Council Agenda

COUNCIL MEETING

Wednesday 7 February 2018

Commencing at 1.00pm

Waimakariri District Council Chamber
215 High Street
Rangiora

Members:

Mayor David Ayers
Deputy Mayor Kevin Felstead
Councillor Neville Atkinson
Councillor Kirstyn Barnett
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 CHAMBER, 215 HIGH STREET, RANGIORA on WEDNESDAY 7 FEBRUARY 2018 at 1.00PM.

Sarah Nichols
GOVERNANCE MANAGER

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

BUSINESS

1. APOLOGIES

2. CONFLICTS OF INTEREST
   Conflicts of interest (if any) to be reported for minuting.

3. ACKNOWLEDGEMENTS
   3.1 New Year Honour
   Mr Neil Murray Falconer, JP was awarded a Queens Service Medal for services to the community and broadcasting.

4. CONFIRMATION OF MINUTES
   4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 5 December 2017

   RECOMMENDATION
   THAT the Council:
   (a) Confirms as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on Tuesday 5 December 2017.

   4.2 Minutes of the public excluded portion of a meeting of the Waimakariri District Council held on Tuesday 5 December 2017
   (see blue Public Excluded Agenda papers)
5. **DEPUTATIONS AND PRESENTATIONS**

6. **ADJOURNED BUSINESS**
   
   Nil.

7. **REGENERATION REPORTS**

8. **REPORTS**

   8.1. **Road Stopping McLeods Road – Monese Ball (Property Officer)**

   **RECOMMENDATION**

   THAT the Council:
   
   (a) **Receives** report No 180112002177
   
   (b) **Approves**: 
   
   - Stopping the section of unformed legal road adjoining 179 McLeods Road, Sefton shown as Section 3 SO 4980281 having an area of 2.4168 hectares more or less in accordance with Section 342 and the provisions of the Tenth Schedule of the Local Government Act 1974; and
   
   - The disposal of the section of unformed legal road pursuant to Section 345 of the Local Government Act 1974 to Gary Thomas Tomes being the adjoining owner.

   (c) **Notes**: 
   
   - A section of the adjoining owners land, shown as Section 1 SO 4980281, having an area of 1.5405 hectares, will be vested as road in exchange for the stopped road.
   
   - The proposed road stopping and exchange will be publically advertised. Should any objections to the proposed road stopping be received then a further report will be presented to Council to consider whether to proceed with the road stopping.
   
   - The adjoining owner will meet all costs incurred by Council, even if the application is not successful. This has been done by way of the attached signed agreement.
8.2. **Ownership of the Ohoka Gate Keepers Lodge – Chris Brown (Community Green Space Manager)**

**RECOMMENDATION**

**THAT** the Council:

(a) **Receives** report 180126006887

(b) **Notes** that community consultation regarding the relocation of the Ohoka Gatekeepers Lodge was undertaken as part of the development of the Ohoka Domain Concept Plan which has now been approved by the Oxford / Ohoka Community Board.

(c) **Approves** ownership of the Ohoka Gatekeepers Lodge being transferred to Council at no cost.

(d) **Notes** that staff will prepare a heads of agreement between Council and the Ohoka Domain Advisory Group which will identify responsibilities regarding the renovation and future operation of the building. This heads of agreement will be presented to the Community and Recreation Committee for approval.

---

8.3 **China Sister City Visit to Enshi and Establishment of an Advisory Group – Jim Palmer (Chief Executive)**

**RECOMMENDATION**

**THAT** the Council:

(a) **Receives** report No. 180117003619

(b) **Approves** the Mayor, and Councillors ………., ………., and ………. visiting Enshi, Xiangyang and Wuhan, China, between 12-19 May 2018, at an estimated cost of $12,900.

(c) **Endorses** the establishment of an Enshi Sister City Advisory Group in accordance with the terms of reference contained in Attachment 2.

(d) **Circulates** the report to all Boards.

---

8.4. **Update of Delegation S-DM 1049 Manager Regulation – Jim Palmer (Chief Executive)**

**RECOMMENDATION**

**THAT** the Council:

(a) **Receives** report no. 180125006819

(b) **Approves** Delegation S-DM 1049 to the Manager: Regulation.
9. **MATTER REFERRED FROM COMMITTEES AND COMMUNITY BOARDS**

The following Item 9.1 is referred to Council from the Regeneration Steering Group meeting of Monday 29 January 2018.

9.1 **Proposed Divestment of Council Owned Land at 16 Hood Avenue, The Pines Beach – Roxanne Ramsay (Project Administrator – District Regeneration)**

**RECOMMENDATION**

**THAT** the Council:

(a) ** Receives report No.171212135037.**

(b) **Approves** staff to divest 16 Hood Avenue, The Pines Beach – Lot 2 DP 58185 – 334.00 sq metres to the Crown; and undertake the process with the Crown to have this title included in their planning process and into the draft Divestment Terms to ultimately have this parcel divested from the Crown to Te Kōhaka o Tūhaitara Trust to become part of the Tūhaitara Coastal Park.

(c) **Notes** that staff have requested from the Crown to have the local purpose utility reserve status revoked under the GCR Act.

10. **HEALTH AND SAFETY**

10.1 **Health and Safety Report –December and January – Jim Palmer (Chief Executive)**

**RECOMMENDATION**

**THAT** the Council:

(a) ** Receives report No. 180124006165**

11. **COMMITTEE/WORKING PARTY/Joint Committee Minutes for Information**

11.1. **Minutes of a meeting of the Audit and Risk Committee held on 28 November 2017**

11.2. **Minutes of a meeting of the Waimakariri Youth Council held on 28 November 2017**

11.3. **Minutes of a meeting of the Regeneration Steering Group held on 4 December 2017**

11.4. **Minutes of a meeting of the Utilities and Roading Committee held on 12 December 2017**

**RECOMMENDATION**

**THAT** the information in Items 11.1 to 11.4 be received.
12. COMMUNITY BOARD MINUTES FOR INFORMATION

12.1 Minutes of a meeting of the Rangiora-Ashley Community Board held on 8 November 2017

12.2 Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board held on 20 November 2017

12.3 Minutes of a meeting of the Oxford-Ohoka Community Board held on 7 December 2017

12.4 Minutes of a meeting of the Woodend-Sefton Community Board held on 11 December 2017

12.5 Minutes of a meeting of the Rangiora-Ashley Community Board held on 13 December 2017

12.6 Minutes of a meeting of the Kaiapoi-Tuahiti Community Board held on 18 December 2017

RECOMMENDATION
THAT the information in Items 12.1 to 12.6 be received.

13. CORRESPONDENCE

14. MAYOR'S DIARY

14.1. Mayor's Diary 27 November 2017 – 29 January 2018

RECOMMENDATION
THAT the Council:
(a) Receives report no. 180129008044.

15. COUNCIL PORTFOLIO UPDATES

15.1. Iwi Relationships
15.2. Canterbury Water Management Strategy
15.3. International Relationships
15.4. Regeneration (Kaiapoi)

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:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1</td>
<td>Minutes of the public excluded portion of Council meeting of 5 December 2017</td>
<td>Confirmation of minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.2</td>
<td>Minutes of the public excluded portion of the Audit and Risk Committee meeting of 28 November 2017</td>
<td>Receipt of Minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.3</td>
<td>Report of Gerard Cleary (Manager Utilities and Roading) and Kelly LaValley (Project Delivery Manager)</td>
<td>Delegated Authority to Negotiate Agreement</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1 – 18.3</td>
<td>Protection of privacy of natural persons To carry out commercial activities without prejudice</td>
<td>A2(a) A2(b)ii</td>
</tr>
</tbody>
</table>

CLOSED MEETING

See Public Excluded Agenda (blue papers)

OPEN MEETING
19. **NEXT MEETING**

The next scheduled meeting of the Council is on Tuesday 20 February 2018 commencing at 3.15pm.
MINUTES FOR THE MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON TUESDAY 5 DECEMBER 2017 AT 1.02PM.

PRESENT:
Mayor D Ayers (Chair), Deputy Mayor K Felstead, Councillors N Atkinson, A Blackie, R Brine, W Doody, D Gordon, J Meyer, S Stewart and P Williams.

IN ATTENDANCE:
J Palmer (Chief Executive), G Cleary (Manager Utilities & Roading), N Harrison (Manager Regulation), C Sargison (Manager Community & Recreation), K Simpson (3 Waters Manager), B Rice (Senior Transport Engineer), L Beckingsale (Policy Analyst), V Spittal (Senior Policy Analyst), E Cordwell (Governance Advisor), D Roxborough (Implementation Project Manager District Regeneration) and S Nichols (Governance Manager).

The meeting adjourned for refreshments and a briefing at 2.42pm, and recommenced at 4.58pm.

1. APOLOGIES
Nil.

2. CONFLICTS OF INTEREST
R Brine recorded a conflict with item 8.1 due to being a serving police officer.

3. ACKNOWLEDGEMENTS
3.1 Community Service Award
Mayor Ayers spoke of the importance of volunteers in our community and the tremendous contribution many groups and individuals make.
John Rose was presented with a Community Service Award recognising his volunteer efforts in the community.
Councillor Atkinson read the citation of J Rose, citing his contribution to the North Canterbury Mini Bus Trust and cricket umpiring.

4. CONFIRMATION OF MINUTES
4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 7 November 2017

Moved: Councillor Gordon Seconded: Councillor Blackie

THAT the Council:

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

CARRIED
5. **DEPUTATIONS AND PRESENTATIONS**

5.1 **Andrew Gough, resident of Swannanoa**
Mr Gough shared his viewpoint in relation to Item 8.1 Tram Road Speed Limit.

5.2 **Bevan Hames, Apollo Projects Ltd**
Mr Hames, (National Manager, Business Development), and Ray Edwards (Roading Engineer) commented on the Mandeville business development, particularly in relation to Item 8.1, Tram Road Speed Limit.

6. **ADJOURNED BUSINESS**
Nil.

7. **REGENERATION REPORTS**

7.1 **Earthquake Infrastructure Recovery Programme – November 2017 Update – G Boot (Senior Engineering Advisor), K Stevenson (Roading Manager) and K Simpson (3 Waters Manager)**

G Cleary spoke to the report, and took it as read,

Moved: Councillor Atkinson    Seconded: Councillor Blackie

**THAT** the Council:

(a) **Receives** report No. 171122127014.

(b) **Notes** the recovery works construction programme as presented in Attachment 1 of this report.

(c) **Notes** that 44 of the 51 projects on the Earthquake Infrastructure Recovery Programme have been completed and two projects are nearing completion and a further three contracts will commence construction in January 2018.

(d) **Notes** that the current estimate and budget for the capital component of the recovery works is $39,194,800, which represents a $1.4M reduction over the previously approved budget.

(e) **Notes** that the 2018-28 LTP Budgets are being amended to reflect the budget reduction.

(f) **Circulates** this report to the Regeneration Steering Group and the Community Boards.

**CARRIED**

Councillor Atkinson commented positively on the useful information provided in the report, outlining progress.

Mayor Ayers commented on the major tasks undertaken, reflecting on the delay by the government and this being the biggest project in the districts history.

Councillor Stewart, endorsed comments and noting that the budget was set seven years ago and staff achieved projects under budget.
8 REPORTS

8.1 Tram Road Speed Limit, Mandeville North – B Rice (Senior Transport Engineer)

Having declared a conflict of interest Councillor Brine took no part in the discussion or decision and left the room.

G Cleary introduced the report and updated the situation of a new resource consent for the commercial development, which had subsequently been returned to the developers pending further information.

The history of the situation was outlined, consultation undertaken, NZTA speed limit guide and the increased traffic at the McHughes/Bradleys Road intersection.

The commercial development has some form of access onto Tram Road and the changing environment will assist in driver behaviour of speed reduction. The Police are in favour of reducing the speed in that particular area, and are supportive of 70kph but accept NZTA guidelines of 80kph and the changing environmental factors.

G Cleary commented on various consultation methods used by the Council and acknowledged the Mandeville Residents separate survey that focused on different aspects in relation to the development. Following staff assessment it was recommended a portion of Tram Road have a reduced speed limit of 80kph.

Councillor Meyer enquired about pending consent information with a safety audit Staff confirmed a safety audit would be provided by the developers in relation to the commercial development.

Councillor Meyer clarified that with the current consent for left in and right out there is potentially sizing, width alternation and roading layout change required. B Rice spoke of significant differences in earlier safety audits, including left turn slip lanes and a wider entrance. More information was expected in the near future and until that information was received staff were unable to offer further comment.

Councillor Doody asked if the speed limit reduced to 80kph, was the stretch of Tram Road that was proposed to be reduced sufficient for the safety of people using that intersection, particularly accessing Mandeville Sports Grounds and would it enhance the safety of those crossing the road. B Rice commented that typically drivers start slowing when they see a speed sign, and it was likely that by the time drivers get to the intersection they will have slowed to 80kph.

Councillor Doody asked if there was an option of signs like at Pineacres and Burnham. B Rice explained the placement issues, consideration and risks of timing for vehicles travelling to Truro Place, the sports grounds or development as to when the signs would activate.

Councillor Felstead queried if the Council has an option of a 70kph under NZTA rules. B Rice advised of the application process, reasoning and NZTA plan to change to speeds to 60kph or 80kph rather than 70kph or 90kph. It was unlikely NZTA would approve 70kph, other than for a very short term (ie 1-2 months).

Councillor Felstead enquired if there was no acceptable safety audit, could the business operate. N Harrison advised the development can use Mandeville Road to operate, but are unable to use Tram Road without the approved Safety Audit. Staff confirmed they have only received an abridged safety audit and awaited a full version.
Councillor Gordon enquired if the abridged safety audit indicated a change in entrance use would assist in greater intersection safety. Staff confirmed it could but until the full information was received staff were unable to comment as to overall validity.

Mayor Ayers enquired if staff believe 80kph is an appropriate speed for the Mandeville intersection irrespective of the development. Staff confirmed that, adding that with the commercial development it increases the desirability of reduced speed for the environment.

Mayor Ayers enquired would a similar speed reduction at the Bennetts intersection or Giles Road would be worth considering. Staff confirmed it would and work was currently underway for a report to be considered by Council next year.

Councillor Blackie sought clarification on the ability of Council to support 80kph today. Staff confirmed that was what was being requested and a reduced speed would improve the safety for the community irrespective of any new development.

Moved: Mayor Ayers Seconded: Councillor Doody

THAT the Council:

(a) Receives report No. 171121126353.

(b) Approves the speed limit change from 100km/h to 80km/h on Tram Road from 500m east of the Bradleys Road / McHugh’s Road intersection to 300m west of that intersection.

(c) Notes that the Register of Speed Limits will be updated to include these changed speed limits.

(d) Notes that the Speed Limits Bylaw 2009 allows speed limits to be changed by Council resolution following consultation as required by the Land Transport Rule: Setting of Speed Limits.

(e) Notes that the submissions on this proposal have been distributed to the Oxford – Ohoka Community Board for their information.

(f) Circulates this report to all Community Boards.

CARRIED

Against Councillors Atkinson, Gordon, Meyer and Williams

Mayor Ayers commented on his experience travelling around Australia and speed reduction at major intersections and reflected on the Pineacres intersection. It was his belief that 80kph was an appropriate speed for that intersection given the increase in population and density from 4B residential and usage at the Mandeville Sports Centre. It is clear from submissions that most wanted reduced speed, acknowledging some people requested a lower limit.

Councillor Doody reflected on her experiences with that intersection and concerns for school children crossing the road, therefore was supportive of any speed reduction.

Councillor Felstead stated that having listened to the debate and read the submissions, he accepts 80kph should occur irrespective of the development and understood why the speed could not be lower. He commented on the public perception of timing of the speed review and the developer changing plans, which was unfortunate, however that was a separate matter and separate consent process.
Councillor Williams believed changes should be held in conjunction with the development and all changes to other (Tram Road) intersections should be done at the same time.

**Amendment – Procedural Motion**

Moved: Councillor Meyer    Seconded: Councillor Atkinson

**THAT** the Council:

(a) **Lay** the report on the table.

**LOST 4:5**

DIVISION called by Councillor Atkinson.

For: Councillors Meyer, Atkinson, Gordon and Williams.  
Against: Mayor Ayers, Councillors Felstead, Blackie, Doody, Stewart.

Councillor Gordon was generally supportive of a lower speed limit, however it was unfortunate the matter was not limited to other issues of the pending consent. He believed the matter was well considered by the commissioner at the time of the original consent for the development. Councillor Gordon was in favour of the motion as to lay on table would have allowed more time to consider the safety audit report.

Councillor Stewart stated she was trying to keep the matters of speed reduction and development separate. As a frequent user of the Bradleys/McHughes intersection she felt that 80kph was a positive improvement to road safety. Comment was made in relation to people adhering to speed signage, and Councillor Stewart was intrigued how any final road layout would work around the development.

