~~92, 92A~~	~~To require further information to be provided or to commission a report under section 92, and to set a timeframe for provision of the information under section 92A(2).~~	~~2 & 4~~

DELEGATIONS

Part 4 ***Delegation to Staff***

Development Planning Manager;
Plan Implementation Manager
Policy Manager;
Team Leader – Resource Consents;
Team Leader – Monitoring and Enforcement;
Senior Planner (1); Planning Secretary

~~Section~~	~~Delegation~~	~~Officer~~
~~95A, 95F~~	~~To determine all notification matters under these sections.~~	~~2 & 4~~
~~97(4)~~	~~To decide to adopt an earlier submission closing date for limited notified applications where all affected persons have provided the Council with a submission, written approval, or notice that they will not make a submission.~~	~~2 & 4~~
~~99~~	~~To invite or require an applicant and/or submitters to attend a pre- hearing meeting.~~	~~2 & 4~~
~~99~~	~~To appoint a person to be the chairperson of a pre-hearing meeting(the chairperson must prepare a report for the authority before the hearing).~~	~~2 & 4~~
~~99A(1)~~	~~To refer an applicant and/or submitters to mediation.~~	~~2 & 4~~
~~100~~	~~To determine whether a hearing in respect of a resource consent application is necessary.~~	~~2 & 4~~
~~102~~	~~To determine that a joint hearing is unnecessary.~~	~~2 & 4~~
~~103~~	~~To determine that a combined hearing is unnecessary.~~	~~2 & 4~~
~~104A~~ ~~104B~~ ~~104C~~ ~~104D~~ ~~105~~ ~~106~~	~~To consider and make a decision on any resource consent application which has not been publicly notified and does not require a hearing.~~	~~2 &~~, ~~4~~ ~~& 6~~
~~104A~~ ~~104B~~ ~~104C~~ ~~104D~~ ~~105~~ ~~106~~	~~To consider and make a decision on any resource consent application, including hearing the application if required.~~	~~2~~
~~108~~ ~~108A~~ ~~109~~	~~To impose conditions on resource consents.,~~ ~~Tand to sign documents varying, cancelling or renewing bonds and covenants.~~ ~~(Refer also to section 220 for conditions on subdivision consents)~~	~~2 &, 4 & 6~~ ~~2 & 4~~
~~109(3)–(5)~~	~~To decide that officers and/or agents of the consent authority will enter onto the land subject to bonded work, to ascertain whether the work has been completed, and to complete the work, if the consent holder fails to do so. To decide to recover the cost from the bond, and to register the shortfall as a charge on the land.~~	~~2~~
~~110~~	~~If a resource consent lapses, is cancelled or is surrendered and the activity does not proceed, to refund a financial contribution to the consent holder less a value equivalent of the costs incurred by the consent authority in relation to the activity and its discontinuance.~~	~~2 & 4~~
~~124~~	~~To exercise the consent authority's discretion to allow exercise of an existing consent while applying for a new consent, in accordance with this section.~~	~~2 & 4~~

DELEGATIONS

Part 4 ***Delegation to Staff***

Development Planning Manager;
Plan Implementation Manager
Policy Manager;
Team Leader – Resource Consents;
Team Leader – Monitoring and Enforcement;
Senior Planner (1); Planning Secretary

Section	Delegation	Officer
125	To consider and make decisions on an application to extend the lapse period of a resource consent, where the original application was not publicly notified and did not require a hearing.	2 & 4
125	To consider and make decisions on an application to extend the lapse period of a resource consent.	2
126	To cancel a resource consent, and consider and make a decision on an application to revoke the cancellation notice and state a period after which a new notice may be served, for any consent that has been given effect to but has not been exercised for a continuous period of 5 years.	2
127	To consider and make decisions to change or cancel any condition imposed on a resource consent, including notification decisions, where the original application was not publicly notified and did not require a hearing.	2, 4 & 6
139	To issue a certificate of compliance.	2 & 4
139(4)	To require further information to be provided in order to determine if a certificate of compliance must be issued.	2 & 4
139A	To issue an existing use certificate.	2 & 4
139A(3)	To require further information to be provided in order to determine if an existing use certificate must be issued.	2 & 4
139A(8)	To revoke an existing use certificate if it was issued based on inaccurate information.	2
149Q	To receive report from EPA and to make comments on minor or technical aspects of it.	2
149T	To give notice on Council's behalf under s274 of a matter of national significance that the Minister has called in and directly referred to Environment Court.	2
149W(2)	To amend the proposed plan, change or variation under clause 16(1) of Schedule 1 as soon as practicable after receiving the notice of decision of the Board or Court and approve it under clause 17 of Schedule 1 and give public notice of it under clause 20 of Schedule 1.	1
149ZD	To recover costs incurred by the Council from the applicant and to provide an estimate of costs when required to do so by the applicant..	2 & 4
168A	Authority to lodge notice of requirement on behalf of Council.	2
168A	To determine all notification matters under this section and associated sections, and make associated prehearing decisions under sections 99 to 103..	2
168A	To consider a notice of requirement by the territorial authority and decide to confirm, modify, impose conditions on or withdraw the requirement.	2
169	To determine all notification matters under this section and associated sections, and all decisions under sections 96 to 103	2
169	To request further information on a notice of requirement.	2 & 4

DELEGATIONS

Part 4 ***Delegation to Staff***

Development Planning Manager;
Plan Implementation Manager
Policy Manager;
Team Leader – Resource Consents;
Team Leader – Monitoring and Enforcement;
Senior Planner (1); Planning Secretary

~~Section~~	~~Delegation~~	~~Officer~~
~~170~~	~~If proposing to publicly notify a proposed plan within 40 working days of receipt of a requirement, to include the requirement in the proposed plan, with the consent of the requiring authority.~~	~~1 & 2~~
~~171~~	~~To consider a notice of requirement and any submissions received and recommend to the requiring authority that it confirm, modify, impose conditions on or withdraw the requirement.~~	~~2 & 4~~
~~176A(2)~~	~~To waive the requirement for an Outline Plan~~	~~2, 4 & 6~~
~~176A(4)~~	~~To request changes to an Outline Plan~~	~~2 & 4~~
~~181(1) and (2)~~	~~For an alteration of a designation, the same delegations as those set out above under sections 168A to 176 for a new designation.~~	~~2 & 4~~
~~181(3)~~	~~To alter a designation in the plan or a requirement in the proposed plan if the alteration is a minor change in effects or boundaries.~~	~~2 & 4~~
~~181(3)~~	~~To agree to an alteration to an existing designation in a district plan, or a requirement in its proposed district plan.~~	~~2 & 1~~
~~182(5) and 196~~	~~To decline to remove part of a designation or heritage order from the district plan.~~	~~1 & 2~~
~~184 184A~~	~~To consider and make decisions on an application to extend the lapse period of a designation.~~	~~2~~
~~189A~~	~~Authority to lodge notice of requirement for a heritage order on behalf of Council~~	~~2~~
~~189A~~	~~To determine all notification matters under this section and associated sections, and make associated prehearing decisions under sections 99 to 103.~~	~~2~~
~~189A~~	~~To consider a notice of requirement for a heritage order by the territorial authority and decide to confirm, modify, impose conditions on or withdraw the requirement.~~	~~2~~
~~190~~	~~To request further information on a notice of requirement for a heritage order.~~	~~2~~
~~190~~	~~To determine all notification matters under this section and associated sections, and make associated prehearing decisions under sections 99 to 103.~~	~~2~~
~~191~~	~~To consider a notice of requirement for a heritage order and any submissions received and recommend to the requiring authority that it confirm, modify, impose conditions on or withdraw the requirement.~~	~~2~~
~~195A(1) and (2)~~	~~For an application by the Heritage Protection Authority to alter a heritage order, the same delegations that apply with respect to sections 189 to 195.~~	~~2~~
~~195A(3)~~	~~To alter a heritage order in the plan or a requirement in the proposed plan if the alteration is a minor change in effects or boundaries.~~	~~2~~
~~198D~~	~~To approve the content of a consent authority report on a requirement that has been directly referred to the Environment Court.~~	~~2~~
~~220~~	~~To impose conditions on a subdivision consent.~~	~~2 &, 4 & 6~~

DELEGATIONS

Part 4 ***Delegation to Staff***

Development Planning Manager;
Plan Implementation Manager
Policy Manager;
Team Leader – Resource Consents;
Team Leader – Monitoring and Enforcement;
Senior Planner (1); Planning Secretary

~~Section~~	~~Delegation~~	~~Officer~~
~~221(2)~~	~~To be an "authorised person" to sign a consent notice.~~	~~2 & 4~~
~~221(3)~~	~~To vary or cancel any condition contained in a consent notice with the same delegations as set out above for a resource consent application under sections 88 to 121.~~	~~2 & 4~~
~~222~~	~~To issue a completion certificate for matters subject to performance bonds, and to extend the time period for completion.~~	~~2 & 4~~
~~223(3)~~	~~To be an "authorised officer" to certify that a survey plan has been approved.~~	~~2 &, 4 & 7~~
~~224(c)~~	~~To be an "authorised officer" to certify compliance with the conditions of a subdivision consent, or, in respect of the conditions that have not been complied with, that a completion certificate , a consent notice has been issued or a bond has been entered into.~~	~~2 &, 4 & 7~~
~~224(f)~~	~~To be an authorised person to provide the certificate under this section for a subdivision effected by the grant of a cross lease or company lease or by the deposit of a unit plan.~~	~~2 &, 4 & 7~~
~~226(1)(c)~~	~~To certify as an "authorised officer" any plan of subdivision or copy thereof, which has not had a previous statutory approval.~~	~~2 &, 4 & 7~~
~~234~~	~~To vary or cancel the instrument creating an esplanade strip as set out in this section.~~	~~2 & 4~~
~~234(7)~~	~~To certify as an "authorised officer" specifying the variations to the instrument or that the instrument is cancelled as the case may be.~~	~~2 & 4~~
~~235~~	~~To enter into an agreement to create an esplanade strip for any of the purposes specified in section 229.~~	~~2 & 4~~
~~237B~~	~~To agree with the registered proprietor of land to acquire an easement over the land and to execute the easement and to agree to vary or cancel any such easement.~~	~~2~~
~~237C~~	~~To close an access strip or esplanade strip during periods of emergency or public risk likely to cause loss of life, injury, or serious damage to property.~~	~~2 & 4~~
~~239~~	~~Authority to certify survey plans subject to specified interests.~~	~~2 & ,4 & 7~~
~~240~~	~~To sign covenants pursuant to section 240(3) and certify cancellation of covenants under section 240(5)(b), as an "authorised officer".~~	~~2 &, 4 & 7~~
~~241~~	~~To cancel an amalgamation condition under section 241(3), and to certify cancellation as an "authorised officer" under section 241(4)(b).~~	~~2 &, 4 & 7~~
~~243~~	~~To provide written consent for the surrender, transfer or variation of an easement under section 243(2), to revoke a condition requiring an easement under section 243(e), and to certify cancellation of the condition as an "authorised officer" under section 243(f)(ii).~~	~~2~~
~~269-291~~	~~Authority to determine and direct Council involvement in Environment Court proceedings.~~	~~2~~
~~316 to 320~~	~~Authority to initiate enforcement order and interim enforcement order proceedings, and take all steps incidental to seeking the order.~~	~~2~~

WAIMAKARIRI DISTRICT COUNCIL

DELEGATIONS

Part 4 ***Delegation to Staff***

Development Planning Manager;
Plan Implementation Manager
Policy Manager;
Team Leader – Resource Consents;
Team Leader – Monitoring and Enforcement;
Senior Planner (1); Planning Secretary

~~Section~~	~~Delegation~~	~~Officer~~
~~315~~	~~To seek consent of the Environment Court and to comply with an enforcement order on behalf of a person who has failed to comply with an order.~~	~~2~~
~~321~~	~~To apply to the Environment Court to change or cancel an enforcement order.~~	~~2~~
~~325A~~	~~To consider applications to change or cancel an abatement notice.~~	~~2 & 4~~& 5
~~332 and 333~~	~~To provide written authorisation to enforcement officers under these sections.~~	~~2 & 4~~& 5
~~336~~	~~To decide on an application for property seized under sections 323 or 328 to be returned, and to dispose of the property where authorized under section 336.~~	~~2~~
~~338~~	~~Authority to initiate any prosecution and make decisions on any matter relating to any such prosecution.~~	~~2~~
~~357D~~	~~To hear and make decisions on any objection made under section 357 or section 357A.~~	~~2 & 4~~
~~357D~~	~~To consider and determine an objection to the conditions imposed on a resource consent under section 357A.~~	~~2 & 4~~
~~357D~~	~~To hear and determine an objection to additional fees under section 357B.~~	~~2~~
~~Sch 1 cl3, 3C~~	~~To determine whether consultation has already occurred under other enactments, and to decide who to consult with under cl 3(2).~~	~~1~~
~~Sch 1 cl 6~~	~~To make submissions on Council's behalf.~~	~~1 & 2~~
~~Sch 1 cl8,~~	~~To make further submissions on Council's behalf.~~	~~1 & 2~~
~~Sch 1 cl8AA~~	~~To invite submitters to a meeting or refer matters to mediation.~~	~~1 & 2~~
~~Sch 1, cl8C~~	~~To determine whether hearing is required.~~	~~1 & 2~~
~~Sch 1 cl9(1)~~	~~To consider a notice of requirement and any submissions received and recommend to the requiring authority that it confirm, modify, impose conditions on or withdraw the requirement.~~	~~1 & 2~~
~~Sch 1 cl14~~	~~Authority to lodge an appeal with the Environment Court.~~	~~1 & 2~~
~~Sch 1 cl16~~	~~To amend the proposed plan in the circumstances set out in this clause.~~	~~1~~
~~Sch1 cl20A~~	~~To amend the operative plan to correct minor errors.~~	~~1~~
~~Sch1 cl23~~	~~To require further information to be provided under clause 23(1) or to commission a report under clause 23(3).~~	~~1 & 2~~
~~Sch1 cl24~~	~~To decide to modify a request.~~	~~1 & 2~~
~~Sch1 cl 28~~	~~Power to send a notice and deem a plan change request to have been withdrawn~~	~~1 & 2~~
~~Sch1 cl32~~	~~Authority to certify as a correct copy material incorporated by reference~~	~~1 & 2~~
~~General~~	~~To appoint a commissioner or commissioners.~~	~~1 & 2~~
~~General~~	~~To instruct counsel to represent the Council where the Council is a party in any proceedings before the Environment Court, as the case may be.~~	~~1 & 2~~

DELEGATIONS

Part 4 ***Delegation to Staff***

Development Planning Manager;
Plan Implementation Manager
Policy Manager;
Team Leader – Resource Consents;
Team Leader – Monitoring and Enforcement;
Senior Planner (1); Planning Secretary

~~Section~~	~~Delegation~~	~~Officer~~
~~General~~	~~To authorise an officer holding one of the authorised positions listed below~~Authority to participate in mediation of any proceeding before the Environment Court that does not arise out of the First Schedule of the Resource Management Act 1991, including the power to commit the Council to a binding agreement to resolve the proceeding provided it does not require any Council expenditure not authorised by a Council delegation. ~~The authorised positions are as follows:~~ ~~• Development Planning Manager~~ ~~• Plan Implementation Manager~~ ~~• Team Leader – Resource Consents~~ ~~• Senior Planner~~	~~2 & 4~~
~~General~~	~~To authorise an officer holding one of the authorised positions listed below to participate in mediation of any proceeding before the Environment Court that does not arise out of the First Schedule of the Resource Management Act 1991.~~ ~~The authorised positions are as follows:~~ ~~Development Planning Manager~~ ~~Plan Implementation Manager~~ ~~Team Leader – Resource Consents~~ ~~Team Leader – Monitoring & Enforcement~~ ~~Resource Management Planners~~	
~~General~~	~~To authorise any officer to participate in a mediation of any proceedings before the Environment Court other than a proceeding under the Resource Management Act 1991. The authority shall include the power to commit the Council to a binding agreement to resolve the proceeding, and shall be on such terms and conditions as appropriate.~~	~~1, 2 & 3~~
~~General~~	~~To authorise any officer to participate in a mediation of any proceedings before the Environment Court other than a proceeding under the Resource Management Act 1991.~~ ~~The authorised positions are as follows:~~ ~~Development Planning Manager~~ ~~Plan Implementation Manager~~ ~~Team Leader – Resource Consents~~ ~~Team Leader – Monitoring & Enforcement~~ ~~Resource Management Planners~~ ~~Senior Policy Planner.~~	
~~General~~	~~To lodge submissions on behalf of the Council on any proposed district plan (including the Christchurch Replacement District Plan) or variation to a proposed district plan administered by the Council, or on any Council initiated or privately initiated change to a district plan administered by the Council, or on any notice of requirement for a designation or on any notice of requirement for a heritage order.~~	~~1 & 2 & 3~~

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DELEGATIONS

Part 4 ***Delegation to Staff***

Development Planning Manager;
Plan Implementation Manager
Policy Manager;
Team Leader – Resource Consents;
Team Leader – Monitoring and Enforcement;
Senior Planner (1); Planning Secretary

~~Section~~	~~Delegation~~	~~Officer~~
~~General~~	~~To lodge submissions on behalf of the Council on any Proposed Regional Plan or variation to a Proposed Regional Plan, or any change to a Regional Plan.~~	~~1 & 2 & 3~~
~~General~~	~~To lodge submissions on behalf of the Council on any proposed District Plan or variation to a Proposed District Plan in neighbouring territorial authority districts.~~	~~1 & 2 & 3~~
~~General~~	~~To lodge appeals against decisions of the Canterbury Regional Council and of neighbouring territorial authorities on Proposed Regional Policy Statements, Proposed Regional Plans, Proposed District Plans, resource consents and on Variations and Changes to Proposed or Operative Regional Policy Statements, Regional Plans, and District Plans.~~	~~1 & 2 & 3~~
~~General~~	~~To make submissions on individual notified regional land use consents and water, discharge and coastal permits where~~ ~~(a) there are special matters of district importance; or~~ ~~(b) There are special matters of importance to the local community or local environment; or~~ ~~(c) There are technical skills or knowledge which the Council can contribute to achieving a better outcome for the community.~~	~~2 & 3~~
~~General~~	~~To make submissions on applications for resource consents applied for in territorial authority districts adjoining the district.~~	~~1 & 2~~

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO:	EXC-34-20 / 170420038533
REPORT TO:	Council
DATE OF MEETING:	2 May 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 April.

Attachment

1 Discharging Officer Health and Safety Duties

2 April 2017 Health and Safety Dashboard Report

2. RECOMMENDATIONS

THAT the Council:

(a) **Receives** report 170420038533.

3. ISSUES AND OPTIONS

3.1. The overview of this month's work-related accidents/incidents is as follows:

- Five accidents or incidents. All accidents were minor in nature with one involving a mild muscle strain and another resulted in a small burn. There were no lasting effects.
- One near miss.

3.2. The dashboard review shows:

- Good progress has been made with eight completed projects and six on track. The Emergency Management Review Project is currently delayed and should be completed within the next month. Two projects remain on hold as reported last month, Behavioural Safety and Field Work due revised commencement dates. Neither are concerning at this time.

- Site Security Reviews – This new project as reported last month is tracking is well. Site security reviews are now complete for nine sites.

- Driver Safety Policy is in development by a working group, and is progressing well. Due for completion mid-2017.

- Drug and Alcohol Policy project has been completed, with the final action being the delivery of General Awareness Training this month.

- The recently reviewed WDC Health and Safety Risk Register will be considered by the Audit and Risk Committee on 16 May 2017.

- The recently developed Emergency Management Plan has been submitted for Management Team approval and will be finalised once feedback and approval has been received.

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

Attachment 1

Discharging Officer Health and Safety Duties

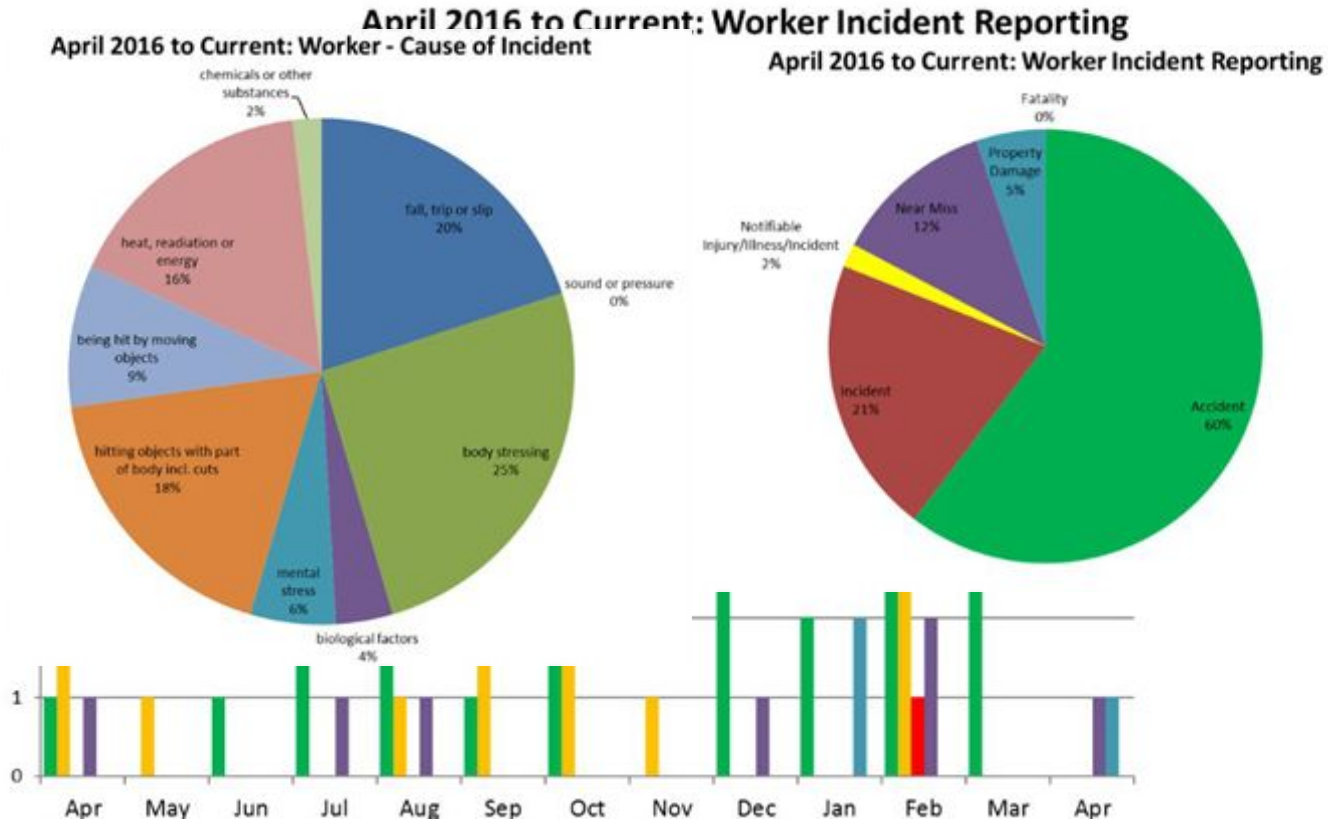
OFFICER DUTIES	EXAMPLES OF ACTIVITIES TO SUPPORT DISCHARGE OF DUTIES	FREQUENCY
KNOW (To acquire, and keep up to date, knowledge of work health and safety matters)	• Updates on new activities/major contracts • Council reports to include Health and Safety advice as relevant • Audit Committee to receive minutes of Health and Safety Committee meetings • Update on legislation and best practice changes to Audit Committee	Various Committee reports Monthly, as required Two-monthly As required
UNDERSTAND (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)	• Induction of new Council through tour of District and ongoing site visits. • H&S Risk register to Audit Committee • Training on H&S legislation and best practices updates • CCO activities reported to the Audit Committee	Start of each new term and as required Six monthly, or where major change At least annually At least annually
RESOURCES (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)	• LTP or Annual Plan to have a specific report on H&S resources • Reports to Committees will outline H&S issues and resourcing, as appropriate	Annually As required
MONITOR (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)	• Report to every Council meeting – standing agenda item to include Dashboard Update and any major developments • Risk register review by Audit Committee	Monthly Six monthly
COMPLY (To ensure that the PCBU has, and implements, processes for complying with any duty or	• Programme of H&S internal work received by Audit Committee • Internal Audit reports to Audit Committee • Incident Investigations reported Audit Committee	Annually As completed As required

obligation of the PCBU under this Act)	• Worksafe review of incidents/ accidents reported to Audit Committee	As required
VERIFY (To verify the provision and use of the resources and processes)	• Receive ACC WSMP audit results and remedial actions (if any) reported to Audit Committee • Worksafe audits, if undertaken • Self-assessment against Canterbury Safety Charter reported to the Audit Committee	Two yearly As completed Annually