Councillor Atkinson, stated he would vote against the motion, as he was not supportive of the development from the very beginning. Councillor Atkinson did not disagree with the reduced speed, but questioned why the matter was being dealt with in isolation and all other Tram Road intersections considered at the same time. He commented on some other Tram Road intersections have a poorer safety record than this intersection.

Mayor commented as his right of reply on questions raised about why the Council was not doing other intersections at the same time, reflecting on other intersections in District. This speed reduction work started before the development and has not done in isolation. Council are working in a consultative environment with staff investigating other intersections which would be reported on in 2018. Mayor Ayers named several other intersections where he would personally like to see speed (reduction) changes, acknowledging the issues of Tram Road. The Bradley/McHughes Road corner was in his opinion improved by the reduced speed and everyone agreed it is a matter of safety. The lower the speed, the less the mess.
8.2 Waste Management and Minimisation Plan 2017 – Hearing Panel Waste Management and Minimisation Plan 2017 (Councillors R Brine – Chair, W Doody and P Williams)

Moved: Councillor Brine    Seconded: Councillor Doody

THAT the Council:

(a) Receives report No. 171123127385.

(b) Approves the following inclusions and amendments in the 2017 Waste Management & Minimisation Plan.

1. Insert Option C as the preferred kerbside collection service in Section 5.4 comprising service choices of: rates-funded recycling bin, collected fortnightly; user-pays WDC rubbish bag OR rates-funded rubbish bin, collected fortnightly; AND/OR rates-funded mixed organsics bin, collected weekly.

2. Insert the below targets in Section 2.2

   a. Reduce annual per capita waste to landfill from 294kg per capita in 2015/16 to 236kg per capita by 2029

   b. Increase the annual per capita quantity of materials diverted from 170kg per capita in 2015/16 to 228kg per capita by 2029

(c) Notes that the final draft version of the 2017 Waste Management & Minimisation Plan will be brought to the Council for approval after the 2018-2028 LTP has been approved.

(d) Notes that the Long Term Plan solid waste budgets, Solid Waste Activity Management Plan and solid waste section in the Infrastructure Strategy will be prepared using the kerbside collection methodology as approved in 2(b).i.

(e) Includes a proposal in the Draft LTP to change the rating policy so that motels and other similar businesses only pay for one recycling targeted rate per property. Additional bins, if requested, would be provided and rated at the standard charges.

(f) Requests staff to bring further advice to the Council following the LTP consultation regarding the option of the Council or the Contractor owning the bins.

(g) Requests staff to bring the proposed engagement method and material for asking property owners which service option they choose to Council for approval prior to release.

(h) Requests that staff provide information on proposed fees and charges for properties to change their future service option following their initial choice.

(i) Requests staff, prior to the introduction of the new services, to enquire of each eligible household which services they wish to use. If no choice is made the default position will be that the property continues to receive a fortnightly recycling service and has access to the Council’s user pays fortnightly bag collection service.
(j) Increases the level of education to the public on the reduction of waste including diversion to green waste.

CARRIED

8.3 Review of the Local Alcohol Policy and Liquor Ban Bylaw – L Beckingsale (Policy Analyst) and M Johnston (Environmental Services Manager)

Moved: Councillor Gordon  Seconded: Councillor Felstead

THAT the Council:

(a) Receives report No. 171108121520

(b) Supports the proposal to establish a Project Control Group (PCG) and a Project Manager to oversee the review of both the Local Alcohol Policy 2015 and the Liquor Ban Bylaw 2007.

(c) Notes the appointment of the District Licensing Committee Chair, Cr Neville Atkinson, Nick Harrison, Malcolm Johnston, Sharon Stevenson and Lynley Beckingsale as the Project Control Group and Lynley Beckingsale as the Project Manager.

(d) Notes these reviews will be undertaken in conjunction with representatives of Community and Public Health and New Zealand Police as partner agencies and key stakeholders.

CARRIED

8.4 Adoption of Northern Pegasus Bay Bylaw 2016 Implementation Plan and Establishment of Advisory Group – V Spittal (Senior Policy Analyst) for the Northern Pegasus Bay Bylaw 2016 Implementation Plan Working Party

Moved: Councillor Felstead  Seconded: Councillor Atkinson

THAT the Council:

(a) Receives report No. 171116124725.

(b) Adopts the attached Northern Pegasus Bay Bylaw 2016 Implementation Plan for implementation (Trim No. 171122126489).

(c) Approves the establishment of the Northern Pegasus Bay Advisory Group.

(d) Approves the Terms of Reference for the Northern Pegasus Bay Advisory Group (Trim No. 171122126942).

(e) Appoints Councillor Blackie to the Northern Pegasus Bay Advisory Group, as Chairperson.

CARRIED

8.5 Adoption of Council Standing Orders – E Cordwell (Governance Advisor)

Moved: Mayor Ayers  Seconded: Councillor Doody
THAT the Council:

(a) Receives report No. 171115124385.

(b) Adopts the Draft Waimakariri District Council, Committee and Sub-Committee and Hearing Panel Standing Orders 2017 (Trim 171121126177), effective from 8 January 2018.

(c) Notes that the current WDC Standing Orders (Trim 120313013431) remain active for Community Boards until the Community Boards consider the mattering during their February 2018 meetings, for proposed adoption from 1 March 2018.

(d) Recommends that any proposed Standing Orders for Community Boards should be consistent with the Council, Committee, Sub-Committee and Hearing Panel Standing Orders, except for those areas which relate specifically to Community Boards.

(e) Requests that this report is circulated to Community Boards.

CARRIED

The meeting adjourned for refreshments and a briefing at 2.42pm, and recommenced at 4.58pm.

9 MATTER REFERRED FROM COMMITTEES AND COMMUNITY BOARDS

9.1 District Regeneration – Draft Road Stopping Plans for The Pines Beach – D Roxborough, Implementation Project Manager District Regeneration

Moved: Councillor Blackie  Seconded: Mayor Ayers

THAT the Council:

(a) Receives report No.170908097449.

(b) Approves the physical removal and legal road stopping of Hood Avenue and Clarke Avenue in The Pines Beach Regeneration Area.

(c) Approves the physical removal and revoking of the reserve status of Lindsay Lane walkway (off the end of Clarke Avenue), and the divesting of this land of approximately 250 m² area to the Crown at no cost.

(d) Notes that the road stopping and reserve revocation process for Regeneration Areas is proposed to be undertaken through collaboration with Land Information New Zealand (LINZ) utilising the provisions of the Greater Christchurch Regeneration Act 2016 (GCR Act), and the physical removal works are subject to a cost share agreement between the Crown and Council.

(e) Notes that under the terms of the existing Cost Share Agreement with the Crown, the land arising from the legal stopping of redundant roads, with Waimakariri District Council as the registered proprietor, will be divested to the Crown at nil cost to the Crown.

(f) Approves staff working with the Trust to establish a memorandum of understanding for potential future walkway reinstatement over Coastal Park land.

(g) Circulates a copy of this report to the Kaiapoi-Tuahiwi Community Board.
CARRIED


Moved: Councillor Blackie  Seconded: Councillor Meyer

THAT the Council:

(a) **Receives** report No. 171018112971.

(b) **Approves** Option B, with no accessible ramps to the lower deck level, as the preferred design option to progress through to detailed design and procurement of a contractor for construction Options Plans - TRIM No. 171026115714.

(c) **Approves** Poem Option 1 as the preferred poem to be integrated with the terraces design.

CARRIED
Against Mayor Ayers and Councillor Stewart

AMENDMENT

Moved: Mayor Ayers  Seconded: Councillor Stewart

THAT the Council:

(a) **Receives** report No. 171018112971.

(b) **Approves** Option A, with accessible ramps to the lower deck level, as the preferred design option to progress through to detailed design and procurement of a contractor for construction Options Plans - TRIM No. 171026115714.

(c) **Approves** Poem Option 1 as the preferred poem to be integrated with the terraces design.

LOST 3:7
DIVISION called by Mayor Ayers.
For:  Mayor Ayers, Councillors Felstead and Stewart.

9.3  Review of Rating Policies (other than the Revenue and Financing Policy – M Harris (Customer Services Manager))

Moved: Councillor Atkinson  Seconded: Councillor Felstead

THAT the Council:

(a) **Approves** the adoption of a policy for the early payment of rates in the current financial year (Trim 171121126330) for consultation in the 2018/28 Draft Long Term Plan to take effect from 1 July 2018.
(b) **Approves** the adoption of a policy for Remission of Rates in Miscellaneous Circumstances (Trim 171121126338) for consultation in the 2018/28 Draft Long Term Plan to take effect from 1 July 2018.

(c) **Resolves** to revoke the “Remission of Community Services Charge and Canterbury Museum Levies” policy from 1 July 2018.

(d) **Approves** the continuation of the current Rates Remission and Rates Postponement policies as outlined in this report, with the minor edits noted, for consultation in the 2018/28 Draft Long Term Plan. (Trim 171121126331 Rates Remissions; 171121126333 Rates Postponements).

(e) **Agrees** that the Policy for Remission of Rates on Maori Freehold Land is amended to include remission for conservation purposes.

(f) **Agrees** that the Policy for Remission of Rates on Properties Damaged by the 2010/11 Earthquakes be extended to cover all natural disaster events that renders the property uninhabitable.

(g) **Agrees** that the Policy for Rates Postponement on land used for Primary Production In Residential and Business Zones be extended to include non-farmland moving from the rural zone to a residential or business zone.

(h) **Agrees** that a new rates remission policy be introduced for land that meets paragraph (b) of Section 20 of the Local Government Rating Act, and either paragraph (a) or (c).

CARRIED

10 HEALTH AND SAFETY

10.1 **Health and Safety Report - November – J Palmer (Chief Executive)**

Moved: Councillor Gordon   Seconded: Councillor Williams

THAT the Council:

(a) **Receives** report No. 171124127991

CARRIED

11 COMMITTEE/WORKING PARTY/JOINT COMMITTEE MINUTES FOR INFORMATION

11.1 Minutes of a meeting of the Regeneration Steering Group held on 6 November 2017

Moved: Councillor Blackie   Seconded: Councillor Atkinson

THAT the information in Items 11.1 be received.

CARRIED

12 COMMUNITY BOARD MINUTES FOR INFORMATION

12.1 **Minutes of a meeting of the Oxford-Ohoka Community Board held on 9 November 2017**

12.2 **Minutes of a meeting of the Woodend-Sefton Community Board held on 13 November 2017**
Moved: Councillor Doody  Seconded: Councillor Felstead
THAT the information in Items 12.1 to 12.2 be received.

CARRIED

13 CORRESPONDENCE

Nil.

14 MAYOR’S DIARY

14.1 Mayor’s Diary 3 - 27 November - 2017

Moved: Councillor Williams  Seconded: Councillor Felstead

THAT the Council:

(a) Receives report no. 171128129050.

CARRIED

CLOSED MEETING

The public excluded portion of the meeting occurred from 4.48pm to 4.57pm.

NEXT MEETING

The next scheduled meeting of the Council is on Tuesday 30 January 2018 commencing at 9.00am.

There being no further business the meeting concluded at 5.52pm.

CONFIRMED

_____________________________________
Chairperson

_____________________________________
Date
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: 180112002177/032217.02

REPORT TO: Council

DATE OF MEETING: 7 February 2018

FROM: Monese Ball, Property Officer

SUBJECT: 179 McLeods Road, Sefton: Road stopping and exchange of unformed road

SIGNED BY: 

(Chief Executive)

1. SUMMARY

1.1. Gary Thomas Tomes owns 179 McLeods Road in Sefton (“the adjoining owner”). Mr Tomes land is separated by a section of unformed legal road, shown as Section 3 SO 498028.

1.2. The adjoining owner has applied for a consent to subdivide his property into multiple lots. In order to maximise the future usability of the land the adjoining owner has enquired whether Council would stop the unformed legal road and amalgamate it with his property.

1.3. The adjoining owner has offered an alternative section of his property, shown as Section 1 SO 498028 in exchange for the road to be stopped. This land will be declared road and vested in Council in exchange for the road to be stopped.

1.4. The section of unformed road to be stopped has an area of 2.4168 hectares. The alternative section of road to be vested in Council has an area of 1.5405 hectares. It is proposed that the two parcels of land be exchanged for nil consideration, despite the difference in area. This proposal is on the basis that any assessment of the value of the land is likely to outweigh its value.

1.5. The adjoining owner has agreed to reimburse all costs incurred by Council in this exchange, including consultancy fees, survey fees, public advertising costs, etc. The costs are estimated at $10,000 plus GST. An Agreement to this affect has been signed and is subject to Council and Minister approvals.

1.6. The purpose of this report is to obtain Council approval to stop the section of unformed legal road shown as Section 3 SO 498028 pursuant to the Local Government Act 1974.

Attachments:

i. SO 498028
ii. Aerial plan
iii. Agreement for Road Stopping
2. **RECOMMENDATION**

THAT the Council:

(a) **Receives** report No 180112002177

(b) **Approves**:

i. Stopping the section of unformed legal road adjoining 179 McLeods Road, Sefton shown as Section 3 SO 4980281 having an area of 2.4168 hectares more or less in accordance with Section 342 and the provisions of the Tenth Schedule of the Local Government Act 1974; and

ii. The disposal of the section of unformed legal road pursuant to Section 345 of the Local Government Act 1974 to Gary Thomas Tomes being the adjoining owner.

(c) **Notes**:

i. A section of the adjoining owners land, shown as Section 1 SO 4980281, having an area of 1.5405 hectares, will be vested as road in exchange for the stopped road.

ii. The proposed road stopping and exchange will be publicly advertised. Should any objections to the proposed road stopping be received then a further report will be presented to Council to consider whether to proceed with the road stopping.

iii. The adjoining owner will meet all costs incurred by Council, even if the application is not successful. This has been done by way of the attached signed agreement.

3. **ISSUES AND OPTIONS**

3.1. Council has two options available; one is to approve the road stopping and exchange. This will help the adjoining owner to maximise the future usability of his land and result in a better shaped road being held by Council.

3.2. Council’s other option is to not approve the road stopping and exchange. This will mean the adjoining owner will have to alter his subdivision plans and Council retain an oddly shaped parcel of road.

3.3. The Management Team/CEO has reviewed this report and supports the recommendations.

4. **COMMUNITY VIEWS**

4.1. The proposed road stopping will be advertised for public objections. The adjoining neighbour would be asked to give approval as the only other affected party. Should any objections be received a subsequent report will be presented to Council for consideration.

4.2. The oddly shaped section of unformed road used to follow the course of Fox’s Stream. The irregular shape and width would make any future use or formation by Council difficult.

4.3. The applicant, Mr Tomes has engaged with Walking Access New Zealand who have no objections to the Road Stopping.
5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. The adjoining owner will reimburse any costs incurred by Council, including consultants fees, survey fees, legal fees, advertising costs, etc. These costs are estimated at $10,000 plus GST.

5.2. The section of unformed road to be stopped (2.4168 hectares) is greater in area than the area of land to be vested as road (1.5405 hectares). Due to the land being Road Reserve and not included in rateable value, consideration has not been given to values but the nature of the terrain and the exchange will result in a better shaped section of road. There is nil cost to Council for this exchange.

6. **CONTEXT**

6.1. **Policy**

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

6.2. **Legislation**

It is proposed to stop the section of unformed road using the Local Government Act 1974. The section of road to be vested in exchange will be declared road using Section 114 of the Public Works Act 1981.

6.3. **Community Outcomes**

The proposed exchange will be of benefit to the adjoining owner and have little impact on the wider community. Public consultation will take place as part of the Tenth Schedule of the Local Government Act.

Monese Ball
Property Officer
Agreement for Road Stopping and Sale

Waimakariri District Council

and

Gary Thomas Tomes
AGREEMENT FOR ROAD STOPPING AND SALE

Parties

1. WAIMAKARI DISTRICT COUNCIL ("the Council")

2. GARY THOMAS TOMES ("the Purchaser")

Background

A. The Purchaser is the registered proprietor of land at 179 McLeods Road in Sefton, Canterbury more particularly described as:

(a) 10.9265 hectares more or less being Part Lot 1 Deposited Plan 2742 comprised in Computer Freehold Register ("CFR") 305226; and

(b) 6.5711 hectares more or less being Lot 7 Deposited Plan 334240 comprised in CFR 140454,

Canterbury Land Registration District, (together called "the Purchaser's Land").

B. The Council has vested in it by virtue of section 316 of the Local Government Act 1974 ("LGA") a section of unformed road adjoining the Purchaser's Land and having an area of 2.4168 hectares and more particularly described as Section 3 Survey Office Plan 498028 and shaded yellow on the plan attached as Schedule A ("the Road Land").