Progress against 2016/17 Workplan - April 2017 (as at Thursday 13th April 2017)**

Major New Projects	Current Progress	Comment
Behavioural Safety - culture review - training - communications - 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 - 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 - external reviews of all WDC static sites (buildings) - report/action plan submission to relevant managers	**ONGOING**	*Site security reviews have been completed during December by OpSec for Rangiora Service Centre, Rangiora Library and Kaiapoi Library/Service Centre. Report received, action plan developed and actions assigned to relevant managers. *Site security reviews have been completed during February for Water Unit office and depot, Dog Pound and Dudley Aquatic Facility. Report received, action plan is yet to be developed and actions assigned to relevant managers. *Site security reviews have been completed for Ashley Building, Farmers Building and Kaiapoi Aquatic Facility for April 2017. Report due for submission during May 2017.
Reporting - improvement of reporting dashboard - automation of lag indicators - 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 - 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 (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) consequenses. 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	**COMPLETE (BUSINESS AS USUAL)**	General Awareness training for team leaders booked for April 2017. Once the training is complete, then the project is complete/closed.
Implementation of Contractor H&S Management Systems	**ONGOING**	All WDC contractors (that are included in database) have been informed of new pre-qualification requirements of >50% on SiteWise (or similar externally-verified pre-qualification system). Report submitted to Management Team to propose broader project to address Contractor Management Process Improvement.
Emergency Management Review *Improvement to currently compliant procedures - standardisation and simplification	**ONGOING**	Draft Emergency Management Plan has been issued for consultation, and was due for finalisation at end March but will now be finalised at end April 2017. Call-out for designated First Aiders has gone out to all managers, with the intent of creating greater clarity as to who is the First Aider for each workgroup, and training them accordingly.
Safety Management Systems		
WDC Safety Management Systems review against ACC Workplace Safety Mangement 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 (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). 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). Project plan has determined that teh systems will be trailled in the Water Unit during April, with a view to then implementing the system across the organisation in May/June (pending success of pilot).
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. ***Review of system has been delayed to Q2 2017 to align with planning cycle for 2017/18.*** Next step - to develop schedule and a competencies overview to ensure staff are compliant with requirements. **Training delivered during Sept/Oct**: Hazard ID/Risk Assessment, Personal Safety/Conflict De-escalation. **Training delivered for Nov/Dec**: H&S Representative, Manual Handling, Emergency Warden **Training delivered for Jan/Feb:** Nil **Training delivered for March/April:** Emergency First Aid, Drug and Alcohol Awareness, Driver Anti-Skid (Driver Safety), OOS Management, Confined Spaces Awareness.
Other Activities		
Develop 'stepback/take-5' forms for field staff & workplace walk-around checklist for all sites	**COMPLETE (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). 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 (BUSINESS AS USUAL)**	Health and Safety noticeboards have been installed Rangiora Service Centre, Rangiora Library, Kaiapoi Library/Service Centre, Kaiapoi 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**	Virtual Team has now become the Canterbury Health and Safety Advisory Group, with representatives from all Canterbury Local and Regional Authorities attending a quarterly forum meeting. The goal of the group is to share resources and information, provide advice and information to each other, and potentially benefit from economies of scale in some health and safety activities such as training or use of consultants.
LEGEND		On track
		Slightly behind schedule (less than one month)
		Behind schedule (greater than one month)

Incidents/Accidents - April 2017 (as at Thursday 13th April 2017)**



ACTIONS RELATING TO HIGHEST H&S RISK ISSUES

Risk Description	Rating (out of 25)	Current actions	Action Owner
Contractor Health and Safety Management	15	*Train all contract managers in H&S processes/requirements at time of induction.	Charlotte Browne
		*Develop comprehensive contract administration/contract management training package to deliver to all staff managing contractors.	Gerard Cleary
		*Identify volunteer groups and leaseholders that engage contractors on behalf of WDC and train in contract H&S management processes.	Charlotte Browne
		*Complete development of Safety in Design procedures and embed in design processes.	Gerard Cleary
Vehicle Use & Driver Safety	15	*Deliver driver training as per training strategy (Driver Safety / 4WD)	Charlotte Browne
		*Identify any drivers that require further progressive driver training on an as-needs basis and provide relevant training.	Managers & Team Leaders
		*Provide information and training regarding use of safety equipment such as fire extinguishers in staff pool vehicles to all drivers.	Charlotte Browne
Volunteers *Conducting hazardous activities *Injury/death	15	*Undertake a review of operations to ensure that all activity and training is being carried out as per internal H&S processes.	Liz Ashton
Adverse Weather	15	*Develop protocols for response to adverse weather events (especially at night), and include in Safe Working in the Field Manual *Include in Emergency Management Plan out-of-hours deployment in adverse weather.	Charlotte Browne
Airfield Operations	15	*Develop of Airfield Safety Committee and appointment of Airfield Safety Co-ordinator to administer all actions from safety review.	Craig Sargison
		*Develop of Airfield Operations Manual, and adoption of the manual by Council as the key safety document for the Airfield operations.	Craig Sargison
		*Provide regular Airfield Operations report to Council	Craig Sargison

MINUTES OF THE DISTRICT PLANNING AND REGULATION COMMITTEE MEETING HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY 18 APRIL 2017 1.03PM.

PRESENT

Councillor J Meyer (Chair), Mayor D Ayers, Councillors N Atkinson, P Allen, W Doody and D Gordon.

IN ATTENDANCE

Councillors P Williams and S Stewart.

Messrs N Harrison (Manager Regulation), S Markham (Manager Strategy and Engagement), V Caseley (District Plan Manager), G Meadows (Policy Manager), T Ellis (Development Planning Manager), J Simon (Information and Technology Services Manager), R McClung (Senior Policy Analyst), M Bacon (Team Leader Resource Consents) and Mrs E Stubbs (Minute Secretary).

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

No conflicts of interest were noted.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Resource Management and Regulation Committee held on Tuesday 22 November 2016

Moved Councillor Allen seconded Councillor Gordon

THAT the District Planning and Regulation Committee:

(a) **Confirms** as a true and correct record, the minutes of a meeting of the District Planning and Regulation Committee held on 22 November 2016.

CARRIED

4 MATTERS ARISING

Nil.

5 PRESENTATION/DEPUTATION

R McClung displayed the awards that the Council had won over the past fortnight for the Draft Waimakariri Residential Red Zone Recovery Plan:

- New Zealand Planning Institute (NZPI) Best Practice Strategic Planning and Guidance Award
- NZPI Nancy Northcroft Supreme Award
- Society Of Local Government Managers (SOLGM) Innovations in Council – Community Relations Award
- SOLGM Supreme Award.

J Meyers congratulated the staff on their achievements.

6 REPORTS

6.1 Customer Satisfaction Survey 2016 Reports – District Development and Regulatory Performance – Rachel McClung (Senior Policy Analyst)

Unconfirmed

R McClung spoke to the report and presented the results of the 2016 Customer Satisfaction Survey, carried out in November/December 2016, with particular focus on the District Development and Regulatory Performance aspects of the survey which dealt with the community use and satisfaction with Council services.

R McClung advised that a comprehensive report on all aspects of the survey would be presented to the Council's June meeting and would also be circulated to the Community Boards for their information. She apologised that a copy of the actual survey had not been included in the report.

Councillor Allen queried how comments relating to dissatisfaction for planning for future subdivisions and housing, and for planning for the future of rural areas, were differentiated. R McClung agreed that some of the comments received were not clear and made drawing conclusions difficult.

Councillor Allen noted 10.3% of respondents were dissatisfied with liquor licensing and asked, apart from those not wanting more liquor licenses granted, what issues were raised. R McClung responded that there were high levels of no opinion/no response which, if included in the final results would have further lowered the rate of dissatisfaction.

Councillor Doody queried the large amount of 'no response' or 'no opinion'. R McClung responded that it was likely that some of those who had responded that way had not had any involvement in those activities over the past three years.

Moved Councillor Gordon seconded Councillor Allen

THAT the District Planning and Regulation Committee:

(a) **Receives** report 170331031689.

(b) **Notes** that a comprehensive report on all aspect of the Customer Satisfaction Survey 2016 will be presented to the Council meeting of 6 June 2017.

(c) **Refers** this report to the Community Boards for their information.

CARRIED

Councillor Gordon thanked staff for the report. Based on direct feedback to him from the community, he was not surprised at the level of confusion regarding the Council's planning process. He noted that it was not until people were engaged with the planning process that they gained an understanding. He suggested that the rural subdivision discussion be continued as part of the District Development Strategy and District Plan Review. Councillor Gordon commented that the challenge would be how to engage those wanting to be involved in the process and would require a creative approach.

6.2 **District Plan E-Plan Software – Preferred Supplier and Budget - Trevor Ellis (Development Planning Manager) and Jolanda Simon (Information and Technology Services Manager)**

T Ellis advised that the purpose of the report was to confirm the recommended E-Plan supplier and seek the Committee's approval to recommend to Council additional budget for inclusion in the 2018-28 Long Term Plan.

T Ellis explained that staff had carried out a formal selection process from which resulted in Isovist Limited (Isovist) being chosen as the preferred supplier of the District Plan Review Software Solution. Isovist were currently working with Selwyn, Hurunui and Ashburton District Councils as well as Environment Canterbury (ECan).

unconfirmed

T Ellis advised that there was budget within the current Information Technology Services budget and Development Planning Units budgets. He added that it had become apparent during the selection process that the project costs had been relatively accurate, however additional budget would be required. Firstly, external consultant support was required to assist with contract negotiations along with the implementation and integration of Isovist. Secondly, hours for training and testing had been doubled, with staff preferring to overestimate the time that may be required. Thirdly, resource management notification and submission process. There may also be requirement for additional project management support.

Councillor Allen queried the development of the software, and expressed concern that the purchaser did not do the development for the supplier. T Ellis advised that while Isovist was a relatively new company, it was currently providing services to a few different Councils. He added that there were ongoing updates required by Councils, however this was covered under development upgrades. S Markham outlined that the was difference between product development and product improvement; when a product was in place and used on a daily basis there would be continued improvements. He added that with four other Councils in Canterbury using the product, it provided an opportunity to work with them regarding improvements. S Markham advised the product was not just for display and delivery of the plan but for the administration of the review process including receiving submissions and keeping submitters informed. In the future there was potential to use the programme for other consultation projects including the Council's Long Term Plan.

Councillor Allen noted the advantage to the Council in terms of electronic information, however he questioned the benefit to the ratepayer. T Ellis replied that benefit was in relation to accessibility and finding their way around the district plan through the search and mapping functions.

Councillor Allen asked if the programme could track the progress of a resource consent. N Harrison replied that it was a different matter. N Atkinson commented that having the District Plan available on an iPad, allowed Councillors, discussing an issue with constituents, the ability to show them the relevant District Plan sections. S Markham commented that the current pdf format made it difficult to navigate.

Councillor Gordon when the community would have the capability to track a resource consent. N Harrison replied that it was a matter that staff were working to achieve. S Markham advised that it was a staged programme and an update on progress and more specific timelines would come back to the Committee. He added that most customers wanted to know when their consent would be issued and it was that predictive capability that needed to be configured.

Councillor Gordon asked whether the new mapping system could provide figures on resource consents. T Ellis replied the programme would provide information on the rule requirement for the relevant plan. Resource consent numbers could be provided under Land Information Memorandum (LIM). S Markham advised that the Council had an electronic LIM programme which currently worked satisfactorily with solicitors, who were the largest consumers of LIM information. Users had to be registered with the Council to book and receive LIM information online. He added there were still issues with requests for whole property files on line, which included the incomplete digitisation of property files, validation of the quality of the information and privacy requirements. S Markham advised he would provide a update to the Committee on some of the projects in due course.

unconfirmed

Regarding future capabilities: Councillor Doody queried whether applications for resource consents could be viewed online. T Ellis replied that currently once an application had been received by the Council, it became publicly available.

Moved Councillor Gordon seconded N Atkinson

THAT the District Planning and Regulation Committee:

(a) **Receives** report No. 170405033283.

(b) **Notes** the selection of Isovist as the preferred supplier of the District Plan Review Software Solution, subject to final contract negotiation.

(c) **Notes** the total budget requirement over 5 years is $347,642 of which $99,570 is available from the Information and Technology Services budget and $34,000 from the Development Planning Unit budget.

(d) **Notes** that most of the additional cost ($214,072) over 5 years is attributed to external consultant support and contingency, should it be required.

(e) **Recommends** to Council to confirm additional budget of $214,072 to progress implementation of the E-Plan software solution for District Plan and submissions management purposes and licensing costs.

(f) **Notes** that additional budget will be sought as part of the 2018/2028 LTP budget to provide for licensing and to support District Plan Review Resource Management Act processes and that this has been previously signalled.

CARRIED

Councillor Gordon commented that there had been good discussion regarding the budget in a previously held workshop. He suggested it would have been helpful in the report to have clarified that there were a number of other Councils using Isovist to provide reassurance that Waimakariri would not be a 'guinea pig' for the programme. He supported moving towards more electronic information and noted that while the budget increase was of concern, he was confident that staff would be extracting best value. He looked forward to hear more about the timeframe and direction of the electronic information environment.

7 PORTFOLIO UPDATES

7.1 District Planning Development – Councillor Atkinson

Councillor Atkinson advised he had nothing to add from last week's briefing.

7.2 Regulation and Civil Defence – Councillor Meyer

Councillor Meyer commented that the Civil Defence team had been busy looking at what could be learned from the Kaikoura earthquakes. He commended the team and what they had achieved for the coastal residents.

7.3 Business, Promotion and Town Centres – Councillor Gordon

Councillor Gordon advised that he had attended a number of meetings:

- Attended a meeting with Jed Pearce and others regarding plans for Kaiapoi.
- Attending fortnightly meetings with Business and Centres Manager, Simon Hart.
- Starting a regular meeting with Heather Warwick of Enterprise North Canterbury (ENC). He noted there was an upcoming meeting between

unconfirmed

ENC, Kaiapoi Promotion Association, YouMeWeUS and Brent Cairns to look at the alignment of the various groups/organisations.

- Attended Rangiora 'Eats and Beats' organised by Rangiora Promotions Association. He noted the success of the event including positive feedback from stall holders and those who attended.
- Invited to attend an upcoming Oxford Promotions Action Committee meeting.

8 QUESTIONS

Nil.

9 URGENT GENERAL BUSINESS

Nil.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 1.43PM.

CONFIRMED

_____
Chairman

_____
Date

unconfirmed

MINUTES OF THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE A&P MEETING ROOM, OXFORD TOWN HALL, 30 MAIN STREET, OXFORD ON THURSDAY 9 MARCH 2017 AT 7.01PM.

PRESENT

D Nicholl (Chair), J Ensor, S Farrell, K Felstead, J Lynn, and T Robson.

IN ATTENDANCE

S Markham (Manager, Strategy and Engagement), C Roxburgh (Water Asset Manager), and L Courtney (Governance Secretary).

Meeting adjourned at 7.17pm for a workshop with C Roxburgh, resuming at 7.33pm.

1 APOLOGIES

Moved J Ensor seconded S Farrell

Apologies were received and sustained from M Brown for absence.

CARRIED

2 CONFLICTS OF INTEREST

T Robson - 7.3 (b) – a member of the Oxford Community Trust.
- 7.3 (d) – attended meeting where discussion occurred to apply to grant.

S Farrell - 7.3 (b) - a member of the Oxford Community Trust.

K Felstead - 7.3 (d) – a member of the Oxford Arts Trust.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Oxford-Ohoka Community Board – 9 March 2017

S Farrell tabled an amendment to item 11.4.

Moved S Farrell seconded J Ensor

THAT the Oxford-Ohoka Community Board:

(a) **Amends** item 11.4, second bullet point to be replaced with:

Meeting held with the Council's Roading Manager and local residents regarding road safety around pedestrian crossings on Main Street, Oxford. Following on from this meeting, S Farrell advertised in the Oxford Bulletin seeking feedback from residents on the matter. S Farrell advised she would collate the feedback and work with Councillor Doody on a way forward.

(b) **Confirms** the circulated minutes of the Oxford-Ohoka Community Board meeting, held 9 March 2017, as a true and accurate record.

CARRIED

4 MATTERS ARISING

Nil.

unconfirmed

5 DEPUTATIONS AND PRESENTATIONS

5.1 J Lynn, on behalf of the Ohoka Domain Advisory Group, read a prepared statement (Trim No. 170411035582) to the Board in relation to the Gate Keepers Cottage.

He outlined some of the possible uses of the building:

- Café
- Arts and craft gallery
- Museum
- an office for a local MP.

Fundraising possibilities explored included grant applications to the:

- Historic Places Trust
- Heritage New Zealand's Post Earthquake Fund
- Lotteries Grants
- Pub Charities
- Council grants
- Community fundraising
- Offers of labour had already been received.

J Lynn advised that Heritage NZ would soon inspect the building and that the Advisory Group are awaiting an engineer's report due at the end of April 2017. He added that the Advisory Group would manage future maintenance of the building.

J Lynn outlined the proposed timeframe of works over three stages; stage one involves moving the building into its permanent location. The preferred site for the relocation is a site opposite the former Methodist Church on Whites Road, Ohoka.

Regarding item 7.1, clause 3.9: the Advisory Group clarified that there had been a minor issue with their funding, but assured the Board that all allocated funds would be utilised.

Regarding item 7.1, clause 3.10: questioned when the proposed upgrade to the Ohoka playground would proceed, referencing upgrades to other playgrounds in other parts of the community.

K Felstead queried what the Advisory Group were seeking from the Board. J Lynn responded that the Advisory Group had expressed concerns at the lack of progress on upgrades to the Ohoka Domain playground and pavilion. Regarding the Gatehouse, they had wanted to provide an update to the Board on progress.

6 ADJOURNED BUSINESS

Nil.

7 REPORTS

The meeting adjourned at 7.17pm, for an update from C Roxburgh, resuming again at 7.33pm.

unconfirmed

7.1 **Oxford-Ohoka General Landscaping Budget – C Brown (Community Green Space Manager)**

S Markham spoke to the report.

W Doody, regarding the Log Cabin at Ashley Gorge, advised that their grant application to the Rata Foundation had been declined and that an application to the Council's Annual Plan would still be submitted.

T Robson questioned whether more funding was necessary for the Pearson Park Advisory Group, as they were currently receiving $10,000 each year, over five years for various projects in the park.

Moved D Nicholl seconded J Ensor

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 170328029992.

(b) **Allocates** $3,000 from the Oxford-Ohoka General Landscaping budget GL 100.326.000.5224 as a grant to the Eyreton Pony Club for the purpose of installing landscaping around the outside of the new clubrooms at Mandeville Domain.

(c) **Allocates** $1,000 from the Oxford-Ohoka General Landscaping budget GL 100.326.000.5224 towards the maintenance and development of an area of native bush located on Glentui Bennetts Road.

CARRIED

There was discussion regarding the various projects in the report. It was noted that maintenance was required with the Oaks Reserve, as well as a concept plan and that a contribution towards the reserve may be better left to a future financial year.

It was also raised that a concept plan was required for the Ohoka Domain and contribution towards projects may be best left until the plan is completed.

The Board acknowledged the work being carried out by Alan Cookson and his family at Glentui Bennetts Road bush development contribute and believed allocating more funds towards the work he is undertaking would contribute to their positive, community environment efforts.

J Lynn questioned the cost of the sign proposed for Pearson Park. W Doody clarified how the signage would be useful. It was advised that staff would have compared the cost to similar signs, however it was not likely that quotes would have been obtained until approval had been received from the Board.

Moved D Nicholl seconded J Ensor

THAT the Oxford-Ohoka Community Board:

(d) **Allocates** $3,200 towards the manufacture and installation of a multi directional sign to be installed in Pearson Park.

CARRIED
J Lynn against

T Robson expressed concern at the lack of support for lights being installed at the Pearson Park Skate Park and the perceived nature of activities at the skate park. He clarified that neighbours' issues with lighting had been in relation to the direction of the lights and its effect on their homes, rather than the activity at the skate park. He tabled documents relating to the matter including a letter from local Police, the Oxford Community Trust and paper

Unconfirmed

from a psychologist and asked that staff carry out more consultation on what users want from the park.

Moved T Robson seconded J Ensor

THAT the Oxford-Ohoka Community Board:

(e) **Notes** that the railway siding signs replacement will be undertaken by staff from existing capital replacement budgets.

(f) **Requests** that staff investigate the installation of lighting at the Pearson Park Skate Park, Oxford and investigate an extension of the Skate Park as noted in the Board's submission to the Council's 2017/2018 Draft Annual Plan.

CARRIED

T Robson was pleased the Board supported investigating lighting at the Skate Park, suggesting such lighting would discourage antisocial behaviour. K Felstead queried if there was a need for the Skate Park to be extended. T Robson responded an extension of the Skate Park would provide more areas for users with varying skill levels, much like the skate parks in other parts of the District.

J Ensor reiterated T Robson's comments.

7.2 **ANZAC Day Services 2017 – K Ward (Community Board Advocate)**

The report was taken as read.

Moved S Farrell seconded J Lynn

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 170323028765.

(b) **Appoints** Board members J Lynn and D Nicholl to lay a wreath on behalf of the Board at the Ohoka ANZAC Day service on Monday 24 April 2017.

(c) **Appoints** Board member T Robson to lay a wreath on behalf of the Board at the Oxford ANZAC Day service on Tuesday 25 April 2017.

(d) **Appoints** Board member M Brown to lay a wreath on behalf of the Board at the Cust and West Eyreton ANZAC Day service on Tuesday 25 April 2017.

CARRIED

7.3 **Applications to the Oxford-Ohoka Community Board Discretionary Grants 2016-2017 – K Ward (Community Board Advocate)**

S Markham spoke briefly to the report.

Moved J Ensor seconded K Felstead

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 170312027420.

(b) **Approves** a grant of $500 to Oxford Community Trust-Waimak Kids Oscar towards purchase of play equipment from the Big Game Company.

CARRIED

unconfirmed

Moved W Doody seconded J Lynn

THAT the Oxford-Ohoka Community Board:

(c) **Approves** a grant of $491 to Arts in Oxford Printmaking Group towards the purchase of re-useable equipment to make paper and sculptures.

CARRIED

Moved J Ensor seconded J Lynn

THAT the Oxford-Ohoka Community Board:

(d) **Approves** a grant of $500 to Waimakariri Arts Trust - Kaiapoi Art Expo towards running costs of the Kaiapoi Art Expo and Schools' Art Expo, particularly promotional advertising in the Oxford Observer.

CARRIED

S Farrell queried funding towards the Kaiapoi Art Expo referencing Oxford Arts as a more relevant event for the Oxford-Ohoka community. There was discussion regarding funding for the Kaiapoi Art Expo.

J Lynn supported the motion, stating that the event was supported by many in the Oxford-Ohoka community.

J Ensor, having spoken with the Chair of Waimakariri Arts Trust, commented that many artists from the Oxford-Ohoka community participate and attend the expo.

7.4 **Meeting venue options within the Oxford-Ohoka Community area – K Ward (Community Board Advocate)**

The report was taken as read.

D Nicholl advised that the Ohoka Community Hall had been booked for the Board's May 2017 meeting and it was suggested that a further meeting be held at the same venue in September 2017.

Moved S Farrell seconded K Felstead

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 170313024202.

(b) **Notes** a report will be presented to the Oxford-Ohoka Community Board in November 2017 to consider meeting venues for 2018 Community Board meetings.