C. The Purchaser has agreed to vest part of the Purchaser's Land being 1.5405 hectares more or less and more particularly described as Section 1 Survey Office Plan 498028 and shaded orange on the plan attached as Schedule A ("the Exchange Land") in exchange for the Road land.

D. The Council has agreed to stop the Road Land for amalgamation with the Purchaser's Land (subject to meeting the necessary statutory requirements in respect of such stopping) and in exchange the Purchaser has agreed to the Exchange Land being declared road and vested in the Waimakariri District Council.

E. The parties have agreed that there is an equality of exchange in land and therefore no purchase monies will be paid to either party. The Purchaser has also agreed to meet all costs incurred by the Council in relation to this transaction, whether it be successful or not.

F. The parties have entered into this agreement to record the terms and conditions relating to the exchange of land.
1. **Agreement**

1.1 Subject to the Road land being stopped pursuant to clause 2 and the conditions in clause 2.7 being satisfied:

(a) the Council agrees to transfer the Road land to the Purchaser by way of amalgamation with the Purchaser’s Land pursuant to clauses 2.6 and 5; and

(b) the Purchaser agrees to the Road Land being declared road and vested in the Walmakariri District Council pursuant to the Public Works Act 1981 ("PWA").

1.2 For the purposes of section 114 of the PWA the Purchaser consents to the Exchange Land being declared road and vested in the Walmakariri District Council.

2. **Sale**

2.1 This agreement is subject to and conditional on the Council completing the process to stop the Road land, pursuant to section 342 and the Tenth Schedule of the LGA within 12 months of the date of this agreement.

2.2 This agreement also is conditional on the Council obtaining the Minister for Land Information’s consent to the proposed road stopping under section 342 of the LGA within 12 months of the date of this agreement.

2.3 The Purchaser acknowledges that the Council will complete public consultation in accordance with the Tenth Schedule of the LGA. If any objection is raised to any notice issued by the Council (acting in its regulatory capacity) pursuant to clause 2 of the Tenth Schedule of the LGA, the Council will inform the Purchaser if the Council allows the objection and not proceed with the road stopping or will submit the matter to the Environment Court for determination. The Purchaser may elect to cancel this agreement on receipt of notice advising that the Council will submit the matter to the Environment Court.

2.4 If the Purchaser elects to cancel this agreement pursuant to clause 2.3 or if the Council allows the objection then, except as provided at clause 8.4, this agreement will be at an end and no party will have any claim against the other.

2.5 If the Council submits the matter to the Environment Court and should the Environment Court allow the objection, or not confirm the stopping, the parties agree this agreement will be at an end and, except as provided at clause 8.4, and no party will have any claim against the other. The Council will give the Purchaser notice in writing should the stopping be confirmed.

2.6 Unless the Minister for Land Information does not consent to the road stopping, or an objection is allowed by the Council pursuant to clause 2.4 or the Environment Court pursuant to clause 2.5, or if the Purchaser is unable to provide any of the necessary consents required pursuant to 2.8 of this agreement, the Council will:
(a) stop the road being the Road Land pursuant to the Tenth Schedule of the LGA and obtain separate CFR for the Road Land; and

(b) transfer the Road Land to the Purchaser free from all encumbrances. As part of the same dealing for such transfer, the Purchaser will amalgamate the Road Land with CFR 140454 pursuant to section 345(2) LGA, such amalgamated title to be subject to the same encumbrances, liens, mortgages and interests contained in CFR 140454 respectively.

2.7 The Purchaser acknowledges that this agreement has been signed by an authorised officer of the Council. It is conditional on its approval in all respects by the elected members of the Walmakariri District Council within six months of the date of this agreement. The elected Council is entitled to grant or withhold approval in all respects at its entire discretion, and without giving any reason. This condition is inserted for the sole benefit of the Council.

2.8 The Purchaser must provide all of the necessary consents required pursuant to section 114(2)(l) of the WPA within 6 months of receiving confirmation that clause 2.7 has been satisfied. If the Purchaser is unable to provide the necessary consents within the timeframe provided then except as provided for in clause 8.4, this agreement will be at an end and no party will have any claim against the other.

3. Settlement

3.1 The Settlement Date will be the later of ten (10) working days from the date the Council notifies the Purchaser:

(a) that a search copy of the CFR for the Road land is obtainable pursuant to clause 2.6, or

(b) that the Exchange Land has been declared road and vested in the Walmakariri District Council.

3.2 On the Settlement Date:

(c) the Council will give vacant possession of the Road Land to the Purchaser;

(d) the Purchaser will give vacant possession of the Exchange Land to the Purchaser;

(e) the parties will undertake the necessary actions required to declare the Exchange Land road and complete registration of the transfer and amalgamation of the Road Land pursuant to clause 5.
4. **GST**

4.1 GST will only be payable on production of a valid tax invoice prepared in accordance with section 24 of the Goods and Services Tax Act 1985 ("the Act"). For the avoidance of doubt, the Settlement Date and the GST Date will be the same.

4.2 The Council warrants that:

(a) the Council is a registered person (as those words are defined in the Act) and will still be a registered person at the Settlement Date;

(b) the Council is to acquire the Exchange Land with the intention of using it for making taxable supplies; and

(c) the Exchange Land is not intended by Council or a person associated with Council to be used as a principal place of residence under section 2A(1)(c) of the Act.

4.3 Should the Purchaser be a registered person the Purchaser warrants and undertakes:

(a) that he is a registered person for the purposes of the Act and will still be a registered person at the Settlement Date;

(b) he is to acquire the Road Land with the intention of using it for making taxable supplies; and

(c) the Road Land is not intended by the Purchaser to be used as a principal place of residence or a person associated with the Purchaser under section 2A(1)(c) of the Act.

4.4 Should clause 4.3 apply the Purchaser will, on or before, the Settlement Date provide the Council with the Purchaser's GST number and the supplies made pursuant to this agreement will be zero rated by virtue of section 11(1)(mb) of the Act.

4.5 The warranties provided in clauses 4.2 and 4.3 will extend to the Settlement Date.

4.6 Each party reserves its rights to seek compensation from the other party and reserves all its remedies (including at common law and equity) if the other party breaches any warranty granted in this clause 4.

5. **E-dealing and Legalisation**

5.1 The Purchaser's obligations under clause 3.2(e) will be met by the Purchaser's solicitor, a reasonable time prior to the Settlement Date:
(a) creating a Landonline e-dealing for the transaction,

(b) notifying the Council’s solicitor of the e-dealing number allocated by LINZ,

(c) preparing in that Landonline e-dealing a transfer instrument in respect of the Road Land; and

(d) preparing and uploading to the Landonline e-dealing a request for a new title (amalgamating the Road Land and the Purchaser’s Land in one Computer Freehold Register); and prior to settlement,

(e) lodging in the Landonline e-dealing the tax information contained in the Purchaser’s tax statement; and

(f) signing and certifying the transfer instrument and the request for new title (amalgamating the Road Land and the Purchaser’s Land in one Computer Freehold Register).

5.2 The Council’s obligations under clause 3.2(c) will be met by the Council’s solicitor, a reasonable time prior to the Settlement Date:

(a) preparing, certifying, signing and pre-validating in such Landonline e-dealing the transfer instrument and all other instruments required to confer title on the Purchaser in terms of the Council’s obligations under this agreement;

(b) lodging in the Landonline e-dealing the tax information contained in the Council’s tax statement;

(c) releasing the same upon settlement so that the Purchaser’s solicitor can then submit them immediately after settlement for registration; and

(d) delivering to the Purchaser’s solicitor any other documents that the Council is required to provide to the Purchaser on settlement in terms of this agreement.

5.3 For the purposes of this agreement the terms “tax information” and “tax statement” will have the meanings ascribed to those terms in the Land Transfer Act 1952.

5.4 As soon as this agreement has been declared unconditional the Council will prepare the necessary Gazette Notices taking the Exchange Land for road under section 114 of the PWA.
6. Warranties

6.1 The Council makes no warranties as to the suitability of the Road Land for any particular purpose.

6.2 The Purchaser acknowledges and accepts that the Purchaser is purchasing the Road Land "as is", solely in reliance of its own investigations and judgment and not in reliance on any representation or warranty made by the Council, its employees, agents, advisors or any other person or entity directly or indirectly associated with the Council.

6.3 The Purchaser warrants and undertakes that as at the date of this agreement the Exchange Land is not subject to a "short-term lease", the term "short-term lease" being defined by section 207 of the Property Law Act 2007. The Purchaser further warrants and undertakes that as at Settlement Date the exchange land will not be subject to a short-term lease.

6.4 The Purchaser warrants and undertakes that at the date of this agreement:

(a) the Purchaser has no knowledge of any requirement and has not received any notice from any tenant or any local or government authority which affects the exchange land in any way and which has not been disclosed to the Council; and

(b) the Purchaser has not given any consent or waiver under the Resource Management Act 1991, which directly or indirectly affects the exchange land.

6.5 The Purchaser warrants and undertakes that at the Settlement Date:

(a) the Purchaser has delivered to the Council all notices and requirements received after the date of the agreement from any local or government authority unless the Purchaser has satisfied the notice or requirement. If the Purchaser has failed to deliver to the Council or satisfy the notice or demand then the Purchaser will be liable for any costs or penalties arising from such failure; and

(b) the Purchaser has not given any consent or waiver in relation to any application under the Resource Management Act 1991 which directly or indirectly affects the exchange land.

6.6 The Purchaser warrants to the best of the Purchaser’s knowledge that there is no contamination on the Exchange Land.

6.7 Settlement will not be deferred, but the Council reserves its rights to seek compensation from the Purchaser and reserves all its remedies at common law and equity if the Purchaser breaches any warranty granted in this clause 6.
7. **Deed of Covenant**

7.1. Should the Purchaser propose to enter into an agreement to sell the Purchaser's Land prior to the Settlement Date, the Purchaser will prior to entering any such agreement advise the Council and the Council may in its sole discretion require the Purchaser to:

(a) advise any proposed purchaser of the terms of this agreement and obtain from the proposed purchaser, prior to or contemporaneous with entering an agreement to purchase the Purchaser's Land, a deed of covenant satisfactory to the Council binding the proposed purchaser to perform the terms and conditions of this agreement; or

(b) pay all amounts outstanding under, and complete, this agreement.

8. **Costs**

8.1. The Purchaser agrees to pay all costs incurred by the Council in connection with the stopping of the Road Land, and subsequent transfer of the Road Land to the Purchaser, including but not limited to survey costs, legal and property consultancy fees, LINZ fees, registration fees, the Council's processing fees, public notice and notification fees, costs to amalgamate the Road Land with the Purchaser's Land once the Road Land has been stopped.

8.2. The Purchaser also agrees to pay all costs incurred by the Council in connection declaring the Exchange Land Road and vesting in the Waimakariri District Council, including but not limited to survey costs, legal and property consultancy fees, LINZ fees, registration fees, the Council's processing fees.

8.3. The Purchaser will make payment of the costs incurred by Council on the Settlement Date, or within one (1) month of receipt of an invoice in respect of any such costs that are not identified prior to the Settlement Date in accordance with clauses 8.1 and 8.2. Full details of the Council's costs incurred to date will be set out in the settlement statement to be provided to the Purchaser five (5) working days prior to the Settlement Date.

8.4. If this agreement is cancelled or terminated and the Council is not in default, the Purchaser will pay to the Council the Council's costs (where such costs have been incurred prior to such date or are reasonably incurred after such date). The Purchaser will make payment within one (1) month of receipt of an invoice in respect of any such costs.
8.5 For the avoidance of doubt the Purchaser will, in addition to clauses 8.1 and 8.2, also meet its own costs incurred in relation to this agreement, including but not limited to all solicitor/client costs incurred in the review and execution of this agreement and the settlement, transfer and amalgamation of the Road Land and any costs required to obtain the necessary consents to declare the Exchange Land road and vested in the Waimakariri District Council.

9. Cancellation

9.1 If the Purchaser fails to perform any terms or conditions of this agreement the Council may give notice in writing to the Purchaser of:

(a) The Purchaser’s failure to comply with the relevant conditions of this agreement; and

(b) The Council’s intention to cancel this agreement.

9.2 Such notice will give the Purchaser three (3) working days to remedy the Purchaser’s non-performance.

9.3. If the Purchaser has not fully remedied the non-performance within three (3) working days the Council may cancel this agreement, without prejudice to any of the Council’s other rights and remedies at law. The Council may further pursue the Purchaser for the Council’s costs due pursuant to clauses 8.1 and 8.2. This is in addition to any other remedies available to the Council under the terms of this agreement.

10. General

10.1 The parties expressly acknowledge that this agreement (and all other arrangements contemplated by this agreement) will not be enforceable unless and until this agreement is signed by or on behalf of the Purchaser and the Common Seal of Waimakariri District Council is affixed hereto.

10.2 The Council is entering into this agreement and selling the Road land to the Purchaser in the capacity of owner and not in the Council’s regulatory capacity. Accordingly the Council cannot and does not grant any consents, approvals or permits required to be given by the Council in its regulatory capacity (including in respect of decision making in respect of any objections to the road stopping).
Dated this 2017

day of

Signed for and on behalf of the Council:

WAIMAKARIRI DISTRICT COUNCIL

by:

Authorised Signatory

Under Delegated Authority in the presence of:

Signature of Witness

Name (of witness)

Address

Occupation

J Wilkinson

215 High Street, Rangiora

E-A
Signed by the Purchaser, Gary Thomas Tomes:

Signature

Date 28/11/2017

In the presence of:

Signature of Witness

Name (of witness) Karen Tomes

Address

Occupation office manager
AGREEMENT FOR ROAD STOPPING AND SALE

Waimakariri District Council

and

Gary Thomas Tomes
Title Plan - SO 498028

Survey Number  SO 498028
Surveyor Reference  269984 Stage 1 Legalisation
Surveyor  Lake Daniel Keats
Survey Firm  Aurecon (Christchurch)
Surveyor Declaration

Survey Details
Dataset Description  Sections 1-4
Status  Initiated
Land District  Canterbury
Submitted Date
Survey Class  Class B
Survey Approval Date
Deposit Date

Territorial Authorities
Waimakariri District

Comprised In
CT 305226
CT CB19A/947

Created Parcels

<table>
<thead>
<tr>
<th>Parcels</th>
<th>Parcel Intent</th>
<th>Area</th>
<th>CT Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 Survey Office Plan 498028</td>
<td>Legalisation</td>
<td>1.5405 Ha</td>
<td></td>
</tr>
<tr>
<td>Section 2 Survey Office Plan 498028</td>
<td>Fru Simple Title</td>
<td>6.7252 Ha</td>
<td></td>
</tr>
<tr>
<td>Section 3 Survey Office Plan 498028</td>
<td>Legalisation</td>
<td>2.4168 Ha</td>
<td></td>
</tr>
<tr>
<td>CSC Parcel Number: 7</td>
<td>Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSC Parcel Number: 8</td>
<td>Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSC Parcel Number: 10</td>
<td>Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 4 Survey Office Plan 498028</td>
<td>Residue Parcel</td>
<td>0.0062 Ha</td>
<td>10.6887 Ha</td>
</tr>
</tbody>
</table>
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: CPR-04-20-74 / 180126006887

REPORT TO: Council

DATE OF MEETING: 7 February 2018

FROM: Chris Brown, Community Green Space Manager

SUBJECT: Ownership of the Ohoka Gate Keepers Lodge

1. SUMMARY

1.1. The purpose of this report is to seek approval from Council to accept ownership of the old Ohoka Gatekeepers Lodge. The building is proposed to be relocated to Ohoka Domain after consultation with the local community resulted in the building being added to the recently approved Ohoka Domain Concept Plan. The building is currently located on private property and has fallen into disrepair.

1.2. The building has a lot of history in the Ohoka area and the Ohoka Domain Advisory Group have proposed that it be moved to Ohoka Domain and then renovated. Once renovated by the Ohoka Domain Advisory Group and wider community it is proposed that it will be used to display items relevant to the history of the Ohoka area.

1.3. This report proposes that while responsibility for the moving, renovation and funding of the building would sit with the Ohoka Domain Advisory Group, the building would be owned by Council.

Attachments:

i. Ohoka Domain Concept Plan showing the approved location for the building 171110122373

ii. Picture of the Gatekeepers Lodge Trim 180130008587

2. RECOMMENDATION

THAT the Council:

(a) Receives report 180126006887

(b) Notes that community consultation regarding the relocation of the Ohoka Gatekeepers Lodge was undertaken as part of the development of the Ohoka Domain Concept Plan which has now been approved by the Oxford / Ohoka Community Board.

(c) Approves ownership of the Ohoka Gatekeepers Lodge being transferred to Council at no cost.

(d) Notes that staff will prepare a heads of agreement between Council and the Ohoka Domain Advisory Group which will identify responsibilities regarding the renovation and future operation of the building. This heads of agreement will be presented to the Community and Recreation Committee for approval.
3. ISSUES AND OPTIONS

3.1. The Ohoka Homestead Gatekeeper's Lodge currently resides at 127 Jackon's Road property of Rob & Sue Allison. The Lodge is a wooden building, built in approximately 1870 and was originally part of the Ohoka Homestead, situated at the Whites Road entrance.

3.2. The Ohoka Domain Advisory Group approached Council staff in 2017 with a proposal relocate the lodge to the Ohoka Domain and renovate it. The proposal was for the lodg to be used by the community for the presentation of things which have historic significance to the Ohoka area.

3.3. In late 2017 the Ohoka Domain Advisory Group were successful in obtaining extern funding to cover the cost of moving the building and building foundations.

3.4. While the location of new buildings on neighbourhood parks (Ohoka Domain is considere a neighbourhood Park) is discouraged in the Neighbourhood Reserve Management Plan proposals may be considered if the affected park is of a sufficient size to continue to me the open space requirements of the Community Green Space Activity Management Plan. This will generally be neighbourhood parks with a community or district catchment such as Ohoka Domain.

3.5. The management plan suggests a number of things Council shall have regard to evaluating any proposals for new buildings or structures on parks. While all are important some of these are particularly relevant in the case of this building.

These are as follows:

3.5.1. The potential effects of the proposed building or structure on the park, its users and neighbours;
   - Consultation with the Ohoka Community regarding the relocation of the building was undertaken as part of the development of the Ohoka Domain Concept Plan. Community consultation is required when looking to place new building on Council reserve land under the Neighbourhood Reserve Management Plan and assists in determining and then evaluating the potential effects on users.
   - The feedback received was positive and was considered by Oxford / Ohoka Community Board as part of the approval of the Ohoka Domain Concept Plan.

3.5.2. The financial position of the applicant to properly construct and maintain the buildings and structures and ongoing associated costs;
   - Currently the Ohoka Domain Advisory have been able to get external funding for the relocation and the foundation costs. The group is a long standing advisory group that has been active in seeking external funding for a number of years for the ongoing development of the Ohoka Bush area. There is considerable support from the community for labour in kind and therefore staff believe that the group will have the drive and resources to be able to complete the renovation.
   - While there is external funding opportunities available for capital improvements to buildings it is very difficult to source funding for ongoing operational costs such as power, rates and insurance. This is one reason why staff are recommending that the Council take over the ownership of the building.
3.5.3. The need to protect open space values and/or any existing facilities and activities and whether their displacement by the erection of a new building or structure is within the community's interest.

- The Oxford / Ohoka Community Board has already evaluated the potential effects and the community feedback regarding the relocation of the building and have approved its inclusion in the Ohoka Domain Concept Plan.

3.6. Staff are recommending that the ownership of the building is transferred to Council at no cost. This is the desire of the Ohoka Domain Advisory Group. The primary reason for staffs recommendation is that the Ohoka Domain Advisory Group is not set up as an entity that would be able to accept ownership of the building.

3.7. Owning the building also provides some surety to the community that the building once renovated will be maintained long term to an appropriate standard.

3.8. As mentioned above in 3.5.2 above there are opportunities for the Ohoka Domain Advisory Group to get external funding for the building renovation. It is however difficult to source operational funding to pay for insurance etc. If Council own the building then it will be responsible for these costs.

3.9. It is anticipated that the annual operating costs associated with Council owning the building would come into effect when the building was completed. At this stage, this period is not yet fully confirmed however it is likely to be no less than 2-3 years away. At this time staff anticipate the operational cost to Council would be approximately $5,000 per annum.

3.10. In order to provide certainty around responsibilities between the Council and the Ohoka Domain Advisory group the staff propose that a heads of agreement be prepared. This report recommends that the heads of agreement be presented to the Community and Recreation Committee for approval.

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

4. COMMUNITY VIEWS

4.1. Significant consultation was undertaken during the development of the Ohoka Domain Concept Plan. This included specific information being provided about the relocation of the Gatekeepers lodge. The consultation feedback was positive and as a result the Oxford / Ohoka Community Board approved the concept plan with the inclusion of the building.

4.2. No specific consultation has been undertaken with the community regarding the ownership of the building. The Ohoka Domain Advisory Group who will be responsible for the relocation and renovation are in favour of Council owning the building.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. The Ohoka Domain Advisory Group have already received external funding for the relocation and foundations for the Ohoka Gatekeepers Lodge. With continued funding applications and community assistance through work in kind staff believe that the renovation can be completed. The renovation is not anticipated to cost any money for Council other than assistance with the cost of building consents. The Green Space Unit offer financial assistance too many community groups who are looking to apply for building consent.

5.2. If the Council owns the building then there will be direct operational costs. It is anticipated that the yearly costs for the building would be approximately $5,000. It is not anticipated
that these costs will be incurred until after the building has been renovated which is likely to be no less than 2-3 years away. On top of this cost there will be long term maintenance and replacement costs. Until the renovation has been completed it is difficult to determine the extent of these costs.

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

6.3. **Community Outcomes**
OHOKA DOMAIN
Draft Alternative Concept Plan

Existing Footbridge
Existing Tennis Courts
Existing Basketball Hoop

New Footbridge
New Pedestrian Path
Existing Playground and Equipment

Pergola with BBQ and Picnic Table
Existing Bridge
New Notice Board
Re-aligned Bollards
Existing Carpark
Grass verges stabilised with Stabilisation Mats.

Existing BMX Track
Potential space for Flying Fox

KEY
(1) Proposed Climbing Frame
(2) Proposed Swing
(3) Proposed Slide
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: GOV-01-10 / 180117003619

REPORT TO: Council

DATE OF MEETING: 7 February 2018

FROM: Jim Palmer, Chief Executive

SUBJECT: China Sister City Visit to Enshi & Establishment of an Advisory Group

SIGNED BY: 
Department Manager

Chief Executive

1. SUMMARY

1.1. This report seeks Council’s approval for a delegation to visit China from 12-19 May 2018 and to agree to the establishment of a community-based Advisory Group to support the Enshi Sister City relationship.

1.2. The Council has a Sister City Relationship Agreement with Enshi Autonomous Prefecture. The Enshi Autonomous Prefecture comprises two cities and six counties with a total area of about 24,000 square kilometres, or an area about have half the size of the Canterbury region. It has a population of about 4 million people, with the largest city, Enshi, having a population of about 450,000.

Attachment
1 Sister City Relationship Agreement
2 Enshi Sister City Advisory Group – Terms of Reference

2. RECOMMENDATIONS

THAT the Council:

(a) Receives report No. 180117003619

(b) Approves the Mayor, and Councillors .........., .........., and .......... visiting Enshi, Xiangyang and Wuhan, China, between 12-19 May 2018, at an estimated cost of $12,900.

(c) Endorses the establishment of an Enshi Sister City Advisory Group in accordance with the terms of reference contained in Attachment 2.

(d) Circulates the report to all Boards.

3. ISSUES AND OPTIONS

China Sister City Visit

3.1. The Council sent a delegation to Enshi Autonomous Prefecture in 2016 for 8 days and it included a visit to Enshi and Wuhan. There have been return visits by delegations from Enshi in 2015 and 2017.
3.2. The Mayor signed a Sister City Agreement in 2016, which the Council endorsed – refer Attachment I. The Agreement does not commit the Council to anything other than extending its willingness to co-operate and promote the relationship and exchanges between the two districts. It was intended that the Council would periodically host delegations from Enshi, as well as periodically visit Enshi in a reciprocal fashion.

3.3. It is proposed to visit China from 12-19 May 2018 and this would include a visit to Enshi for 3 days, 1-2 days in neighbouring Xiangyang, and 1 day in Wuhan. Wuhan is one of Christchurch City’s Sister Cities.

3.4. It is intended to invite representatives from our local High Schools to join the delegation as there is a desire for a summer school to be established between the two districts.

3.5. The last delegation included the Mayor, Deputy Mayor, Chief Executive, Chair and Chief Executive of ENC, along with Yafei and Yang Zhou who acted as interpreters/guides.

3.6. It is proposed that this year that the delegation include the Mayor and three councillors, and again accompanied by Yafei and Yang Zhou.

3.7. Also forming part of the delegation is the Chair of ENC, Nick Harris, as well as a representative from BDO, an accounting firm that has a strong connection with number of Chinese businesses and is keen to extend their reach, and support stronger business connections with the District. BDO has been a sponsor and supporter of ENC and it is through this connection that they wish to be part of the delegation.

Enshi Sister City Advisory Group

3.8. To broaden the Sister City relationship within the community, and provide assistance and guidance to further developing the relationship with Enshi, it is proposed to set up a community-based Advisory Group.

3.9. Drawing on the experiences and structure of Christchurch City Council that has seven sister relationships, the terms of reference of the Advisory Group are contained in Attachment 2.

3.10. It is proposed that the Mayor and Portfolio Holder International Relationships are the Council representatives and that they be authorised to make the community appointments to the Advisory Group. The Group would also include the Enterprise North Canterbury’s Chief Executive and Yafei and Yang Zhou who have strong connections with Enshi officials. It is likely that representatives will be sought from the education, cultural and business sectors.

3.11. Subject to Council’s approval, it is intended to establish the Advisory Group in advance of the proposed visit to China this year.

4. COMMUNITY VIEWS

4.1. Not directly sought.

4.2. Following our visit there will be a number of follow-up connections to be made in the community especially with schools, cultural/art groups and some business and trade connections. This will be done in conjunction with ENC.
5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. Typically a visiting Council pays for the airfares and accommodation of its members of a delegation to visit an overseas country. To travel to China economy airfares are about $1,500 per person (including GST). There will be incidental costs, insurance and some small gifts required to support the delegation. Usually hosts pick up the local costs on arrival in the area including transport and meals.

5.2. For the last trip the Council funded 50% of the cost of our interpreters’ costs and it is proposed that we do that same again.

5.3. The estimated cost for four councillors and one of the interpreters’ costs is:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfares (5 @ $1,280, excluding GST)</td>
<td>$ 6,400</td>
</tr>
<tr>
<td>Accommodation (6 nights for 5 @ $150 a night)</td>
<td>$ 4,500</td>
</tr>
<tr>
<td>Incidentals/gifts/insurance</td>
<td>$ 2,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$12,900</strong></td>
</tr>
</tbody>
</table>

5.4. Risks for such sister city relationships tend to be political, in terms of the visits being seen as unnecessary use of ratepayer funds. The Council, on behalf of its community, has an obligation to establish links and relationships that are potentially valuable to the District and its people. In signing of the Sister City Agreement the Council accepted that there would be a requirement to make and receive delegations. There are also wider regional and New Zealand-wide direct and indirect benefits of doing so. The costs are relatively minor in comparison to Council’s overall level of activity.

6. **CONTEXT**

6.1. **Policy**

The Council signed a Sister City Agreement with Enshi that governs the relationship – see Attachment 1.

This is a decision to be made by the Council.

6.2. **Legislation**

N/A

Jim Palmer  
Chief Executive
Waimakariri District, New Zealand · Enshi Autonomous Prefecture, Hubei Province, P.R. China

Sister City Relationship Agreement

Waimakariri District, New Zealand and Enshi Autonomous Prefecture, Hubei Province, the People's Republic of China, acting in accordance with the principles of the Establishment of Diplomatic Relations between New Zealand and the People's Republic of China, wish to establish a sister city relationship agreement as the basis for closer cooperation and information exchanges to increase mutual understanding and friendship between the two peoples and promote common prosperity.

After friendly discussions, both parties wish to record their willingness to cooperate in the following areas:

- **Investment**: Both parties shall engage in promoting and facilitating future bilateral potential trade exchange and investment opportunities.
- **Education**: Both parties shall encourage and support partnerships and exchanges in the field of education.
- **Agriculture**: Both parties shall strengthen the ties in the fields of agriculture and horticulture and foster information sharing and exchange.
- **Tourism**: Both parties shall work together to explore development opportunities for tourism, especially for leisure tourism.
- **Culture**: Both parties shall act proactively to improve the development of culture and the creative industry.
- **Leisure Sports**: Both parties shall advocate for a collaborative effort to improve the promotion of leisure sports.
- **Any other possible areas for cooperation**.

The Office of the Mayor of Waimakariri District and Enshi Autonomous Prefecture Bureau of Foreign & Overseas Chinese Affairs will be responsible for regular coordination and consultation on behalf of their respective governments.

This Sister City Relationship Agreement was signed at Enshi on the 14th of May 2016 and comes into effect from the date of signing. This protocol consists of two languages, English and Chinese, and each version of this document is equally valid.

May 14, 2016

Waimakariri District
New Zealand

Enshi District, Hubei Province
The People's Republic of China
中华人民共和国湖北省恩施土家族苗族自治州与新西兰怀马卡里里区

建立姊妹城市关系协议书

根据中华人民共和国与新西兰的建交原则，中华人民共和国湖北省恩施土家族苗族自治州与新西兰怀马卡里里区希望建立姊妹城市关系作为双方更加紧密合作和交流的基础，以增加双方了解，增进双方人民的友谊，促进两市共同繁荣。

经过友好协商，双方希望记录在以下各领域开展合作的意愿：
一、投资：双方将共同致力于推动两区潜在的投资意向。
二、教育：双方鼓励与支持在教育领域的合作与交流。
三、农业：双方将加强农业与园艺领域的联系，促进信息共享与交换。
四、旅游：双方将共同努力探索开发旅游，特别是休闲旅游的机会。
五、文化：双方将采取积极行动提升文化与创意产业的发展水平。
六、休闲运动：双方将共同倡导努力促进休闲运动的发展。
七、其他可能的合作领域。

恩施州外事侨务局与怀马卡里里区市长办公室负责代表各自政府定期开展协调与磋商。

本姊妹城市关系协议书于2016年5月14日在恩施签署，并于签署当日起生效。协议文本包括中文、英文两个版本，两种文本具有同等效力。

2016年5月14日

中华人民共和国恩施州

[签名]

新西兰怀马卡里里区

[签名]
Enshi Sister City Advisory Group – Terms of Reference

Purpose Statement

The Enshi Sister City Advisory Group will help determine the framework of how Waimakariri interacts with its Sister City and supports the District’s social, cultural, and economic goals.

This means that Waimakariri’s relationships will embrace diversity along with social and cultural understanding. We seek to attract skilled migrants, encourage tourism and education, foster economic development and international investment, promote environmental sustainability, and capture and share best practice and learning opportunities in these arenas.

Goals

- To work with key stakeholders to develop relationships that meet identified common goals.
- To facilitate co-ordination and understanding between local and central government along with the community and private sectors to develop a whole-of-community approach to relationships.
- To develop relationships and connections that attract quality investment, growth and innovation, education and tourism, including skilled migrants, visitors and international students.
- To support and enhance our existing relationships and initiatives.

Membership

WDC International Portfolio Holder (Chair), WDC Mayor, Yafei and Yang Zhou, Enterprise North Canterbury Chief Executive, Community representatives (up to five members) appointed by the WDC International Portfolio Holder and Mayor.

Quorum

Half of the members if the number of members is even (including vacancies), or a majority if the number of members is odd (including vacancies), with at least one of the members being present a WDC elected member.

Meeting Frequency

Quarterly

Responsibilities

To:

- Advise on strategy to:
  - Provide strategic oversight and advice on the District’s international relations and cultural links with Enshi
  - Advising on strategy to promote international links where opportunity exists for investment, growth, tourism and cultural links
  - Strengthen international education opportunities
  - Further advance the Sister City Agreement
- Provide a point of engagement for the Council with the local community
- Develop and oversee a Sister City programme that further strengthens and strengthens relationships
- Consider and make recommendations to the Council with regards to travel in support of international relationships
- Assist in receiving international visitors and representatives to the District
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: EXC-12 / 180125006819
REPORT TO: Council
DATE OF MEETING: 7 February 2018
FROM: Jim Palmer, Chief Executive
SUBJECT: Update of Delegation S-DM 1049 Manager Regulation

1. SUMMARY

1.1. The purpose of this report is to update the delegation from the Council to the Manager Regulation.

1.2. In August 2013, the Council approved delegations to the Chief Executive and Manager: Regulation. The Council 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.

1.1. The review in 2013 resulted from recent court cases where delegations in another Council to its staff were not clearly recorded. The Council also signed off an amendment to the delegation to the Manager: Planning and Regulation in May 2015 and a further update in February 2016.

1.2. In most cases, the Chief Executive is able to sub-delegate to staff and this is recorded in a Staff Delegations Manual. However, there is some legislation, including the Resource Management Act 1991 and the Rating Valuations Act 1998, where the delegation can only be given by the Council.

1.3. The delegations for the Manager: Regulation has been reviewed and include all legislation and bylaws relevant to the Planning and Regulatory function.