CARRIED

Moved D Nicholl seconded W Doody

THAT the Oxford-Ohoka Community Board:

(c) **Resolves** to hold the Oxford-Ohoka Community Board's May 2017 meeting at the Ohoka Community Hall.

(d) **Resolves** to hold the Oxford-Ohoka Community Board's June, August, and October 2017 meetings at the West Eyreton Hall.

(e) **Resolves** to hold the Oxford-Ohoka Community Board's July and November 2017 meetings at the Oxford Town Hall.

unconfirmed

(f) **Resolves** to hold the Oxford-Ohoka Community Board's September 2017 meeting in the Mandeville Sports Centre, subject to availability and exclusive use of the centre.

CARRIED

J Ensor stated that many residents of the Oxford-Ohoka community live in the Mandeville area. He believed it was unfair that most meetings were held between only two venues, referring to the Oxford Town Hall and the West Eyreton Hall. He presented a letter received from the Mandeville Sports Centre, advising that the Board could have exclusive use of the Mandeville Sports Centre for the Board's meetings, at no charge.

Based on the letter received by J Ensor from the Mandeville Sports Centre, the Board agreed to hold at least one meeting at the centre and would further discuss meeting venues at its November 2017 meeting.

8 CORRESPONDENCE

8.1 Tabled correspondence from T Robson relating to item 7.1.

The Board received the correspondence.

9 CHAIRPERSON'S REPORT

9.1 **Chairperson's Report for March – April 2017**

Moved T Robson seconded J Lynn

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 170328030271.

CARRIED

10 MATTERS FOR INFORMATION

10.1 **Rangiora-Ashley Community Board meeting minutes – 8 March 2017** (Trim No. 170303020481**)**

10.2 **Woodend-Sefton Community Board meeting minutes – 13 March 2017** (Trim No. 170308022656)

10.3 **Kaiapoi-Tuahiwi Community Board meeting minutes – 20 March 2017** (Trim No. 170321027649**)**

10.4 **Review of the Commercial Charity Bylaw 2010 - L Hurley (Planning Technician) and R McClung (Senior Policy Analyst)** – Report to Council – 7 Marc 2017 (Trim No. 170217015278)

10.5 **Rangiora to Kaiapoi and Rangiora to Woodend Cycleways - B Rice (Senior Transport Engineer)** – Report to Council – 7 March 2017 (Trim No. 170223017400)

10.6 **Walking and Cycling Strategy and Implementation Plan - (K Stevenson, Roading Manager), G Reburn (Parks and Recreation), and L Beckingsale (Policy Analyst)** – Report to Council – 7 March 2017 (Trim No. 170109000823)

10.7 **Delivery Vehicles in Rangiora and Kaiapoi – K Stevenson (Roading Manager)** – Report to Council – 7 March 2017 (Trim No. 170207010670)

Unconfirmed

10.8 **Canterbury Water Management Strategy Waimakariri Zone Committee Annual Report for the 2016 Calendar Year – G Meadows (Policy Manager)** – Report to Council – 4 April 2017 (Trim No. 170315025251)

10.9 **Draft Submission to the Ministry for the Environment on the *Clean Water* Discussion Document – G Meadows (Policy Manager)** – Report to Council – 4 April 2017 (Trim No. 170308022583)

10.10 **ANZAC Day Services 2017 – S Nichols (Governance Manager)** – Report to Council – 4 April 2017 (Trim No. 170327029704)

10.11 **Flying Remotely Controlled Aircraft (Drones) on Council Parks – Policy Review – R McClung (Senior Policy Analyst)** – Report to Council – 4 April 2017 (Trim No. 170216014618)

10.12 **Governance Statement Adoption – S Nichols (Governance Manager)** – Report to Council – 4 April 2017 (Trim No. 170110001424)

Moved T Robson seconded J Lynn

THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.12.

CARRIED

11 MEMBERS' INFORMATION EXCHANGE

11.1 J Ensor

- Attended a variety of events and meetings for elected members including:
  - Waimakariri Health Advisory Group meeting.
  - Participated in Council and Community Board drop-in sessions at the Oxford A&P Show.
  - A meeting regarding the Council's Long Term Plan.
  - Enterprise North Canterbury function.
- As Board appointed representative attended:
  - Mandeville Sports Centre meeting.

11.2 W Doody

- Updated the Board on Council activities and matters relating to her Council portfolios including:
  - Council meeting of 4 April 2017:
    - Drones
    - Fernside/Mandeville Water Scheme
    - Update from North Canterbury Neighbourhood Support in relation to Civil Defence's Get Ready initiative.
    - Advised Oxford Arts will hold exhibition called 'Requiem'.
- Attended a variety of events and meetings for elected members including:
  - The Council and Community Board drop-in sessions at the Oxford A&P Show.
- Advised that the JP Flag had been received with thanks.
- Advised a Confident Driving Course for the Mature Driver course is to be held at the Oxford Town Hall, Tuesday 11 April 2017.

unconfirmed

11.3 **J Lynn**

- Attended a variety of events and meetings for elected members including:
  - Enterprise North Canterbury function.
  - Council and Community Board drop-in sessions at the Oxford A&P Show.
  - Meeting with Staff regarding the Board's Annual Plan submission.
- Attended Ravenswood development update.
- Attended Ohoka Domain Advisory Group meeting.

11.4 **S Farrell**

- Attended the Ashley Gorge track opening.
- Promoted 'Send, Snap, Solve' application for service requests.
- Attended the Oxford Community Network Forum meeting.

11.5 **T Robson**

- Attended a variety of events and meetings for elected members including:
  - Council and Community Board drop-in sessions at the Oxford A&P Show. Suggested means of submitting feedback at the Show through use of tablets.
- As Board appointed representative attended:
  - Attended Pearson Park Advisory Group meeting.
- Attended Oxford Community Network Forum meeting.
- Following up with staff, issue raised by local resident raised regarding irrigation race running dry.
- Attended Waimakariri Youth Council meeting. Next meeting 2 May 2017.

11.6 **D Nicholl**

- Attended a variety of events and meetings for elected members including:
  - Council and Community Board drop-in sessions at the Oxford A&P Show.
- Sought Board members' feedback on holding regular workshops on a non-meeting night each month. There was general agreement to this.

12 CONSULTATION PROJECTS

12.1 **Oxford Rural No1 Water Supply Source Upgrade Project**

Submissions due by Tuesday 5 April 2017.

http://www.waimakariri.govt.nz/have-a-say/lets-talk/archived-consultations/oxford-rural-no.1-water-supply-source-upgrade-project

12.2 **Mandeville Speed Limit Review**

Submissions due by Monday 10 April 2017

http://www.waimakariri.govt.nz/services/roads-and-transport/roading-projects/mandeville-speed-limit-review

unconfirmed

12.3 **Annual Plan 2017/18 (includes Easter Trading Laws)**

Submissions due by Tuesday 11 April 2017.

http://www.waimakariri.govt.nz/your-council/council-documents/annual-plan-201718

The Board noted the consultation projects.

13 REGENERATION PROJECTS

13.1 **Town Centre, Oxford**

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

13.2 **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.

14 BOARD FUNDING UPDATE

14.1 **Board Discretionary Grant**

Balance as at 30 March 2017: $2,124.25.

14.2 **General Landscaping Budget**

Balance as at 30 March 2017: $11,650.

The Board noted the balances.

15 MEDIA ITEMS

Media release regarding results of consultation of Oxford Rural No. 1 Water Scheme upgrade.

Promotion of 'Snap, Send, Solve' application.

16 QUESTIONS UNDER STANDING ORDERS

There were no questions under Standing Orders.

unconfirmed

17 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 4 May 2017 at the Ohoka Community Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.56PM.

CONFIRMED

_____
Chairperson

_____
Date

unconfirmed

Workshop

1. Verbal update on initial community consultation feedback. C Roxburgh (Water Asset Manager) – 7.17pm – 7.33pm.

2. Board's Submission to the Annual Plan. 8.56pm – 9.10pm.

   The Board discussed its draft submission.

unconfirmed

MINUTES OF THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN MEETING ROOM A, WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 10 APRIL AT 7.00PM.

PRESENT

S Powell (Chairperson), A Thompson (Deputy Chair), J Archer, A Allen, R Mather and J Meyer.

IN ATTENDANCE

C Sargison (Manager, Community and Recreation), S Collins (Infrastructure Strategy Manager), D Ayers (Mayor), K Ward (Community Board Advocate) and E Stubbs (Minutes Secretary).

The meeting adjourned at 7.05pm for a workshop, resuming at 7.15pm

1 APOLOGIES

An apology was received and sustained from A Blackie for absence.

CARRIED

2 CONFLICTS OF INTEREST

Nil.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board – 13 March 2017

Moved R Mather seconded J Archer

THAT the Woodend-Sefton Community Board:

(a) **Confirms** the circulated minutes of the Woodend-Sefton Community Board meeting, held 13 March 2017, as a true and accurate record.

CARRIED

R Mather referred to Item 7.3 regarding the flyer and advised that permission had been received from both photographers to use their images.

4 MATTERS ARISING

Nil.

5 DEPUTATIONS FROM THE COMMUNITY

Nil.

6 ADJOURNED BUSINESS

Nil.

7 REPORTS

7.1 ANZAC Day Services 2017– K Ward (Community Board Advocate)

unconfirmed

S Powell advised that the Community Board had received an invitation to attend the ANZAC service at the Sefton Domain at 6pm on the 24th April 2017. Most board members indicated they would be attending.

K Ward advised that the report requested that a board member(s) be appointed to lay a wreath on behalf of the Board.

J Meyer advised that he, the Mayor and two other Councillors would be attending the ceremony. He commented that two people laying the wreath worked well.

Moved R Mather seconded A Thompson

THAT the Woodend-Sefton Community Board:

(a) **Receives** report No. 170324028840.

(b) **Appoints** Board members J Archer and A Allen to lay a wreath on behalf of the Board at the Sefton ANZAC Day service on Monday 24 April 2017, at 6pm.

CARRIED

7.2 **Grant Applications – K Ward (Community Board Advocate)**

K Ward advised there were two grant applications to consider. She noted an amendment, Page 20 Item 6.1 should read 'This matter is *not* a matter of significance in terms of the Council's Significance Policy'. S Powell suggested the Board adjourn the meeting to enable a workshop style discussion of general rules/considerations around grant applications as these were among the first applications received by the newly constituted Baord.

Moved S Powell seconded A Thompson

THAT the Woodend-Sefton Community Board adjourn the meeting

CARRIED

Moved J Meyer seconded R Mather

THAT the Woodend-Sefton Community Board resume the meeting.

CARRIED

Moved R Mather seconded J Archer

THAT the Woodend-Sefton Community Board:

(a) **Receives** report No. 170321027568.

(b) **Approves** a grant of $500 to Sefton School PTA towards the purchase of a television and Apple T.V. box.

(c) **Approves** a grant of $300 to Waimakariri Arts Trust-Kaiapoi Art Expo towards running costs associated with the Kaiapoi Art Expo and Schools' Art Expo, particularly the provision of music.

CARRIED

J Archer commented there was good representation from the Woodend Sefton area at the Kaiapoi Art Expo.

unconfirmed

A Allen commented on the importance of digital media in the modern learning environment and was pleased the Board were able to support the application from Sefton School PTA.

A Thompson commented that the Kaiapoi Art Expo was of benefit to local artists who exhibited, and noted the contribution from council affiliates.

7.3 **Approval of Submission to Waimakariri District Council - Draft Annual Plan 2017/2018 – K Ward (Community Board Advocate)**

There was some discussion around the Indoor Court Facility. R Mather noted the request for consideration of a more Eastern location.

J Archer questioned whether the court should be contemplated at this time when there were potentially higher priority areas for funding such as community facilities at Ravenswood.

S Powell noted that a more eastern location would be beneficial to Hurunui residents.

R Mather commented that in terms of location one could not be suggested if the potential patronage was unknown. She did not believe it was the right time to be spending $100,000 on a concept design.

A Thompson commented he was hesitant about opposing the concept of an Indoor Court Facility as he believed it would be good for the district youth; he believed the Board should be supporting the concept. He had no view on the location.

R Mather noted that A Thompson had been absent from a workshop discussion on the topic and provided some context for her own comments/views. In her opinion it was a timing issue, as she felt at the moment the money could be better spent elsewhere given the amount required to be spent in other places; for example, the Kaiapoi regeneration.