Attachments:
   i. S-DM 1049 Manager: Regulation (changes highlighted in red) Trim 180112002388

2. RECOMMENDATION

THAT the Council:

(a) Receives report No. 180125006819

(b) Approves Delegation S-DM 1049 to the Manager: Regulation.
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. Cooney Lees Morgan (Legal Services) recently reviewed the Manager-Regulations Delegations, cross-referencing current legislation. Minor changes are recommended which approval is now sought from the Council.

3.5. 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. 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 with recent court cases.

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 Section 42 (Chief Executive); Schedule 7, Clause 32 and 32A (Delegations).

6.3. **Community Outcomes**

There is a safe environment for all.

Jim Palmer  
Chief Executive
**DELEGATIONS**

**Part 4**

*Delegate to Staff*

**Manager Regulation**

**Introduction**

The Council delegates the following functions to the Manager Regulation to maintain the separation between the Council’s regulatory and service delivery functions. For times when the Manager Regulation is absent, the Council approves these delegations to the Manager Strategy and Engagement:

**Resource Management Act 1991**

1. Delegations as follows:

<table>
<thead>
<tr>
<th>Section</th>
<th>Delegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>10(2)</td>
<td>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).</td>
</tr>
<tr>
<td>11(1)(b)</td>
<td>Authority to sign certificates in respect of the subdivision of land being acquired or disposed of by the Council.</td>
</tr>
<tr>
<td>36</td>
<td>To provide an estimate of the additional fees likely to be imposed.</td>
</tr>
<tr>
<td>36(3), 36(5)</td>
<td>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.</td>
</tr>
<tr>
<td>36(5)</td>
<td>To remit the whole or part of a charge.</td>
</tr>
<tr>
<td>37 and 37AA</td>
<td>To waive or extend any time limits.</td>
</tr>
<tr>
<td>38</td>
<td>To authorise persons to be enforcement officers under this section.</td>
</tr>
<tr>
<td>38(1) and (2)</td>
<td>To authorise Waimakariri District Council Officers and other persons to carry out the functions and powers as an enforcement officer.</td>
</tr>
<tr>
<td>39B(3) and (4)</td>
<td>To determine whether there are exceptional circumstances that warrant not all of the persons being accredited.</td>
</tr>
<tr>
<td>40</td>
<td>To exercise the powers under section 40(2) and 40(3) in relation to hearings.</td>
</tr>
<tr>
<td>41B</td>
<td>To direct the applicant and submitters to provide briefs of evidence before a hearing.</td>
</tr>
<tr>
<td>41C</td>
<td>To make directions and requests before or at hearings.</td>
</tr>
<tr>
<td>42</td>
<td>To make an order in relation to the protection of sensitive information.</td>
</tr>
<tr>
<td>42A</td>
<td>To require the preparation of a report.</td>
</tr>
<tr>
<td>44A</td>
<td>To amend the plan or proposed plan to remove a duplication or conflict with a national environmental standard.</td>
</tr>
<tr>
<td>55(2)</td>
<td>Duty to amend the plan or proposed plan if directed by national policy statement.</td>
</tr>
<tr>
<td>87E</td>
<td>To make a decision on a request by the applicant for an application to be referred directly to the Environment Court.</td>
</tr>
<tr>
<td>87F</td>
<td>To approve the content of a consent authority report on an application that has been directly referred to the Environment Court.</td>
</tr>
<tr>
<td>88(3)</td>
<td>If an application does not include an adequate assessment of environmental effects or the information required by regulations, to, within 5 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.</td>
</tr>
<tr>
<td>91</td>
<td>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.).</td>
</tr>
</tbody>
</table>
Manager Regulation

<table>
<thead>
<tr>
<th>Section</th>
<th>Delegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>91C(2)</td>
<td>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.</td>
</tr>
<tr>
<td>92, 92A</td>
<td>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).</td>
</tr>
<tr>
<td>95A-95F</td>
<td>To determine all notification matters under these sections.</td>
</tr>
<tr>
<td>97(4)</td>
<td>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.</td>
</tr>
<tr>
<td>99</td>
<td>To invite or require an applicant and/or submitters to attend a pre-hearing meeting.</td>
</tr>
<tr>
<td>99(1)</td>
<td>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).</td>
</tr>
<tr>
<td>99A(1)</td>
<td>To refer an applicant and/or submitters to mediation.</td>
</tr>
<tr>
<td>99A(3)</td>
<td>To refer to mediation an applicant and submitters, with the consent of all of the persons being referred; and to appoint a mediator and report the outcome of the mediation to the consent hearing meeting (Pre-hearing mediation).</td>
</tr>
<tr>
<td>100</td>
<td>To determine whether a hearing in respect of a resource consent application is necessary.</td>
</tr>
<tr>
<td>102</td>
<td>To determine that a joint hearing is unnecessary.</td>
</tr>
<tr>
<td>103</td>
<td>To determine that a combined hearing is unnecessary.</td>
</tr>
<tr>
<td>104A</td>
<td>To consider and make a decision on any resource consent application which has not been publicly notified and does not require a hearing.</td>
</tr>
<tr>
<td>104B</td>
<td></td>
</tr>
<tr>
<td>104C</td>
<td></td>
</tr>
<tr>
<td>104D</td>
<td></td>
</tr>
<tr>
<td>105</td>
<td></td>
</tr>
<tr>
<td>106</td>
<td></td>
</tr>
<tr>
<td>108</td>
<td>To consider and make a decision on any resource consent application, including hearing the application if required.</td>
</tr>
<tr>
<td>108A</td>
<td></td>
</tr>
<tr>
<td>109</td>
<td></td>
</tr>
<tr>
<td>109</td>
<td>To impose conditions on resource consents, and to sign documents varying, cancelling or renewing bonds and covenants. (Refer also to section 220 for conditions on subdivision consents)</td>
</tr>
<tr>
<td>109(3)-(5)</td>
<td>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.</td>
</tr>
<tr>
<td>110</td>
<td>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.</td>
</tr>
<tr>
<td>124</td>
<td>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.</td>
</tr>
<tr>
<td>125</td>
<td>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.</td>
</tr>
<tr>
<td>125</td>
<td>To consider and make decisions on an application to extend the lapse period of a resource consent.</td>
</tr>
</tbody>
</table>
### Manager Regulation

<table>
<thead>
<tr>
<th>Section</th>
<th>Delegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>126</td>
<td>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.</td>
</tr>
<tr>
<td>127</td>
<td>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.</td>
</tr>
<tr>
<td>127</td>
<td>To consider and make decisions to change or cancel any condition imposed on a resource consent, including notification decisions and hearing the application if required.</td>
</tr>
<tr>
<td>128 to 132</td>
<td>To decide to serve notice on a consent holder of the Council’s intention to review the conditions of a resource consent, and decide as to notification, and to consider and make a decision on the review, including cancellation of the consent.</td>
</tr>
<tr>
<td>133A</td>
<td>To issue an amended resource consent.</td>
</tr>
<tr>
<td>138</td>
<td>To determine whether to refuse to accept the surrender of all or part of a resource consent.</td>
</tr>
<tr>
<td>139</td>
<td>To issue a certificate of compliance.</td>
</tr>
<tr>
<td>139(4)</td>
<td>To require further information to be provided in order to determine if a certificate of compliance must be issued.</td>
</tr>
<tr>
<td>139A</td>
<td>To issue an existing use certificate.</td>
</tr>
<tr>
<td>139A(3)</td>
<td>To require further information to be provided in order to determine if an existing use certificate must be issued.</td>
</tr>
<tr>
<td>139A(8)</td>
<td>To revoke an existing use certificate if it was issued based on inaccurate information.</td>
</tr>
<tr>
<td>142</td>
<td>To request the Minister to make a direction to call in a matter that is or part of a proposal of national significance.</td>
</tr>
<tr>
<td>149Q</td>
<td>To receive report from EPA and to make comments on minor or technical aspects of it.</td>
</tr>
<tr>
<td>149T</td>
<td>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.</td>
</tr>
<tr>
<td>149V</td>
<td>To lodge appeal to the High Court on question of law on Council’s behalf, having been considered by the Council.</td>
</tr>
<tr>
<td>149W(2)</td>
<td>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.</td>
</tr>
<tr>
<td>149ZD</td>
<td>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.</td>
</tr>
<tr>
<td>168A</td>
<td>Authority to lodge notice of requirement on behalf of Council.</td>
</tr>
<tr>
<td>168A</td>
<td>To determine all notification matters under this section and associated sections, and make associated prehearing decisions under sections 99 to 103.</td>
</tr>
<tr>
<td>168A</td>
<td>To consider a notice of requirement by the territorial authority and decide to confirm, modify, impose conditions on or withdraw the requirement.</td>
</tr>
<tr>
<td>169</td>
<td>To determine all notification matters under this section and associated sections, and all decisions under sections 96 to 103.</td>
</tr>
<tr>
<td>169</td>
<td>To request further information on a notice of requirement.</td>
</tr>
<tr>
<td>170</td>
<td>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.</td>
</tr>
<tr>
<td>171</td>
<td>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.</td>
</tr>
</tbody>
</table>
## Manager Regulation

<table>
<thead>
<tr>
<th>Section</th>
<th>Delegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>174</td>
<td>To appeal to the Environment Court against a decision of a requiring authority on a designation, having been considered by the Council.</td>
</tr>
<tr>
<td>176 and 178</td>
<td>The power to give the consent of the Council as the requiring authority to the use of land subject to a requirement or designation for which they are responsible.</td>
</tr>
<tr>
<td>176A(2)</td>
<td>To waive the requirement for an Outline Plan</td>
</tr>
<tr>
<td>176A(4)</td>
<td>To request changes to an Outline Plan</td>
</tr>
<tr>
<td>176A(5)</td>
<td>To appeal to the Environment Court against a decision by a requiring authority not making the changes to an outline development plan requested by the Council.</td>
</tr>
<tr>
<td>181(1) and (2)</td>
<td>For an alteration of a designation, the same delegations as those set out above under sections 168A to 176 for a new designation.</td>
</tr>
<tr>
<td>181(3)</td>
<td>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.</td>
</tr>
<tr>
<td>181(3)</td>
<td>To agree to an alteration to an existing designation in a district plan, or a requirement in its proposed district plan.</td>
</tr>
<tr>
<td>182(5) and 196</td>
<td>To decline to remove part of a designation or heritage order from the district plan.</td>
</tr>
<tr>
<td>184</td>
<td>To consider and make decisions on an application to extend the lapse period of a designation.</td>
</tr>
<tr>
<td>184A</td>
<td>Authority to lodge notice of requirement for a heritage order on behalf of Council</td>
</tr>
<tr>
<td>189A</td>
<td>To determine all notification matters under this section and associated sections, and make associated prehearing decisions under sections 99 to 103.</td>
</tr>
<tr>
<td>189A</td>
<td>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.</td>
</tr>
<tr>
<td>190</td>
<td>To request further information on a notice of requirement for a heritage order.</td>
</tr>
<tr>
<td>190</td>
<td>To determine all notification matters under this section and associated sections, and make associated prehearing decisions under sections 99 to 103.</td>
</tr>
<tr>
<td>191</td>
<td>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.</td>
</tr>
<tr>
<td>193</td>
<td>To give written consent in relation to the land protected by the Council’s heritage order.</td>
</tr>
<tr>
<td>195</td>
<td>To appeal to Environment Court against heritage protection authority’s decisions under sections 193 or 194.</td>
</tr>
<tr>
<td>195A(1) and (2)</td>
<td>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.</td>
</tr>
<tr>
<td>195A(3)</td>
<td>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.</td>
</tr>
<tr>
<td>198C</td>
<td>To make a decision under section 198C on a request made under section 198B for direct referral of a notice of requirement for a designation or heritage order to the Environment Court.</td>
</tr>
<tr>
<td>198D</td>
<td>To approve the content of a consent authority report on a requirement that has been directly referred to the Environment Court.</td>
</tr>
<tr>
<td>220</td>
<td>To impose conditions on a subdivision consent.</td>
</tr>
<tr>
<td>221(2)</td>
<td>To be an “authorised person” to sign a consent notice.</td>
</tr>
<tr>
<td>221(3)</td>
<td>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.</td>
</tr>
<tr>
<td>222</td>
<td>To issue a completion certificate for matters subject to performance bonds, and to extend the time period for completion.</td>
</tr>
</tbody>
</table>
# DELEGATIONS

## Part 4

### Manager Regulation

<table>
<thead>
<tr>
<th>Section</th>
<th>Delegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>223(3)</td>
<td>To be an “authorised officer” to certify that a survey plan has been approved.</td>
</tr>
<tr>
<td>224(c)</td>
<td>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.</td>
</tr>
<tr>
<td>224(f)</td>
<td>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.</td>
</tr>
<tr>
<td>226(1)(e)</td>
<td>To certify as an “authorised officer” any plan of subdivision or copy thereof, which has not had a previous statutory approval.</td>
</tr>
<tr>
<td>234</td>
<td>To vary or cancel the instrument creating an esplanade strip as set out in this section.</td>
</tr>
<tr>
<td>234(7)</td>
<td>To certify as an “authorised officer” specifying the variations to the instrument or that the instrument is cancelled as the case may be.</td>
</tr>
<tr>
<td>235</td>
<td>To enter into an agreement to create an esplanade strip for any of the purposes specified in section 229.</td>
</tr>
<tr>
<td>237B</td>
<td>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.</td>
</tr>
<tr>
<td>237C</td>
<td>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.</td>
</tr>
<tr>
<td>237D</td>
<td>To given written agreement to all or part of an esplanade reserve ceasing to be vested in and administered by the territorial authority and instead vesting in the Crown or regional council.</td>
</tr>
<tr>
<td>239</td>
<td>Authority to certify survey plans subject to specified interests.</td>
</tr>
<tr>
<td>240</td>
<td>To sign covenants pursuant to section 240(3) and certify cancellation of covenants under section 240(5)(b), as an “authorised officer”.</td>
</tr>
<tr>
<td>241</td>
<td>To cancel an amalgamation condition under section 241(3), and to certify cancellation as an “authorised officer” under section 241(4)(b).</td>
</tr>
<tr>
<td>243</td>
<td>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).</td>
</tr>
<tr>
<td>269-291</td>
<td>Authority to determine and direct Council involvement in Environment Court proceedings.</td>
</tr>
<tr>
<td>292</td>
<td>Authority to seek that Environment Court remedy defect in plan.</td>
</tr>
<tr>
<td>294</td>
<td>Authority to seek that Environment Court review a decision or rehear proceedings.</td>
</tr>
<tr>
<td>299-308</td>
<td>Authority to determine and direct Council involvement in High Court and Court of Appeal proceedings.</td>
</tr>
<tr>
<td>310 and 311</td>
<td>To apply to the Environment Court for a declaration and all steps incidental to seeking that declaration.</td>
</tr>
<tr>
<td>316 to 320</td>
<td>Authority to initiate enforcement order and interim enforcement order proceedings, and take all steps incidental to seeking the order.</td>
</tr>
<tr>
<td>315</td>
<td>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.</td>
</tr>
<tr>
<td>321</td>
<td>To apply to the Environment Court to change or cancel an enforcement order.</td>
</tr>
<tr>
<td>323A</td>
<td>To consider applications to change or cancel an abatement notice.</td>
</tr>
<tr>
<td>332 and 333</td>
<td>To provide written authorisation to enforcement officers under these sections.</td>
</tr>
<tr>
<td>336</td>
<td>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.</td>
</tr>
<tr>
<td>338</td>
<td>Authority to initiate any prosecution and make decisions on any matter relating to any such prosecution.</td>
</tr>
<tr>
<td>357D</td>
<td>To hear and make decisions on any objection made under section 357 or section 357A.</td>
</tr>
</tbody>
</table>
## DELEGATIONS