A Allen concurred that facilities were required particularly for the youth but it was a matter of timing.

S Powell made the comment that the Indoor Court would not just be a youth facility.

It was further noted that under:

- Indoor Court Facility
  - The word 'respectively' should be 'respectfully'.
  - A sentence be added to the submission along the lines of 'while the board supported facilities for youth'.

- Waste Management
  - Clarify that the reference to recycling of furniture was to Waimakariri District Council surplus furniture.

- Youth Facilities
  - Alter location reference to the reserve next to Pegasus Lake (not Hurunui Reserve), and remove the Hurunui Reserve and the Maunga Tere Reserve from the Youth Facilities section but add to the Reserves and Recreation section.

- Sefton Community Facilities

unconfirmed

- – typo – 'required' should be 'require'.

- Wetland Plantings
  Reference to failed species was to those planted at the Woodend Sewerage Ponds, and that this highlighted the need to use species tolerant to the relevant conditions.

Moved A Allen seconded A Thompson

THAT the Woodend-Sefton Community Board:

(a) **Receives** report No. 170327029781.

(b) **Approves** the Board's submission to the Waimakariri District Council – Draft Annual Plan 2017/2018 subject to the amendments requested. (Trim No. 170329030786).

CARRIED

8 CORRESPONDENCE

Correspondence from the Taranaki Stream Reserve Advisory Group was tabled. The letter provided an update of the group's work and on-going engagement with Waimakariri District Council staff. Funding for various projects was being sought, including from the Board's General Landscaping Budget. The Board received the correspondence and asked that it be referred to staff.

9 CHAIRPERSON'S REPORT

9.1 Chairperson's Report for March-April 2017

S Powell advised that she had received an invitation to a Safer Roads Alliance stakeholder workshop regarding SH1 from Saltwater Creek to Belfast. The workshop was at 11.30am Friday 21 April 2017. S Powell was not able to attend and asked for other representatives from the Board commenting that SH1 was very important for their local area. R Mather and J Archer indicated they would attend.

Moved J Meyer seconded R Mather

THAT the Woodend-Sefton Community Board:

(a) **Receives** report No. 170404032557.

CARRIED

10 MATTERS FOR INFORMATION

10.1 **Oxford-Ohoka Community Board meeting minutes – 8 March 2017** (Trim No.170406033740)

10.2 **Rangiora-Ashley Community Board meeting minutes – 8 March 2017** (Trim No. 170303020481**)**

10.3 **Kaiapoi-Tuahiwi Community Board meeting minutes – 20 March 2017** (Trim No. 170321027649**)**

10.4 **Review of the Commercial Charity Bylaw 2010 - L Hurley (Planning Technician) and R McClung (Senior Policy Analyst)** – Report to Council – 7 March 2017 (Trim No. 170217015278)

unconfirmed

10.5 **Rangiora to Kaiapoi and Rangiora to Woodend Cycleways - B Rice (Senior Transport Engineer)** – Report to Council – 7 March 2017 (Trim No. 170223017400)

10.6 **Walking and Cycling Strategy and Implementation Plan - (K Stevenson, Roading Manager), G Reburn (Parks and Recreation), and L Beckingsale (Policy Analyst)** – Report to Council – 7 March 2017 (Trim No. 170109000823)

10.7 **Delivery Vehicles in Rangiora and Kaiapoi – K Stevenson (Roading Manager)** – Report to Council – 7 March 2017 (Trim No. 170207010670)

10.8 **Canterbury Water Management Strategy Waimakariri Zone Committee Annual Report for the 2016 Calendar Year – G Meadows (Policy Manager)** – Report to Council – 4 April 2017 (Trim No. 170315025251)

10.9 **Earthquake Infrastructure Recovery Programme – April 2017 Update – G Boot (Project Delivery Consultant)** – Report to Council – 4 April 2017 (Trim No. 170228019100)

10.10 **Draft Submission to the Ministry for the Environment on the *Clean Water* Discussion Document – G Meadows (Policy Manager)** – Report to Council – 4 April 2017 (Trim No. 170308022583)

10.11 **Flying Remotely Controlled Aircraft (Drones) on Council Parks – Policy Review – R McClung (Senior Policy Analyst)** – Report to Council – 4 April 2017 (Trim No. 170216014618)

10.12 **Governance Statement Adoption – S Nichols (Governance Manager)** – Report to Council – 4 April 2017 (Trim No. 170110001424)

10.13 **Ashley Rural Water Supply Review – S Collin (Infrastructure Strategy Manager)** – Report to Council – 4 April 2017 (Trim No. 170320027113)

10.14 **ANZAC Day Services 2017 – S Nichols (Governance Manager)** – Report to Council – 4 April 2017 (Trim No. 170327029704)

10.15 **Customer Satisfaction Survey 2016 – Satisfaction with Overall Performance** – Report to Council – 4 April 2017 (Trim No. 170323028678)

10.16 **Pegasus Community Facilities – C Sargison (Manager Community and Recreation)** – Public Excluded Report to Council – 4 April 2017

Moved J Archer seconded A Allen

THAT the Woodend-Sefton Community Board receives the information in items 10.1-10.16.

CARRIED

11 MEMBERS' INFORMATION EXCHANGE

11.1 J Archer

- Attended the WAICare candidates meeting. They had eight candidates for three vacancies.
- Woodend Community Association (WCA)
    - Attended a meeting with a presentation from Tracey Doe of Neighbourhood Support (NS)
    - Noted the ongoing misuse of toilet facilities and paper at the Woodend Community Centre. Suggested that an alarm be placed on the door so that groups were aware when someone entered the building. C Sargison commented that this was not practicable as sometimes there could be multiple groups using the facility at once.
    - Good progress on the Woodend Beach Walkway.

unconfirmed

- Proposal for walkway from Woodend to Kaiapoi had been presented to K Stevenson, Roading Manager.
- Working with R Mather on K Eastwood's Memorial.

11.2 **R Mather**

- Pegasus Residents' Group (PRG)
  - Successful Easter treasure hunt family fun day at Pegasus with over 100 children participating.
  - PRG's AGM Tuesday 9 May.
  - The PRG are organising a NS information session for Sunday 7 May.
  - Discussion with S Kong, Community Facilities Coordinator, regarding Pegasus Community Centre fit out.
  - Attended a privacy law workshop.
- Attended a variety of meetings and events for elected members including:
  - Pegasus Civil Defence meeting, 22 April.
  - Annual Hui at Tuahiwi Marae, 16 April.
  - The Board's Annual Plan (AP) workshop, 23 March.
  - District Development Strategy (DDS) Workshop hosted by the Board, 27 March.
  - Enterprise North Canterbury (ENC) presentation, 20 April.
- Commented K Eastwood's Memorial was progressing. A potential Council owned site had been found.

11.3 **J Meyer**

- Noted positive media coverage for projects and activities that the Board had been involved with.
- Meeting with New Zealand Transport Authority (NZTA) regarding Ashley to Belfast improvements pending. Noted the third lane on south bound Waimakariri River Bridge is to proceed.
- Commented on the large turnouts at local community meetings regarding roading matters.

11.4 **A Thompson**

- Attended a concert at the Waikuku Beach Hall and commented on the poor acoustics. Suggested that staff be requested to design a plan to progressively deal with acoustic issues in community halls.
- Attended Northern Pegasus Bay Bylaw Implementation Group meeting and commented work was progressing.
- Commented that there had been good progress with the Taranaki Stream Advisory Group with assistance from Waimakariri District Council staff.
- Queried progress regarding a 'teardrop' sign for the Board– K Ward to follow up.

C Sargison advised that if the Board felt strongly about the acoustics at the Waikuku Hall then it would be appropriate to add something with regards to that to their Draft Annual Plan submission.

J Meyer supported such an addition to the submission, commenting it had been discussed in the past. Feedback from the community had been that the acoustics in Waikuku Beach Community Hall were unsuitable for meetings and performances. J Meyer commented that with new materials, improvements could be achieved relatively easily.

Moved A Thompson seconded R Mather

unconfirmed

(a) **That** the Woodend-Sefton Community Board amend its Submission to Waimakariri District Council - Draft Annual Plan 2017/2018 to request provision to address the poor acoustics in the Waikuku Beach Hall.

CARRIED

11.5 **A Allen**

- Attended a variety of meetings and events for elected members including:
  - The annual Hui at Tuahiwi Marae.
- Attended her first NS meeting as the Board's appointed representative.
  - The 7 May Information session meeting had been discussed. Suggested the Acting District Police Commander be invited to attend to give an accurate perspective to concerns posted on a community Facebook page.
- Would attend an upcoming Citizen Advice Bureau meeting.
- Suggested that the Community Board have a presence (and potentially a team) at the Sefton Tug of War on 21 May; teams entered made a donation to Sefton School.

12 CONSULTATION PROJECTS

12.1 **Draft Annual Plan**

Submissions open between Friday 10 March to Tuesday 11 April.

The Board noted their submission.

13 FOSTERING COMMUNITIES

C Sargison provided an update on the Pegasus Community Centre. Council has approved funding to prepare the space for community use. There was a recommendation that PRG administer the bookings for the Centre. C Sargison noted there was still some uncertainty regarding when the lease would be signed.

14 REGENERATION PROJECTS

14.1 **Town Centres, Woodend-Pegasus**

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

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 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

unconfirmed

15.1 **Board Discretionary Grant**

Balance as at 5 April 2017: $1,620

15.2 **General Landscaping Budget**

Balance as at 5 April 2017: $15,278.71

The Board noted the balances and that there would be a report for the next meeting regarding item 15.2. Provisional sums could be put aside and the balance carried forward to the following year.

J Archer advised that he would follow up on progress regarding the Lions' War Memorial proposal.

16 MEDIA ITEMS

16.1. R Mather organized an article in *The Woodpecker*.

16.2. A Thompson: the Board's Facebook page should be functioning from next week.

16.3. A Allen: first instalment of a regular column for the *Northern Outlook* has been completed, the topic had been 'speed'. Had received good feedback.

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 Woodend-Sefton Community Board is scheduled for 7pm, Monday 8 May 2017 at the Woodend Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.14pm.

CONFIRMED

_____
Chairperson

_____
Date

unconfirmed

Workshop

1. *Members' Forum,* 8.40-9.10pm.
   Discussion covered:

   - Creation of a pre-approved road and reserves naming list.
   - Workshops.
   - Sefton Tug-of War event.
   - Potential to name cycleways.

2. *Ashley Rural Water Scheme.* S Collin (Infrastructure Strategy Manager), 8.16-8.40pm.
   S Collin spoke to the results of the Ashley Rural Water Supply Review, undertaken in response to a resolution made at the Utilities and Roading Committee meeting, 23 February 2016. The resolution requested a fiscal comparison of this network to other Waimakariri District Council water networks.

unconfirmed

MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE COUNCIL CHAMBERS, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON WEDNESDAY 12 APRIL AT 7PM.

PRESENT

J Gerard QSO (Chair), D Lundy (Deputy Chair), P Allen, M Clarke (arrived 7.11pm, during item 7.1), K Galloway, D Gordon, J Hoult, S Lewis, G Miller, C Prickett, and P Williams.

IN ATTENDANCE

J Millward (Manager Finance and Business Support), K Stevenson (Roading Manager), C Brown (Community Green Space Manager), E Cordwell (Governance Advisor) and L Courtney (Governance Secretary).

1 APOLOGIES

Moved J Gerard seconded D Lundy

Apologies were received from R Brine for absence and M Clarke for lateness.

CARRIED

2 CONFLICTS OF INTEREST

D Lundy – item 7.2(c) Chair of Loburn Domain Advisory Group.

C Prickett – item 7.2(c) Member of Loburn Domain Advisory Group.

D Gordon – item 7.5(d) Chair of the Waimakariri Arts Trust.

P Allen, D Gordon, P Williams – item 7.6 Councillors of the Waimakariri District Council.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Rangiora-Ashley Community Board – 8 March 2017

Moved K Galloway seconded P Williams

THAT the Rangiora-Ashley Community Board:

(a) **Confirms** the circulated minutes of the Rangiora-Ashley Community Board meeting, held 8 March 2017, as a true and accurate record.