### Part 4  
**Delegation to Staff**  

### Manager Regulation

<table>
<thead>
<tr>
<th>Section</th>
<th>Delegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>357D</td>
<td>To consider and determine an objection to the conditions imposed on a resource consent under section 357A.</td>
</tr>
<tr>
<td>357D</td>
<td>To hear and determine an objection to additional fees under section 357B.</td>
</tr>
<tr>
<td>Sch 1 cl3, 3C</td>
<td>To determine whether consultation has already occurred under other enactments, and to decide who to consult with under cl 3(2).</td>
</tr>
<tr>
<td>Sch 1 cl 6</td>
<td>To make submissions on Council’s behalf.</td>
</tr>
<tr>
<td>Sch 1 cl8,</td>
<td>To make further submissions on Council’s behalf.</td>
</tr>
<tr>
<td>Sch 1 cl8AA</td>
<td>To invite submitters to a meeting or refer matters to mediation.</td>
</tr>
<tr>
<td>Sch 1, cl8C</td>
<td>To determine whether hearing is required.</td>
</tr>
<tr>
<td>Sch 1 cl9(1)</td>
<td>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.</td>
</tr>
<tr>
<td>Sch 1, cl9(2)</td>
<td>To consider a notice of requirement by the territorial authority and decide to confirm, modify, impose conditions on or withdraw the requirement.</td>
</tr>
<tr>
<td>Sch 1 cl10</td>
<td>To hear and consider submissions and make recommendations on provisions and matters raised in submissions.</td>
</tr>
<tr>
<td>Sch 1 cl14</td>
<td>Authority to lodge an appeal with the Environment Court.</td>
</tr>
<tr>
<td>Sch 1 cl16</td>
<td>To amend the proposed plan in the circumstances set out in this clause.</td>
</tr>
<tr>
<td>Sch 1 cl16A</td>
<td>To hear and consider submissions on any variation and to recommend decisions to Council.</td>
</tr>
<tr>
<td>Sch1 cl20A</td>
<td>To amend the operative plan to correct minor errors.</td>
</tr>
<tr>
<td>Sch1 cl23</td>
<td>To require further information to be provided under clause 23(1) or to commission a report under clause 23(3).</td>
</tr>
<tr>
<td>Sch1 cl24</td>
<td>To decide to modify a request.</td>
</tr>
<tr>
<td>Sch1 cls25(2)(a) and 10, and 29</td>
<td>Power to hear and make recommendations on provisions and matters raised in submissions.</td>
</tr>
<tr>
<td>Sch1 cl 28</td>
<td>Power to send a notice and deem a plan change request to have been withdrawn</td>
</tr>
<tr>
<td>Sch1 cl32</td>
<td>Authority to certify as a correct copy material incorporated by reference</td>
</tr>
<tr>
<td>General</td>
<td>To appoint a commissioner or commissioners.</td>
</tr>
<tr>
<td>General</td>
<td>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.</td>
</tr>
<tr>
<td>General</td>
<td>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, 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.</td>
</tr>
</tbody>
</table>
| The authorised positions are as follows:  
- Development Planning Manager  
- Plan Implementation Officer  
- Team Leader: Resource Consents  
- Senior Planner. |
# DELEGATIONS

### Part 4  Delegation to Staff

## Manager Regulation

<table>
<thead>
<tr>
<th>Section</th>
<th>Delegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>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.</td>
</tr>
<tr>
<td>General</td>
<td>To lodge submissions on behalf of the Council on any proposed 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.</td>
</tr>
<tr>
<td>General</td>
<td>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.</td>
</tr>
<tr>
<td>General</td>
<td>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.</td>
</tr>
<tr>
<td>General</td>
<td>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.</td>
</tr>
<tr>
<td>General</td>
<td>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.</td>
</tr>
<tr>
<td>General</td>
<td>To make submissions on applications for resource consents applied for in territorial authority districts adjoining the district.</td>
</tr>
</tbody>
</table>

## Building Act 2004

2. Delegations as follows:

<table>
<thead>
<tr>
<th>Section</th>
<th>Delegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>s36</td>
<td>Development contribution. Decide if a contribution is payable and attach a notice to the PIM.</td>
</tr>
<tr>
<td>s37</td>
<td>PIM decide if a resource consent is required and attach consent notice.</td>
</tr>
<tr>
<td>s45,48,49, 50, 51 &amp; 67</td>
<td>Building Consents. Determine adequacy of information, process consents, grant and issue consents, refuse consent, grant subject to a waiver or modification of the code.</td>
</tr>
<tr>
<td>52</td>
<td>Determine applications for extension of time in which to start building work</td>
</tr>
<tr>
<td>71-74</td>
<td>Determine matters relating to the grant or refusal of a building consent for building/alterations on land subject to natural hazards and to determine if any hazardous land entry on a title is no longer required.</td>
</tr>
</tbody>
</table>
### Manager Regulation

<table>
<thead>
<tr>
<th>Section</th>
<th>Delegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>93,94 &amp; 95</td>
<td>Determine whether to issue a code compliance certificate and can require further information.</td>
</tr>
<tr>
<td>77(1),77(3) (a), 83</td>
<td>Building on two or more allotments. Grant consent, authenticate certificate, determine application for removal of entry.</td>
</tr>
<tr>
<td>96-99</td>
<td>Certificates of Acceptance. Determine whether to issue certificate, require further information and make qualifications.</td>
</tr>
<tr>
<td>102, 103</td>
<td>Compliance Schedules. Determine content of schedule. Issue Schedule.</td>
</tr>
<tr>
<td>106,107, 109 and 110</td>
<td>Determine schedule amendment applications and require annual reports.</td>
</tr>
<tr>
<td>112(1)</td>
<td>Issue consent for alterations to existing buildings.</td>
</tr>
<tr>
<td>112(2)</td>
<td>Allow alteration without full code compliance in certain circumstances.</td>
</tr>
<tr>
<td>113</td>
<td>Determine conditions and issue consent for buildings with specified intended lives.</td>
</tr>
<tr>
<td>115</td>
<td>Determine whether to permit change of use and give notice</td>
</tr>
<tr>
<td>116,116A</td>
<td>Determine whether to permit extension of life and subdivision</td>
</tr>
<tr>
<td>124, 125, 126</td>
<td>Dangerous, earthquake-prone, &amp; insanitary buildings. Determine if building is one of these categories. Gove notice. Apply to District Court to carry out work and recover costs.</td>
</tr>
<tr>
<td>164, 167(1), 167(2)(4)</td>
<td>Notices to Fix Determine if any circumstances apply and if so issue notice. Inspect or arrange inspection. Confirm or not that a notice has been complied with and if refused give reasons and issue further notice.</td>
</tr>
<tr>
<td>177-190</td>
<td>Apply to DBH for a determination, withdraw an application and enforce directions.</td>
</tr>
<tr>
<td>219</td>
<td>TA may impose a fee or charge. Determine if a fee or charge should be waived or reduced.</td>
</tr>
<tr>
<td>220, 221</td>
<td>Apply to District Court for an order authorising the Council to carry out building work by default and recover costs.</td>
</tr>
</tbody>
</table>
### Manager Regulation

<table>
<thead>
<tr>
<th>Section</th>
<th>Delegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>222 (1) and (4)</td>
<td>The power to authorise a Waimakariri District Council officer to carry out inspections and to enter land or premises.</td>
</tr>
<tr>
<td>227</td>
<td>The power of an authorised officer to apply to the District Court for an order to authorise entry into a household unit.</td>
</tr>
<tr>
<td>363A</td>
<td>Certificate of Public Use. Determine whether to issue certificate, require further information and make qualifications.</td>
</tr>
<tr>
<td>371(B)(3)</td>
<td>Authorise Enforcement officers with a warrant that clearly states that the enforcement officer has been authorised to perform or exercise under this Act</td>
</tr>
<tr>
<td>377</td>
<td>Territorial Authority or Chief Executive may file a charging document for an offence under this Act.</td>
</tr>
</tbody>
</table>

### Machinery Act 1950 and Amusement Devices Regulations 1978

3. Delegations as follows:

<table>
<thead>
<tr>
<th>Section</th>
<th>Delegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>All of its responsibilities, duties, and powers under this Act and Regulations and regulations made under these Regulations.</td>
</tr>
</tbody>
</table>

### Criminal Procedure Act 2011 and regulations

4. Delegations as follows:

<table>
<thead>
<tr>
<th>Section</th>
<th>Delegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>All of its responsibilities, duties, and powers under this Act and regulations made under this Act</td>
</tr>
</tbody>
</table>
DELEGATIONS

Part 4

Delegation to Staff

Manager Regulation

Dog Control Act 1996 and any regulations made under that Act

5. Delegates all of its responsibilities, duties, and powers under this Act and regulations made under this Act except:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description of function that is not delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>6(2)(b)</td>
<td>making grants</td>
</tr>
<tr>
<td>7</td>
<td>appointing a joint committee</td>
</tr>
<tr>
<td>10 &amp; 10AA</td>
<td>adopting and reviewing a dog control policy</td>
</tr>
<tr>
<td>16(2)</td>
<td>entering into a written agreement with another territorial authority in respect of dog control services</td>
</tr>
<tr>
<td>20</td>
<td>making dog control bylaws</td>
</tr>
<tr>
<td>22</td>
<td>hearing and determining an objection to a probationary owner classification</td>
</tr>
<tr>
<td>23</td>
<td>terminating a probationary owner classification</td>
</tr>
<tr>
<td>26</td>
<td>hearing and determining an objection to a disqualified owner classification</td>
</tr>
<tr>
<td>31</td>
<td>hearing and determining an objection to a dangerous dog classification</td>
</tr>
<tr>
<td>33B &amp; 33D</td>
<td>determining an objection to a menacing dog classification</td>
</tr>
<tr>
<td>37</td>
<td>setting dog control fees</td>
</tr>
<tr>
<td>55</td>
<td>hearing and determining an objection to a barking dog notice</td>
</tr>
<tr>
<td>67</td>
<td>entering into an agreement with another territorial authority for the provision of pound facilities</td>
</tr>
<tr>
<td>68</td>
<td>setting pound fees</td>
</tr>
</tbody>
</table>

Food Act 2014 and the Food Hygiene Regulations 1974

6. Delegates all of its responsibilities, duties, and powers under this Act, and these regulations, except

<table>
<thead>
<tr>
<th>Section</th>
<th>Description of function that is not delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>8P</td>
<td>considering written submissions</td>
</tr>
</tbody>
</table>
## Part 4 Delegation to Staff

### Manager Regulation

<table>
<thead>
<tr>
<th>Section</th>
<th>Description of function that is not delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>8ZA</td>
<td>transferring the Council’s responsibilities, duties, and powers</td>
</tr>
</tbody>
</table>

### Gambling Act 2003

7. Delegates all of its responsibilities, duties, and powers under this Act except –

<table>
<thead>
<tr>
<th>Section</th>
<th>Description of function that is not delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>granting consent (otherwise than in accordance with the Council’s policy on class 4 venues)</td>
</tr>
<tr>
<td>101 &amp; 102</td>
<td>adopting a policy on class 4 venues</td>
</tr>
</tbody>
</table>

### Hazardous Substances and New Organisms Act 1996 and any regulations made under this Act

8. All of its responsibilities, duties, and powers under this Act.

**Health Act 1956 and any regulations made under this Act (including without limitation the Camping-Grounds Regulations 1985, the Health (Registration of Premises) Regulations 1966, the Health (Hairdressers) Regulations 1980, the Health (Burial) Regulations 1946)**

9. Delegates all of its responsibilities, duties, and powers under this Act and regulations made under this Act except –

<table>
<thead>
<tr>
<th>Section</th>
<th>Description of function that is not delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>borrowing money</td>
</tr>
<tr>
<td>64</td>
<td>making bylaws</td>
</tr>
<tr>
<td>regulation 22</td>
<td>the powers and functions under the Housing Improvement Regulations 1947 that may not be delegated</td>
</tr>
<tr>
<td>regulation 13</td>
<td>setting fees under the Health (Burial) Regulations 1946</td>
</tr>
<tr>
<td>regulation 7</td>
<td>setting fees under of the Health (Registration of Premises) Regulations 1966</td>
</tr>
</tbody>
</table>
DELEGATIONS

Part 4  Delegation to Staff

Manager Regulation

Housing Improvement Regulations 1947

10. All of its powers or functions under these regulations that are not by these regulations required to be exercised by the local authority by resolution or by special order

Impounding Act 1955 and any regulations made under that Act

11. Delegates all of its responsibilities, duties, and powers under this Act, and these regulations, except–

<table>
<thead>
<tr>
<th>Section</th>
<th>Description of function that is not delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>setting poundage fees and sustenance charges</td>
</tr>
<tr>
<td>33 &amp; 34</td>
<td>declaring, under section 34, that section 33 does not apply to a specified road in the district</td>
</tr>
</tbody>
</table>

Litter Act 1979

12. Delegates all of its responsibilities, duties, and powers under this Act except –

<table>
<thead>
<tr>
<th>Section</th>
<th>Description of function that is not delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>hearing objections</td>
</tr>
<tr>
<td>11</td>
<td>making grants</td>
</tr>
<tr>
<td>12</td>
<td>making bylaws</td>
</tr>
<tr>
<td>13</td>
<td>adopting an infringement notice regime</td>
</tr>
</tbody>
</table>

Council Bylaws

13. Delegates functions, powers and duties relating to the Council bylaws in respect to the activities under the Manager: Regulation
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: RGN-02-01 / 171212135037

REPORT TO: Regeneration Steering Group

DATE OF MEETING: 29 January 2018

FROM: Roxanne Ramsay, Project Administrator – District Regeneration

SUBJECT: Proposed Divestment of Council Owned Land at 16 Hood Avenue, The Pines Beach

SIGN BY:
(for Reports to Council or Committees)

Department Manager
Chief Executive

1. SUMMARY

1.1. The purpose of this report is seek approval to divest the WDC-owned property at 16 Hood Avenue, The Pines Beach, to the Crown, on the basis that this will ultimately be subsequently divested from the Crown to the Te Kōhaka o Tūhaitara Trust (TKTT) to become part of the Tuhaitara Coastal Park.

1.2. The parcel of land at 16 Hood Avenue, The Pines Beach (Lot 2 DP 58185 – 334.00 sq metres) sits immediately outside the residential red zone, and is currently owned by WDC. Under the Waimakariri Residential Red Zone Recovery Plan this lot will eventually sit landlocked within the larger block of Crown-owned land (bounded by Dunns/Chichester and Reid Memorial Avenue) that will be divested from the Crown to Te Kōhaka o Tūhaitara Trust. This area divested by the Crown would become part of the Tuhaitara Coastal Park, which is owned and managed by TKTT.

1.3. This parcel of land at 16 Hood Avenue was subdivided off in the early 1980s with the intent of it becoming a water utility site. This pumping station/storage facility was never developed. The 3 Waters Department have confirmed that there is no intention of this site being used in the future for water supply as it is no longer required and they are comfortable with the land being disposed of.

Attachments:
  i. Map showing the location of 16 Hood Avenue, The Pines Beach.

2. RECOMMENDATION

THAT the Regeneration Steering Group recommends:

THAT the Council:

(a) Receives report No.171212135037.
(b) **Approves** staff to divest 16 Hood Avenue, The Pines Beach – Lot 2 DP 58185 – 334.00 sq metres to the Crown; and undertake the process with the Crown to have this title included in their planning process and into the draft Divestment Terms to ultimately have this parcel divested from the Crown to Te Kōhaka o Tūhaitara Trust to become part of the Tūhaitara Coastal Park.

(c) **Notes** that staff have requested from the Crown to have the local purpose utility reserve status revoked under the GCR Act.

3. **ISSUES AND OPTIONS**

**Background**

3.1. The 334.00 sq metre parcel of land at 16 Hood Avenue is now an anomoly and could potentially be divested to become part of the Tūhaitara Coastal Park. The site is currently landlocked by the current Tūhaitara Coastal Park and the current Crown-owned red zone land.

3.2. The parcel of land at 16 Hood Avenue currently has a reserve classification as a local purpose utility reserve. Staff sent a request to the Crown to enquire as to whether the reserve status could be revoked at the same time as the Kirk Street Reserve is uplifted under the GCR Act as per the Waimakariri Residential Red Zone Recovery Plan, which has been confirmed by LINZ.

**Options**

3.3. Options for Council include:

- Retain the land as-is
- Sell the land via a public process or other means
- Divest the land to Crown, and ultimately the Trust, to become part of the Coastal Park.

3.4. If the land parcel at 16 Hood Ave is retained by Council, then it will be landlocked and located entirely within the expanded Coastal Park. Council would be required to continue to maintain the site. This option is not recommended.

3.5. If the land parcel were to be sold, the Council would need to uplift the Reserve status of the land in order to be able to sell it. It may not be possible or appropriate to use the GCR Act for this process, since the land is not red-zoned; so would require consultation process.

The land is also unlikely to be desirable as it has no legal access and undesirable topography and very limited value. Development on this site is not consistent with the Red Zone Recovery Plan and the future uses of the surrounding areas. This option is not recommended.

3.6. If the land parcel was divested to the Crown (and ultimately to the Trust), then this would allow rationalisation of all of the new areas to be added to the Coastal Park, and an improved amenity value for the Coastal Park.

There is no opportunity cost lost by Council if the land were divested, and there would be an improved community outcome.

New water supply infrastructure for current and future needs has already been established elsewhere.
The Crown have advised that they would be able to include this title into their planning process and incorporate this proposal into the next iteration of the draft Divestment Terms for the wider divestment of the Residential Red Zone land.

The land divestment proposal is the recommended option.