CARRIED

3.2 Minutes of the Rangiora-Ashley Road and Reserve Naming Committee – 21 March 2017

Moved J Hoult seconded K Galloway

THAT the Rangiora-Ashley Community Board:

(a) **Receives**, for information, the confirmed minutes of the Rangiora-Ashley Road and Reserve Naming Committee meeting, held 21 March 2017.

CARRIED

unconfirmed

4 MATTERS ARISING

Nil.

5 DEPUTATIONS AND PRESENTATIONS

Nil.

6 ADJOURNED BUSINESS

Nil.

7 REPORTS

7.1 Proposed Street Tree Removal Janelle Place, Rangiora – G Barnard (Parks Community Assets Officer)

C Brown spoke to the report, stating that the She-oak tree was healthy, however, it did, and would continue to cause damage to the nearby berm. The She-oak provided amenity value, however it was not a species that would be planted under the Council's current Street and Reserve Tree Policy.

J Gerard queried the nearby tree. C Brown replied it was a different species and would probably thrive if the She-oak was removed.

K Galloway asked if soil could be used to mitigate the bare tree roots. C Brown replied it would be a temporary solution, but would require ongoing maintenance. It could be undertaken in conjunction with root pruning, emphasising it would require on-going maintenance.

K Galloway queried whether the roots could be considered a hazard, especially if children were playing nearby. C Brown acknowledged the roots could be considered a trip hazard.

Moved D Gordon seconded P Williams

THAT the Rangiora-Ashley Community Board:

(a) **Receives** report No. 170330031263.

(b) **Approves** the removal of the River She-oak tree situated in the berm adjacent to 3 Janelle Place.

CARRIED

D Gordon commented on his preference for street and reserve trees to be retained. However, having spoken with the affected residents and a few nearby residents, who were against its removal, he could understand the concerns raised. He believed the She-oak looked out of place, noting it was not a native species and not an appropriate species for the neighbourhood. A more appropriate species, or at least an opportunity for the nearby tree to grow, may be a better outcome. He also acknowledged the damage being caused to the berm by the tree roots.

P Williams reiterated D Gordon's comments, adding that root damage would cause issues in the future.

C Prickett commented that few native trees were suitable as street trees, and raised whether a review of the Street and Reserve Tree Policy was required, as it did not take into account issues in relation to shading etc.

unconfirmed

G Miller spoke in support of the motion, stating that in his view, the Board would not be setting a precedent to remove trees that were not suitable streetscape trees.

7.2 **Rangiora-Ashley General Landscaping Budget – C Brown (Community Green Space Manager)**

C Brown spoke to the report. He advised that roading and other work taking place at, or near the town entrances would be co-ordinated with any plans to improve the landscaping. With regard to the Loburn Domain War Memorial, he advised that the design had been approved by the previous Rangiora Community Board and that some funding was in place. Staff were recommending that the Board make a further contribution to this initiative.

C Brown advised that a project team had been established to progress the Good Street project, noting that the Board was to receive a workshop on this at the end of the meeting.

C Brown advised that he had contacted KiwiRail regarding the Council assisting with the maintenance of the area near the train tracks between Laffeys and Noel Leemings on High Street, Rangiora. He was awaiting a reply from KiwiRail to this enquiry, however he did not believe it would be a lot of work once permission had been granted to undertake the proposed work on KiwiRail land. C Brown also advised that the Art in Public Places Trust had not yet been established, the Conway Lane art piece would fall under the Trust's remit.

D Gordon queried whether the Millton Memorial Reserve had been identified for maintenance. C Brown advised there was a concept plan for the reserve, with areas identified for native planting. He added that funding had been allocated for development of the reserve and more would be sought by staff from the Council's Long Term Plan (LTP).

D Gordon asked whether immediate work could be carried out at the corner of Cones Road and Millton Avenue. C Brown replied staff would investigate the area and circulate a memo to the Board with recommendations.

D Gordon queried how Keep Rangiora Beautiful (KRB) carried out maintenance on KiwiRail land. G Miller responded that KRB have permission to carry out plantings and maintenance along the track. He added that the KRB had recent issues due to plantings being removed or damaged, as well as graffiti on the nearby buildings.

J Hoult asked whether extra exercise equipment in Dudley Park was still being considered for future use of the General Landscaping Budget. C Brown replied that he was aware of the matter and it was an error that it had been missed from report to the Board. It was recorded on the list of potential projects.

J Hoult queried whether the Cust community had been considered as an area for allocation of the General Landscaping Budget. C Brown advised that staff do not have a targeted consultation process with local communities for use of the General Landscaping Budget, however staff were currently visiting and formally assessing all parks and reserves in the District in preparation for a submission to the Council's LTP. The results of these investigations will be presented to the respective Boards for consideration and discussion.

unconfirmed

Moved J Gerard seconded D Gordon

THAT the Rangiora-Ashley Community Board:

(a) **Receives** report No. 170330031101.

(b) **Allocates** $30,000 as a contribution towards landscape enhancement of the Rangiora Town entrances to be carried over into the 2017/18 financial year, which is when the physical works is likely to commence.

CARRIED

Having declared an interest D Lundy and C Prickett sat back from the table and took no part in discussions

Moved J Gerard seconded D Gordon

THAT the Rangiora-Ashley Community Board:

(c) **Allocates** $5,619 as a contribution towards the development of a War Memorial monument at Loburn Domain.

CARRIED

Moved J Gerard seconded D Gordon

THAT the Rangiora-Ashley Community Board:

(d) **Notes** that the development of Good Street is not likely to progress until the new financial year. The Board will receive additional general landscape funding of $23,840 in the 2017/18 financial year and could choose to allocate funding towards the Good Street project at this time.

(e) **Notes** that staff have approached Kiwi Rail regarding maintenance of rail land in the town centre of Rangiora and a further report will be prepared for the board regarding this matter.

CARRIED

J Gerard commended staff on the report, adding that the projects raised had been discussed and priorities agreed to. He believed the Loburn Domain War Memorial was important and looked forward to receiving updates on its progress.

D Gordon supported the motion, and also commended staff for taking into account Board members' comments and ideas. He acknowledged the new areas to the ward and looked forward to reports on what was required by the newer communities.

7.3 **Appointment to Advisory Groups and Outside Organisations – Rangiora Croquet and Table Bowls Centre – E Cordwell (Governance Advisor)**

E Cordwell took the report as read.

Moved K Galloway seconded J Hoult

THAT the Rangiora-Ashley Community Board:

(a) **Receives** report No. 170323028715.

(b) **Approves** the appointment of Board Member M Clarke as the Board's representative and liaison person to the Management Committee of the Rangiora Croquet and Table Bowls Centre.

CARRIED

unconfirmed

K Galloway understood M Clarke had a good relationship with club members and has a background in the management of parks and reserves. He believed he would be a good representative.

7.4 **ANZAC Day Services 2017 – E Cordwell (Governance Advisor)**

E Cordwell took the report as read.

Moved G Miller seconded M Clarke

THAT the Rangiora-Ashley Community Board:

(a) **Receives** report No. 170329030789.

(b) **Appoints** Board Member K Galloway to lay a wreath on behalf of the Board at the service at Rangiora High School at 9.30am (assemble 9.20am) Tuesday 25 April 2017.

(c) **Appoints** Board Member J Gerard to lay a wreath on behalf of the Board at the Rangiora Cenotaph Service at 11.30am (assemble at RSA 11.15am) Tuesday 25 April 2017.

(d) **Appoints** Board Members J Hoult and D Lundy to lay a wreath at the Cust ANZAC Day Parade at 10.00am on Tuesday 25 April 2017.

(e) **Appoints** Board Member G Miller to lay a wreath at the Fernside ANZAC Day Parade at 10.00 am on Tuesday 25 April 2017.

CARRIED

7.5 **Applications for Rangiora-Ashley Community Board Discretionary Grant 2016-2017 – E Cordwell (Governance Advisor)**

Having declared an interest, D Gordon left the table.

E Cordwell took the report as read.

Moved P Allen seconded C Prickett

THAT the Rangiora-Ashley Community Board:

(a) **Receives** report No. 170329030599.

(b) **Approves** a grant of $295 to the HomeShare Lunch Group towards the costs of a visit for 10 older adults to Orana Park as part of the Lunch Group programme

CARRIED

Moved P Allen seconded C Prickett

THAT the Rangiora-Ashley Community Board:

(c) **Approves** a grant of $389 to the North Canterbury Riding for the Disabled towards the costs of equipment including a mounting block for less able riders

CARRIED

Moved P Allen seconded J Gerard

THAT the Rangiora-Ashley Community Board:

(d) **Approves** a grant of $500 to the Waimakariri Arts Trust - Kaiapoi Art Expo Network towards the running costs of the Kaiapoi Art Expo and

unconfirmed

Schools' Art Expo, particularly promotional advertising in the Northern Outlook.

CARRIED
K Galloway against

P Allen emphasised the Kaiapoi Art Expo (Expo) was a district wide event and was well supported by residents from across the Waimakariri District.

J Gerard stated it was an important district wide art event that should be supported. He was not convinced that funding should be sought from all the Community Boards and would encourage that in future funding be sought through the Council's Annual Plan.

J Hoult concurred with previous comments and agreed it was a worthwhile district event. She believed that the Trust had the capacity to seek funding from other avenues and that the Board's discretionary grant would be of greater benefit to smaller groups and organisations who could not access larger funding avenues. She did acknowledge that the Trust do great work.

K Galloway accepted that the Expo was a district wide event, noting in the staff report 41% participation from residents in Rangiora-Ashley ward. However, if it was truly a district event, then it should be funded by the Council, so that the Board's Discretionary Grant could be allocated to local groups.

C Prickett noted that the same discussions were held in the previous Woodend-Ashley Community Board meetings.

P Allen, as right of reply, commented that the Expo was a significant operation, costing approximately $52,000 to run. He appreciated the views of the Board members, and supported Waimakariri Arts Trust (Trust) putting in a submission to the Council's Annual Plan. However, P Allen believed in doing so, the Trust could set a precedent for other events of similar size and nature. He added that it was a community event and that Board members represented their whole community which included the artists who exhibit at the Expo. He could see no reason why the Board should not support the event in this way.

With the business concluded D Gordon returned to the table.

7.6 **Retrospective Ratification of the Rangiora-Ashley Community Board's Submission to the Draft Waimakariri District Plan 2017/2018 – E Cordwell (Governance Advisor)**

Having declared an interest P Allen, D Gordon and P Williams sat back from the table and took no part in discussion.

E Cordwell took the report as read.

Moved G Miller seconded K Galloway

THAT the Rangiora-Ashley Community Board:

(a) **Receives** report No. 170330031016.

(b) **Retrospectively Ratifies** the Board's Submission to the Waimakariri District Council regarding the Waimakariri District Council Draft Annual Plan 2017/2018 (Trim 170323028644).

CARRIED

unconfirmed

7.7 **Approval of the Rangiora-Ashley Community Board Plan 2016-2019 – E Cordwell (Governance Advisor)**

E Cordwell took the report as read.

Moved K Galloway seconded C Prickett

THAT the Rangiora-Ashley Community Board:

(a) **Receives** report No. 170330031175.

(b) **Approves** the final draft of the Rangiora-Ashley Community Board Plan 2016-2019 (Trim 170110001414) subject to any minor edits discussed and approved by the Board Chairperson.

CARRIED

K Galloway commended staff on the plan which he was pleased to support.

8 CORRESPONDENCE

8.1 Letter from the Facebook Group – Friends of the Millton Memorial Dog Park (Trim No. 170316025873)

8.2 Letter to the Facebook Group – Friends of the Millton Memorial Dog Park (Trim No. 170316025844)

8.3 Letter tabled from Ian Thompson regarding the Millton Memorial Dog Park.

The Board received the correspondence.

9 CHAIRPERSON'S REPORT

9.1 **Chair's Diary for March – April 2017**

Moved J Gerard seconded P Allen

THAT the Rangiora-Ashley Community Board:

(a) **Receives** report No. 170404032703.