**Discussion on preferred option:**

3.7. The process would include:

1. WDC divest the land to the Crown.
2. The Crown uplift the Reserve status.
3. The Crown survey and subdivide/amalgamate along with the adjacent red-zone land, to create larger land parcels (including the former roads, which have already been agreed to be divested from WDC to the Crown).
4. The Crown divest the land identified for the Trust (including the land parcel formerly at 16 Hood Avenue) to the Trust.
5. TKT incorporate into the Tuhaitara Coastal Park and update the Reserve Management Plan as appropriate.

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

4. **COMMUNITY VIEWS**

4.1. There has been no public consultation process undertaken.

5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. There would be no financial implications to have this parcel of land divested to the Trust.

5.2. Costs will likely be covered by the Crown if land is divested and then to the Trust to become part of the Tuhaitara Coastal Park. Council would then be absolved of ongoing rating and maintenance responsibilities.

6. **CONTEXT**

6.1. **Policy**

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

6.2. **Legislation**

6.3. **Community Outcomes**

- Public spaces and facilities are plentiful, accessible and high quality.
Attachment i.

Map showing the location of 16 Hood Avenue, The Pines Beach
1. SUMMARY

1.1. The purpose of this report is to update the Council on Health and Safety matters for the months of December and January.

Attachment

1. Discharging Officer Health and Safety Duties
2. January 2018 Health and Safety Dashboard Report

2. RECOMMENDATIONS

THAT the Council:

(a) Receives report No. 180124006165

3. ISSUES AND OPTIONS

3.1. There were four work-related accidents, one incident and one medical in this report. We had three near misses, one potentially having a high consequence and the investigation is still pending.

<table>
<thead>
<tr>
<th>Date</th>
<th>Occurrence</th>
<th>Event description</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 November</td>
<td>Accident</td>
<td>Staff member injured from high processing workload over a 2 day period. The pain</td>
<td>Rested, taken anti-inflammatories and has had some improvement.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>began in wrist then forearm, elbow and shoulder.</td>
<td>Ergonomic Assessment will be completed if pain persists, and further</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>medical attention will be sought. Staff member will manage pain by</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>taking breaks as often as possible. CLOSED</td>
</tr>
<tr>
<td>28 November</td>
<td>Near Miss</td>
<td>Contractor was observed not meeting acceptable traffic management practices and the</td>
<td>This incident has been raised with the contractor, and the contract</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council employee passing through</td>
<td>manager will also carry out a traffic management and site safety audit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>of this site as part</td>
</tr>
<tr>
<td>Date</td>
<td>Category</td>
<td>Description</td>
<td>Resolution</td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3 December</td>
<td>Accident</td>
<td>Walking across the grass and an employee didn't see hollows caused the tyre holes in the ground. Twisted ankle and pulled on a healing muscle on the knee.</td>
<td>Manager has visited site and filled in the tyre holes in the grass with soil to ensure that site is flat. CLOSED.</td>
</tr>
<tr>
<td>5 December</td>
<td>Incident</td>
<td>Vicious attack by large swarm of bees. Stung multiple times.</td>
<td>Manager has held a discussion with his team regarding medication for allergies. If there is anyone in his team that require an EpiPen for stings or other allergies, need to know they are up to date and can we log this somewhere. Also discussed having two people attend remote jobs where there is no cell coverage. Other team members to be aware of their location too. CLOSED.</td>
</tr>
<tr>
<td>6 December</td>
<td>Accident</td>
<td>Twisted knee while at Oxford pool teaching. Sprained knee but still able to work.</td>
<td>Manager has investigated: it was an accident that couldn't be avoided. CLOSED.</td>
</tr>
<tr>
<td>20 December</td>
<td>Near Miss</td>
<td>A Water Unit operator was undertaking some work at a water headworks and was approached by a resident from adjacent to the station who raised a number of concerns regarding Council. The resident entered the Council site and was very aggressive and abusive in nature and made it difficult for the staff member to perform their tasks, and also raised concerns with the staff member as to whether this behaviour will be repeated in the future.</td>
<td>Advised that all U&amp;R staff entering the site should undertake a 2 person visit, and lock the gate behind them upon entry. For operational staff such as the Water Unit and contractors such as Nairn Electrical it is not always practical to undertake 2 person visits due to the reactive nature of their work. These staff can undertake visits to the site with just one staff member, but must also lock the gate behind them upon entry and have a communication device (phone) on them at all times. Residence has had an H&amp;S alert raised.</td>
</tr>
<tr>
<td>29 December</td>
<td>Medical Incident</td>
<td>A staff member was feeling sick in the Aquatic Centre changing room with severe abdominal pain. Was moved into staff room and then deteriorated and passed out, ambulance was called.</td>
<td>Council first-aider assisted, however the staff member’s condition deteriorated and passed out, she was put in recovery position and an ambulance was called.</td>
</tr>
<tr>
<td>10 January</td>
<td>Accident</td>
<td>Cut hand on coffee plunger. Three cuts on hand. First aid: pressure applied and plasters.</td>
<td>Staff member was trying to clean the coffee plunger after taking it out of the dishwasher and noticing coffee grinds stuck in between glass and frame of plunger, and the glass beaker broke.. Staff have been made aware that this can happen and to be careful when cleaning the plungers and not to put them in the dishwasher.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>16 January</td>
<td>Near Miss (High Consequence)</td>
<td>A contractor removed the gib from the lift lobby wall as part of the fire exit up grade and the void infill only to find live exposed electrical wires for a socket that had not been installed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TBC - investigation pending.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.2. The dashboard review shows:

Of note this month are the building works which are taking place in Rangiora Service Centre. The risks which are being posed by building work taking place in an occupied building are being managed appropriately to date. One near miss has been reported (investigation pending).

4. COMMUNITY VIEWS

4.1. N/A.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1 N/A

6. CONTEXT

6.1. Policy

N/A

6.2. Legislation

Key extracts from the Health and Safety at Work Act 2015, especially as it relates to Officers, were provided to the first meeting of this term of Council on 25 October 2016.

Jim Palmer
Chief Executive
## Discharging Officer Health and Safety Duties

<table>
<thead>
<tr>
<th><strong>OFFICER DUTIES</strong></th>
<th><strong>EXAMPLES OF ACTIVITIES TO SUPPORT DISCHARGE OF DUTIES</strong></th>
<th><strong>FREQUENCY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KNOW</strong>&lt;br&gt;<em>(To acquire, and keep up to date, knowledge of work health and safety matters)</em></td>
<td>• Updates on new activities/major contracts&lt;br&gt;• Council reports to include Health and Safety advice as relevant&lt;br&gt;• Audit Committee to receive minutes of Health and Safety Committee meetings&lt;br&gt;• Update on legislation and best practice changes to Audit Committee</td>
<td>Various Committee reports&lt;br&gt;Monthly, as required&lt;br&gt;Two-monthly&lt;br&gt;As required</td>
</tr>
<tr>
<td><strong>UNDERSTAND</strong>&lt;br&gt;<em>(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)</em></td>
<td>• Induction of new Council through tour of District and ongoing site visits.&lt;br&gt;• H&amp;S Risk register to Audit Committee&lt;br&gt;• Training on H&amp;S legislation and best practices updates&lt;br&gt;• CCO activities reported to the Audit Committee</td>
<td>Start of each new term and as required&lt;br&gt;Six monthly, or where major change&lt;br&gt;At least annually&lt;br&gt;At least annually</td>
</tr>
<tr>
<td><strong>RESOURCES</strong>&lt;br&gt;<em>(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)</em></td>
<td>• LTP or Annual Plan to have a specific report on H&amp;S resources&lt;br&gt;• Reports to Committees will outline H&amp;S issues and resourcing, as appropriate</td>
<td>Annually&lt;br&gt;As required</td>
</tr>
<tr>
<td><strong>MONITOR</strong>&lt;br&gt;<em>(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)</em></td>
<td>• Report to every Council meeting – standing agenda item to include Dashboard Update and any major developments&lt;br&gt;• Risk register review by Audit Committee</td>
<td>Monthly&lt;br&gt;Six monthly</td>
</tr>
<tr>
<td><strong>COMPLY</strong>&lt;br&gt;<em>(To ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act)</em></td>
<td>• Programme of H&amp;S internal work received by Audit Committee&lt;br&gt;• Internal Audit reports to Audit Committee&lt;br&gt;• Incident Investigations reported Audit Committee&lt;br&gt;• Worksafe review of incidents/ accidents reported to Audit Committee</td>
<td>Annually&lt;br&gt;As completed&lt;br&gt;As required&lt;br&gt;As required</td>
</tr>
<tr>
<td><strong>VERIFY</strong>&lt;br&gt;<em>(To verify the provision and use of the resources and processes)</em></td>
<td>• Receive ACC WSMP audit results and remedial actions (if any) reported to Audit Committee&lt;br&gt;• Worksafe audits, if undertaken&lt;br&gt;• Self-assessment against Canterbury Safety Charter reported to the Audit Committee</td>
<td>Two yearly&lt;br&gt;As completed&lt;br&gt;Annually</td>
</tr>
</tbody>
</table>
## Progress against 2017/18 Workplan - January 2018 (**as at Wednesday 17th January 2018**)

<table>
<thead>
<tr>
<th>Objective 1: Improve Health and Safety data management, and encourage all staff to report incidents and hazards.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action 1: Safety Management System Investigation and procurement project</strong> (includes carry-over of 'Improving Improvement' project from 2016/17).</td>
</tr>
<tr>
<td>No change from 12/17</td>
</tr>
<tr>
<td>Meeting was held with 4 other Councils in the region during to investigate the potential to embark on a 'shared services' procurement project, as each of those Councils are in varying stages either procuring, reviewing or replacing their Safety Management System software. First meeting has identified that one Council in particular (CCC) has recently completed a very thorough procurement process and that many of their learnings can be shared with all of the other participants once their final choice has been announced and they are able to share procurement information.</td>
</tr>
<tr>
<td>Next steps:</td>
</tr>
<tr>
<td>- Requirements gathering from all participating Councils (by 19 Jan)</td>
</tr>
<tr>
<td>- Comparison of requirements from participating Councils</td>
</tr>
<tr>
<td>- Review of CCC procurement process against all other Council requirements</td>
</tr>
<tr>
<td>- Development of procurement project plan (to be completed based on outcomes from the above).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objective 2: Maintain a fit-for-purpose internal health and safety auditing system to ensure WDC is compliant with health and safety policies, procedures and legal requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action 2: Implementation of Tech1/Mobile Hazard, Incident and Take-5 systems (carry-over project).</strong></td>
</tr>
<tr>
<td>No change from 12/17</td>
</tr>
<tr>
<td>Hazards and Incidents: Both hazard forms and incident forms are now live on the Web. Staff can log hazards or incidents via intranet link or mobile device. Link has been established to Technology 1, which is now the database for hazard and incident data. IT staff are developing workflows for any actions to be assigned to relevant staff. Completion of the workflows in Technology 1 is imminent, with IT currently working to finalise. Take-5 Forms: Take-5 forms have been developed for mobile devices, and are in place in the Water Unit. The forms have been demonstrated to Audit &amp; Risk Committee, Health and Safety Committee, and key users throughout the organisation. Trial for utilities and Housing teams has been completed, and feedback will be incorporated into Take-5 prior to roll out to remainder of organisation (early 2018).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objective 3: Ensure that all contractors are managed according to health and safety procedural requirements, and improve staff knowledge of those requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action 3: Contractor management process improvement project.</strong></td>
</tr>
<tr>
<td>No change from 12/17</td>
</tr>
<tr>
<td>Project is now in implementation phase.</td>
</tr>
<tr>
<td>Stage 1: Complete</td>
</tr>
<tr>
<td>Stage 2: Complete</td>
</tr>
<tr>
<td>Creation of interim contract register</td>
</tr>
<tr>
<td>Process mapping of Contract Management processes</td>
</tr>
<tr>
<td>Implementation of a Contract Management software system (e.g. TechnologyOne Contract Management module).</td>
</tr>
<tr>
<td>1. Interim contract register has been created during October/November and rolled out to the organisation during December. Report to Management Team will be submitted in early 2018 with proposal for handover to Organisation (business as usual).</td>
</tr>
<tr>
<td>2. Process mapping has commenced, and the Contractor Management Process improvement project has been identified as one of the 'pilot' projects that will utilise Promapp to map processes (early 2018 - completion by March/April 2018).</td>
</tr>
<tr>
<td>3. A walkthrough of the TechnologyOne Contract Management module has been arranged for 19 February, at which point the Project Control Group plus other key staff will review the system to decide whether it is fit-for-purpose.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objective 4: Improve the Health and Wellbeing of staff, and create measures to ensure success.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action 4: Wellbeing strategy development and implementation project.</strong></td>
</tr>
<tr>
<td>No change from 12/17</td>
</tr>
<tr>
<td>A Wellbeing Survey was distributed in mid-September. Report to Management Team to present the findings of the Survey was submitted and approved in November. Decision has been made to create a 'Wellbeing Committee/Workgroup' which will include members of HR/H&amp;S, MAD Committee, Social Club, and other Interested staff. Strategy development will occur early 2018, with a goal of creating an inclusive, diverse and easily accessed range of wellbeing offerings.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objective 5: Improve traceability and of staff working alone outside of hours, and appropriate response in the event of an incident.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action 5: Lone working equipment procurement project.</strong></td>
</tr>
<tr>
<td>Complete</td>
</tr>
<tr>
<td>Work is complete on this project. SmartTag devices have been procured for the Water Unit on-call team, which are satellite capable and externally monitored by ADT. They act as panic alarms and communication devices, even when the staff are out of cell-phone coverage range. A panic alarm has been assessed in the Environmental Services Unit, and the trial was successful, therefore they will be going ahead with purchase.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>LEGEND</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPLETE</td>
</tr>
<tr>
<td>On track</td>
</tr>
<tr>
<td>Slightly behind schedule (less than one month)</td>
</tr>
<tr>
<td>Behind schedule (greater than one month)</td>
</tr>
</tbody>
</table>

---

Page 5 of 8

**Health and Safety**
Incidents/Accidents - January 2018 (as at Wednesday 17th January 2018)

Jan 2017 to Current: Worker - Cause of Incident

- fall, trip or slip: 15 (27%)
- heat, energy and radiation: 8 (14%)
- being hit by moving objects: 6 (11%)
- hitting objects with part of body incl. cuts: 8 (14%)
- mental stress: 4 (7%)
- biological factors: 5 (9%)
- sound or pressure: 0 (0%)

Jan 2017 to Current: Worker Incident Reporting

- Accident, 34 (56%)
- Near Miss, 9 (15%)
- Notifiable Injury/Illness Incident: 1 (2%)
- Incident, 10 (16%)
- Property Damage: 7 (11%)
- Fatality: 0 (0%)
<table>
<thead>
<tr>
<th>Risk Description</th>
<th>Rating (out of 25)</th>
<th>Current actions</th>
<th>Action Owner</th>
</tr>
</thead>
</table>
| Contractor Health and Safety Management| 15                | *Train all contract managers in H&S processes/requirements at time of induction.  
*Develop comprehensive contract administration/contract management training package to deliver to all staff managing contractors.  
*Identify volunteer groups and leaseholders that engage contractors on behalf of WDC and train in contract H&S management processes.  
*Complete development of Safety in Design procedures and embed in design processes. | Charlotte Browne       |
| Vehicle Use & Driver Safety            | 15                | *Deliver driver training as per training strategy (Driver Safety / 4WD)  
*Identify any drivers that require further progressive driver training on an as-needs basis and provide relevant training.  
*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 Coordinator to administer all actions from safety review.  
*Develop of Airfield Operations Manual, and adoption of the manual by Council as the key safety document for the Airfield operations.  
*Provide regular Airfield Operations report to Council                                                                                                                                     | Craig Sargison        |
WAIMAKARIRI DISTRICT COUNCIL

MINUTES FOR THE MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY 28 NOVEMBER 2017 COMMENCING AT 4PM.

PRESENT

Deputy Mayor K Felstead (Chairperson), Mayor D Ayers, Councillors N Atkinson, A Blackie, S Stewart and P Williams

IN ATTENDANCE

Councillors D Gordon (until 6.04pm) and W Doody
Messrs J Palmer (Chief Executive), J Millward (Manager Finance and Business Support), S Markham (Manager Strategy and Engagement), Ms J Simon (Information and Technology Services Manager), Ms M Harris (Customer Services Manager), Ms M Edgar (Corporate Planner), Mr S Hart (Business and Centres Manager), and Mrs A Smith (Committee Advisor)

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

There were no conflicts of interested.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 19 September 2017

Moved Councillor Atkinson seconded Councillor Blackie

THAT the Audit Committee

(a) Confirms the circulated minutes of a meeting of the Audit and Risk Committee, held on the 19 September 2017, as a true and accurate record.

CARRIED

4 MATTERS ARISING

There were no matters arising.