CARRIED

10 MATTERS FOR INFORMATION

10.1 **Oxford-Ohoka Community Board meeting minutes – 9 March 2017** (Trim No.170303020494)

10.2 **Woodend-Sefton Community Board meeting minutes – 13 March 2017** (Trim No. 170329030579**)**

10.3 **Kaiapoi-Tuahiwi Community Board meeting minutes – 20 March 2017** (Trim No. 170321027649**)**

10.4 **Review of the Commercial Charity Bylaw 2010 - L Hurley (Planning Technician) and R McClung (Senior Policy Analyst)** – Report to Council – 7 Marc 2017 (Trim No. 170217015278)

10.5 **Rangiora to Kaiapoi and Rangiora to Woodend Cycleways - B Rice (Senior Transport Engineer)** – Report to Council – 7 March 2017 (Trim No. 170223017400)

unconfirmed

10.6 **Walking and Cycling Strategy and Implementation Plan - (K Stevenson, Roading Manager), G Reburn (Parks and Recreation), and L Beckingsale (Policy Analyst)** – Report to Council – 7 March 2017 (Trim No. 170109000823)

10.7 **Delivery Vehicles in Rangiora and Kaiapoi – K Stevenson (Roading Manager)** – Report to Council – 7 March 2017 (Trim No. 170207010670)

10.8 **Contract 16/66: Kowhai Avenue Stormwater Upgrade – Tender Evaluation and Contract Award Report** – Report to Management Team – 20 March 2017

10.9 **Canterbury Water Management Strategy Waimakariri Zone Committee Annual Report for the 2016 Calendar Year – G Meadows (Policy Manager)** – Report to Council – 4 April 2017 (Trim No. 170315025251)

10.10 **Earthquake Infrastructure Recovery Programme – April 2017 Update – G Boot (Project Delivery Consultant)** – Report to Council – 4 April 2017 (Trim No. 170228019100)

10.11 **Draft Submission to the Ministry for the Environment on the *Clean Water* Discussion Document – G Meadows (Policy Manager)** – Report to Council – 4 April 2017 (Trim No. 170308022583)

10.12 **Flying Remotely Controlled Aircraft (Drones) on Council Parks – Policy Review – R McClung (Senior Policy Analyst)** – Report to Council – 4 April 2017 (Trim No. 170216014618)

10.13 **Governance Statement Adoption – S Nichols (Governance Manager)** – Report to Council – 4 April 2017 (Trim No. 170110001424)

10.14 **Ashley Rural Water Supply Review – S Collin (Infrastructure Strategy Manager)** – Report to Council – 4 April 2017 (Trim No. 170320027113)

10.15 **ANZAC Day Services 2017 – S Nichols (Governance Manager)** – Report to Council – 4 April 2017 (Trim No. 170327029704)

10.16 **Customer Satisfaction Survey 2016 – Satisfaction with Overall Performance** – Report to Council – 4 April 2017 (Trim No. 170323028678)

10.17 **Loburn Lea Wastewater Treatment Plant Urgent Work** – Report to Council – 4 April 2017 (Trim No. 170322028154)

Moved P Allen seconded J Hoult

THAT the Rangiora-Ashley Community Board receives the information in items 10.1-10.17.

CARRIED

11 MEMBERS' INFORMATION EXCHANGE

11.1 G Miller

- Keep Rangiora Beautiful. A project is planned to undertake planting outside the North Canterbury Riding for the Disabled's new venue.
- Attended Enterprise North Canterbury briefing.

11.2 C Prickett

- Attended Matawai Park Reserve Advisory Group meeting. Require volunteers.
- Attended opening of new building at Rangiora High School.

unconfirmed

11.3 **D Lundy**

- Attended Civil Defence Training. The topic was "Dealing with the media".
- Elaborated on the Loburn Domain War Memorial.

11.4 **D Gordon**

- Attended Rangiora Promotions Association's inaugural 'Eats and Beats' event.
- Participated in meeting with staff regarding landscaping at Ward Park.
- Attended meeting with staff and local residents regarding removal of a footbridge. Could involve future discussion with the Board regarding a replacement bridge.
- Held meeting with residents of Easterbrook Road.
- Attended funeral of former Waimakariri District Councillor Alan McRobie.

11.5 **K Galloway**

- Raised safety issue of commercial signs on the footpath in Rangiora. Council policy on the matter requires review.
- Participated in Rangiora-Ashley Road and Reserve Naming Committee meeting.
- Welcomed Mobile Surgical Unit.

11.6 **J Gerard**

- Advised of Cust Hotel liquor licence lapse.

11.7 **M Clarke**

- Attended Waimakariri Health Advisory Group meeting.
- Attended Central Rural Advisory Group meeting.

11.8 **P Allen**

- Attended meeting with Matawai Close residents.
- Council meeting of 4 April 2017:
  - Drone Policy has been extended.
  - Approved submission to Clean Water Discussion Document.
  - Fernside Mandeville Water scheme combination.
  - Customer Satisfaction Survey results.
  - District Development Strategy.
  - Briefing from Environment Canterbury (ECan) regarding the Winter Air Plan for Kaiapoi and Rangiora.

    J Gerard queried non-compliant burners. P Allen advised that ECan have sent correspondence to affected residents, advising them of the process to replace their soon to be non-compliant burners.

    M Clarke asked if there was a subsidy available to affected residents. ECan offer a subsidy which has to be applied for.

unconfirmed

11.9 **J Hoult**

- Attended a Zone Committee meeting in Rossburn.
- Attended Annual Hui between Council and Rūnanga.
- Participated in, and Chaired, the Rangiora-Ashley Road and Reserve Naming Committee meeting.
- Attended Enterprise North Canterbury briefing.
- Advised the Board's application to the Community Boards Executive Committee awards had been submitted.
- North Canterbury Neighbourhood Support held a 'Get Ready' day at Beachgrove, 2 April 2017.
- Attended Timebank meeting.
- Advised the 7400 Upgrade ANZAC Day photos were once again on display in retails stores in Rangiora.

11.10 **S Lewis**

- Worked with Council staff to upgrade a local basketball court.
- Attended Southbrook Rugby Club meeting. Had worked with the Governance Advisor to resolve matters raised satisfactorily.
- Participated in the Rakahuri Rage with Board members G Miller and P Allen.
- Attended the USA and NZ hockey game at district's new hockey turf.

11.11 **P Williams**

- Commented that a large retailer may be seeking a site in Rangiora.

12 CONSULTATION PROJECTS

Nil.

13 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 regeneration project.

14 BOARD FUNDING UPDATE

14.1 **Board Discretionary Grant**

Balance as at 5 April 2017: $5,238.04

14.2 **General Landscaping Budget**

Balance as at 5 April 2017: $35,619

The Board noted the balances.

unconfirmed

15 MEDIA ITEMS

There were no media items.

16 QUESTIONS UNDER STANDING ORDERS

There were no questions under Standing Orders.

17 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 10 May 2017 in the Council Chambers at the Rangiora Service Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.22pm.

CONFIRMED

_____

Chairperson

_____

Date

unconfirmed

Workshop

1. *Members' Forum.*

2. *Hegan Reserve Best Practice Award video.* E Cordwell (Governance Advisor) 8.25pm – 8.35pm.

3. *Good Street laneway improvements.* J McBride (Civil Projects Team Leader) and K Stevenson (Roading Manager) 8.35pm – 8.50pm.

   Staff provided an outline of possible options for beautifying the laneway and offering seating areas. Board members offered many ideas but recognised that not all units/premises had been built. The Board asked for staff to return with further information/plans in due course.

4. *Ashley Rural Water Scheme.* S Collin (Infrastructure Strategy Manager) 8.50pm – 9.05pm.

   S Collins provided an overview (also recently presented to the Council) on the evaluation of the scheme in partnership with the Hurunui District Council.

5. *Rangiora Speed Limit Reviews.* K Stevenson (Roading Manager) 9.05pm – 9.20pm.

   K Stevenson spoke to the memo which had been circulated to members previously and responded to questions from members.

unconfirmed

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO: GOV-18 / 170421039299

REPORT TO: Council

DATE OF MEETING: 2 May 2017

FROM: David Ayers, Mayor

SUBJECT: Mayor's Diary 1 April to 25 April 2017

1. SUMMARY

Tuesday 28 March	Attended ENC briefing, Kaiapoi
	Waimakariri Youth Council meeting
Wednesday 29 March	Meeting with Peter Buchan, Progressive Enterprises
	ENC Board meeting, Kaiapoi
Friday 31 March	LGNZ Zones 5 and 6 meeting, Christchurch
	Called in at Clarkville School Twilight Gala
Saturday 1 April	Attended Oxford A&P Show
	Waimakariri Art Collection Trust meeting, Christchurch
	Gold Star Presentation for Rodney Foster, Kaiapoi VFB
Sunday 2 April	Walk for the Planet (David Hill) – Cr Claire McKay and I participated in discussion group, Rangiora.
	Called in at Cat Care Opening, Rangiora, just as they were packing up!
Monday 3 April	LGNZ Governance and Strategy Advisory Group, Wellington
	Regeneration Steering Group Meeting, Kaiapoi
Tuesday 4 April	Interview with Compass FM Radio Station
Wednesday 5 April	Meeting with Chorus re URB2 rollout in Waimakariri
	Attended meeting with concerned residents of Easterbrook Road
Thursday 6 April	Citizenship Ceremony
	Oxford-Ohoka Community Board meeting

Friday 7 April	Urban Development Strategy Implementation Committee meeting *Key points from the meeting were:* • The Committee supported the construction of a third southbound motorway lane from Tram Road, across the Waimakariri bridge and to QEII Drive as a multi-modal solution to improve travel time reliability and safety and provide improved travel choices for higher occupancy vehicle use, public transport (including dedicated express services) and cycling. This proposal will require NZ Transport Agency Board approval. • The Committee endorsed the scope and arrangements for a Settlement Pattern Review that will meet the requirements of the National Policy Statement on Urban Development Capacity and inform any further work as part of a more comprehensive strategy review. Work is already underway, key milestones are establishing the evidence base during 2017 and forming the planning response throughout 2018. • The Committee endorsed a Regeneration Protocol to support a strategic approach to regeneration by the Committee across the Greater Christchurch area. A key aspect of the protocol is early discussion between partners if considering promoting the use of regeneration powers contained in the Act. Regenerate Christchurch is also working with respective partners on a regeneration framework focused within the City area. • The Committee endorsed an updated Memorandum of Agreement to support the renewed role and operation of the Committee and the Partnership. This will be provided to meetings of each voting partner for ratification.
	Interview with David Hill from the North Canterbury News
	Attended funeral of former councillor Alan McRobie, Rangiora
Saturday 8 April	Opened new Waimakariri-Ashley Coastguard Building, Kaiapoi
	Attended Woodend Bowling Club end-of-season function
	Attended Eats and Beats, Rangiora
Monday 9 April	Canterbury Museum Trust Board meeting
	Attended meeting with Mark Revis and Jed Pearce re Smith St development, Kaiapoi
	Woodend-Sefton Community Board meeting
Tuesday 10 April	Interview with Compass FM Radio Station
	Attended Riding for the Disabled AGM, Rangiora

Wednesday 11 April	Road Safety Co-ordinating Committee
	Discussion with Chris Wilson (Suburban Estaes) re Sovereign Palms, Kaiapoi
	Rangiora-Ashley Community Board meeting
Thursday 13 April	Kaiapoi High School - Official Opening of the Cultural Learning Centre
Tuesday 18 April	Interview with Compass FM Radio Station
Wednesday 19 April	Media Interview for Passchendaele Trip - Matthew Salmon, Northern Outlook
Thursday 20 April	Attended meeting and wreath-laying with Kaiapoi RSA and Hon David Bennett, Minister of Veterans Affairs
	The Chinese Consulate General in Christchurch - Welcome reception of Deputy Consul General Gong Chunsen
Friday 21 April	Interview with David Hill from the North Canterbury News
	Northern Outlook interview for their Commuter Special Edition
Saturday 22 April	Reopening of Mandeville Bowling Club
Monday 24 April	Ohoka ANZAC Service
	Kaiapoi-Tuahiwi Community Board meeting
	Sefton ANZAC Ceremony
Tuesday 25 April	ANZAC Dawn Service, Kaiapoi
	Kaiapoi ANZAC Ceremony
	Rangiora ANZAC Ceremony
	Tuahiwi ANZAC Ceremony

THAT the Council:

(a) **Receives** report Nº 170421039299.

David Ayers
MAYOR