5 PRESENTATION/DEPUTATION

There were no presentations/deputations.
6 REPORTS

Items 6.2 to 6.11 were considered at this time. Note that the minutes have been recorded in accordance with the order of the Agenda as circulated.

6.1 Annual Report for Te Kohaka o Tuhaitara Trust for the year ended 3 June 2017 – Jeff Millward (Manager Finance and Business Support)

J Millward spoke to this report presenting the Annual Report for the year ended 30 June for Te Kohaka o Tuhaitara Trust. The Statement of Intent has been addressed and the General Manager will address this at the six monthly update... It was noted there are a number of financial matters that will need to be considered by the Council during the Long Term Plan process.

Moved Deputy Mayor Felstead seconded Mayor Ayers

(a) Receives report N° 171103119209
(b) Receives the Annual Report for Te Kohaka o Tuhaitara Trust for the year ended 30 June 2017;
(c) Acknowledges the work carried out by the Trust and thanks the Trustee’s and General Manager for their efforts;
(d) Circulates the report to the Boards.

CARRIED

Mayor Ayers thanked the Trustees for their work and the staff and volunteers for helping to make the reserve what it is and it is exciting to see it progressing.

6.2 Results of Health and Safety Section of Climate Survey and Results of Wellbeing Survey – Liz Ashton (Manager Organisational Development and HR)

Charlotte Brown spoke to this report, to present the results of the health and safety section of the Climate Survey and results of the wellbeing survey. It is pleasing to note that the results show that in all of these areas, over 90% agree with the comments in the survey. It has identified there is a small weakness in the wellbeing area and also noted that wellbeing had previously been identified as one of the projects that will be worked on this year. The subsequent Wellbeing survey has provided some guidance for creating a Wellbeing Strategy.

Moved Mayor Ayers seconded Deputy Mayor Felstead

THAT the Audit and Risk Committee

(a) Receives report No. 171115124522.
(b) Notes the positive result for Health and Safety as a function within the Council, and that the one area for further work is Workplace Wellbeing:
(c) Notes that the creation of a wellbeing strategy that aligns with the survey results and with the Mental Health Foundation’s Five Ways to Wellbeing has been approved;
(d) Notes that an investigation into the top two ideas from each of the current, proposed and suggested activities under each of the Five Ways to Wellbeing sections has been approved.
CARRIED

Mayor Ayers offered congratulations on the results from the survey relating to wellbeing and to the Managers for creating the environment that people enjoy working in.

Deputy Mayor Felstead noted that it is good to know that the organisation is working so well.

6.3 **Benefits Realisation Phase 2 Mobility Strategy – Jolanda Simon (Information and Technology Services Manager)**

J Simon presented this report to keep the Council informed of the mobility strategy programme. Phase two of the Mobility Programme ran from 1 January to 30 June 2017 delivering a range of forms to Health and Safety, Environmental Services, Green Space and the Airport. This is the second stage of a five stage process. It has identified that there are 60 members of staff who are highly mobile who would benefit from having digital support. Other benefits have showed improvements in the information being provided back to customers, particularly in the health licencing area. J Millward added there are many advantages, including saving both time and money to various departments.

Moved Councillor Blackie seconded Councillor Atkinson

**THAT** the Audit and Risk Committee

(a) **Receives** report No. 170718074315.

(b) **Notes** the progress of the mobility project and that the project is on target and being delivered on time.

(c) **Notes** the tangible and intangible benefits realised to date.

(d) **Notes** that overall the mobility strategy has run within budget.

CARRIED


Mr Markham presented this report, explaining the process that has been undertaken to date by staff. The report included an updated list of completed Section 17A Reviews, which have been undertaken over the last two years between June 2015 and August 2017. It was noted that these reviews have been undertaken fairly thoroughly here at this Council.

Referring to the proposed review schedule for 2018, Councillor Doody questioned the community housing and housing for the elderly review. Ms Spittal advised that staff are currently putting together an Asset Management Plan for Property, which will include community housing and housing for the elderly and it is proposed to have a number of briefings to Council.

Following some comments by committee members on whether the Council should be in the business of providing community housing, Councillor Atkinson noted that the Section 17A Reviews are undertaken on businesses that the Council currently delivers and did not believe this is the time to question if the Council should continue to be providing these services.

Moved Councillor Atkinson seconded Councillor Blackie
THAT the Audit and Risk Committee

(a) Receives Report (TRIM No:170828092977).

(b) Receives the updated list of completed Section 17A Reviews (TRIM No:160708065700).

(c) Approves the proposed review schedule for 2018 to 2020.

CARRIED

Councillor Atkinson welcomes these reviews and is comfortable that they are undertaken. These review are a useful tool for Councillors and fundamental to the operations that the Council runs.

6.5 Local Government Act 2002: Schedule 10 Long Term Plan Contents – Maria Edgar (Corporate Planner)

Maria Edgar and Mr Simon Markham presented this report, which presented four items of the required LG Act 2002 Schedule 10 contents for adoption and to be incorporated into the draft Long Term Plan 2018-2028. There are 18 specific items that are required to be adopted by the Council prior to Long Term Plan public consultation.

Mr Palmer spoke on the Significant Forecasting Assumptions and Risks and the risks that this Council faces.

Moved Councillor Atkinson seconded Councillor Williams

THAT the Audit & Risk Committee:

(a) Receives the report Local Government Act 2002: Long Term Plan Contents Required by Schedule 10, TRIM No. 171018112932; and recommends that the Council

(b) Adopts the items listed below for incorporation into the draft LTP, subject to any minor changes:

   - Council Controlled Organisations
   - Māori Capacity to Contribute to Decision-Making Processes
   - Significant Forecasting Assumptions and Risks
   - Statement of Service Provision

(c) Authorises the Chief Executive and Mayor to make any minor changes to the documents as requested by Council.

CARRIED
6.6 Non-Financial Performance Measures 1st Quarter Results as at 30 September 2017 – Maria Edgar (Corporate Planner)

Maria Edgar presented this report to update the committee on progress of the non-financial performance measures for the 1st quarter of the 2017/18 financial year. The report was taken as read.

Moved Councillor Blackie seconded Deputy Mayor Felstead

THAT the Audit and Risk Committee

(a) Receives report No. 171109121825 - Non-Financial Performance Measures 1st Quarter Results as at 30 September 2017.

CARRIED

6.7 Capital Projects Report for the period ended 30 September 2017 – Paul Christensen (Finance Manager)

Mr Jeff Millward presented this report advising on progress of the capital programme for the period ended 30 September 2017. Currently there has been 33.9% of the capital budget spent, which includes carry overs. It is predicted that there will be 82% of projects either completed or on time (for multi-year completion projects) by the end of June 2018.

There was an update on the current state of earthquake recovery projects. There are two major infrastructure projects still to be undertaken, roading in Courtney Drive and the storm water ponds. There is also road deconstruction to be carried out. A further report will be presented to the next Council meeting on 5 December 2017.

Moved Councillor Atkinson seconded Deputy Mayor Felstead

THAT the Audit and Risk Committee

(a) Receives report No. 171107120949;

(b) Circulates report to the Boards

(c) Notes the progress of the capital projects with 82% of the 238 projects on time or completed.

CARRIED

6.8 Financial Report for the period ended 30 September 2017 – Paul Christensen (Finance Manager)

Jeff Millward presented this report, with the financial result for the quarter ended 30 September 2017. The Council’s financial position remains sound and is within all Policy limits.

Moved Mayor Ayers seconded Councillor Atkinson

THAT the Audit and Risk Committee

(a) Receives report no. 171107120821

(b) Notes that progress is tracking favourably in comparison to budget.

CARRIED
6.9 **Local Government Excellence Programme – Waimakariri Independent Assessment Report – Simon Markham (Manager Strategy and Engagement)**

S Markham spoke to this report asked for the committee to formally receive the “Local Government Excellence Programme (LGEP) – Waimakariri Assessment Report” on behalf of the Council. The This was prepared by an independent assessment panel in October 2017. It was noted that there were some recommended areas for improvement and the report includes management comment on these. Feedback on the Assessment Report was sought from the Committee.

Mr Markham explained the process that was undertaken during the scrutinising of the Councils performance in four key areas of activity. The assessment was conducted in March 2017. This included speaking to outside agencies that the Council deals with. The Council has received useful ideas for improvement from this process.

Councillor Williams – asked what benefit does the ratepayer get from this exercise? Mr Markham said firstly there are opportunities for improvement with having independent people scrutinising the work of the Council. Secondly there is an element of insurance that this Council is operating well in comparison with other Councils.

Moved Councillor Atkinson seconded Mayor Ayers

**THAT** the Audit and Risk Committee

(a) **Receives** report No. 171122126753.
(b) **Notes** the findings of the Independent Assessment Panel’s Report and the Management Team’s comments on them.
(c) **Provides** any further feedback on the Panel’s report and areas for improvement.
(d) **Circulates** this report to the Community Boards.

**CARRIED**

Councillor Atkinson noted that he had received favourable feedback from members of the public after the results of this programme were announced. Suggested that this programme is a good process and the Council should be proud and “singing its praises”. Councillor Atkinson commented that the information that is provided to the Council from staff is of a very high quality.

Mayor Ayers noted that Local Government as a whole suffers from reputational issues. The Excellence Programme assessors are established independently. The benefit to ratepayers from being part of this Excellence Programme is obvious across New Zealand, it is about having better performing Councils and getting better value for money. Mayor Ayer supports this programme, noting that Waimakariri was the only Council in Canterbury to take part, and one of only three Councils in the South Island.

Deputy Mayor Felstead also supports this Programme, and supports the recommendation that the Council would benefit from additional structure provided for councillors’ professional development.
6.10 **Review of Rating Policies (other than the Revenue and Financing Policy)**  
--- Maree Harris (Customer Service Manager)---

Maree Harris presented this report, and presented the Rating policies which are required to be reviewed every six years. This includes review of the existing rates remission and postponement policies, and request the Committee approve new policies to go to Council for adoption - Discount for the Early Payment of Rates and Remission of Rates in Miscellaneous Circumstances. Ms Harris provided information on anomalies with rating that will be covered by these recommended Policies.

Councillor Doody sought explanation of Remission on unclaimed or abandoned land parcels – it was noted that these are usually either small or unusual shaped parcels of land. Following discussion on these areas of land in the district, it was agreed that a list would be provided to Committee members.

If recommendation (h) is agreed to, currently there is just two properties this affects, adjourning the business zone areas.

Moved Deputy Mayor Felstead seconded Councillor Blackie

(a) **Receives** report No.170908097382
and recommends that the Council:

(b) **Approves** the adoption of a policy for the early payment of rates in the current financial year (Trim 17121126330) for consultation in the 2018/28 Draft Long Term Plan to take effect from 1 July 2018.

(c) **Approves** the adoption of a policy for Remission of Rates in Miscellaneous Circumstances (Trim 17121126338) for consultation in the 2018/28 Draft Long Term Plan to take effect from 1 July 2018.

(d) **Resolves** to revoke the “Remission of Community Services Charge and Canterbury Museum Levies” policy from 1 July 2018.

(e) **Approves** the continuation of the current Rates Remission and Rates Postponement policies as outlined in this report, with the minor edits noted, for consultation in the 2018/28 Draft Long Term Plan. (Trim 17112126331 Rates Remissions; 17112126333 Rates Postponements).

(f) **Agrees** that the Policy for Remission of Rates on Maori Freehold Land is amended to include remission for conservation purposes.

(g) **Agrees** that the Policy for Remission of Rates on Properties Damaged by the 2010/11 Earthquakes be extended to cover all natural disaster events that renders the property uninhabitable.

(h) **Agrees** that the Policy for Rates Postponement on land used for Primary Production In Residential and Business Zones be extended to include non-farmland moving from the rural zone to a residential or business zone.

(i) **Agrees** that a new rates remission policy be introduced for land that meets paragraph (b) of Section 20 of the Local Government Rating Act, and either paragraph (a) or (c).

**CARRIED**

Deputy Mayor Felstead suggested this is a fair and reasonable way for rating in the recommendations (h) and (i).

6.11 **Annual Report for Enterprise North Canterbury for the year ended 30 June 2017**  
--- Jeff Millward (Manager Finance and Business Support)---

171127128741  
Audit and Risk Committee Summary Minutes  
GOV-01-15 as  
Page 7 of 10  
28 November 2017
Nick Harris (Board Chairman) and Ms Heather Warwick (Chief Executive) attended to speak to the Annual Report for Enterprise North Canterbury. Ms Warwick presented a PowerPoint presentation showing the work of ENC and the projects they have undertaken over the past year.

Ms Warwick introduced Nick Deane, a trained veterinarian who established PAWS Pegasus and Woodend Veterinary Services in 2016. Mr Deane spoke to the committee on the assistance that he had from Enterprise North Canterbury, when setting up his new veterinary practice. He has received a lot of advice from ENC staff when setting up his business, been put in touch with local contacts for advertising, and directed to the appropriate contacts in the Council, when this has been required. His business now employs four local people, who are now not commuting into Christchurch and working in the local area. These staff interact with the local retailers and interact with the Woodend community. He believes that his interaction with Enterprise North Canterbury has been a very positive experience for getting advice and information in setting up his business. Mr Deane advised he would be taking advantage of the training and development opportunities available through ENC in the future, when time allowed him to.

Councillor Stewart suggested there could be information available to Council staff on new businesses establishing in the district that could be provided to the ENC staff member. It was noted that most new businesses would be tenants and this information is not always known. Businesses that require licences (food and refreshment premises) would be known to the Council, but other businesses who set up in the district would not all be known to the Council staff. Council does not have 100% database of all businesses in the district. Ms Warwick said ENC staff would be grateful for any information on new businesses setting up in the district.

Moved Councillor Atkinson seconded Councillor Blackie

THAT the Audit and Risk Committee

(a) Receives report No 171103119284
(b) Receives the Annual Report of Enterprise North Canterbury for the year ended 30 June 2017;
(c) Acknowledges the work carried out by Enterprise North Canterbury over the year and thanks the Trustees and staff for their efforts;
(d) Circulates the report to the Boards.

CARRIED

Councillor Atkinson commended the report and is pleased to see the good publicity for Enterprise North Canterbury (reference to Mr Nick Deanes speaking to the committee). This is a success and this is how promotion works. The positive word of mouth cannot be quantified by numbers in the field of promotion.

Councillors Blackie, Doody and Gordon added their support to the work of Enterprise North Canterbury and the positive comments that have been made by fellow members.

Mayor Ayers acknowledged Mr Deane speaking to the committee, and his successful business establishing in Woodend. Mayor Ayers also thanked ENC for producing the Events Calendar which he uses regularly.

Councillor Williams noted his appreciation for Mr Deane coming to speak to the committee regarding his experience with Enterprise North Canterbury.
7 PORTFOLIO UPDATES

7.1 Audit, Risk, Long Term Plan and Excellence Programme – Deputy Mayor Kevin Felstead

Deputy Mayor Felstead had nothing further to add.

7.2 Communications – Councillor Neville Atkinson

Councillor Atkinson had nothing further to add.

8 QUESTIONS

There were no questions.

9 URGENT GENERAL BUSINESS

There was no urgent general business.

10 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved Councillor Atkinson seconded Councillor Blackie

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:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1</td>
<td>Minutes of the public excluded portion of the Audit and Risk Committee meeting of 19 September 2017</td>
<td>Confirmation of minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>10.2</td>
<td>Report of Maree Harris (Customer Service Manager)</td>
<td>Application for Rating Sale under Section of the Local Government (Rating) Act 2002</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

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:
<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1 to 10.2</td>
<td>Protection of privacy of natural persons To carry out commercial activities without prejudice</td>
<td>A2(a) A2(b)ii</td>
</tr>
</tbody>
</table>

CARRIED

CLOSED MEETING

Resolution to resume in Open Meeting

Moved Mayor Ayers seconded Councillor Williams

THAT open meeting resumes and the business discussed with the public excluded remains public excluded.

CARRIED

OPEN MEETING

There being no further business, the meeting closed at 6.30pm.

CONFIRMED

______________________________
Chairperson

______________________________
Date

WORKSHOP

At the conclusion of the meeting a workshop was held to discuss the District Promotions Contract
Minutes of Youth Council (YC) Meeting  
Held in the Committee Rooms, Rangiora Service Centre, WDC,  
High Street, Rangiora at 7pm Tuesday 28 November 2017

Present:
Leanne Bayler (WDC), Tessa Sturley (WDC), Andrew Besuyen (Co-Chair), Thomas Robson (Co-Chair), Arabella Jarman, Katie Lange, Emma Collins, Caitlin Tipping, Jacob Harford, Aurora Melville, Stella Graydon, Wendy Doody (WDC Councillor), Dan Gordon (WDC Councillor), David Ayers (WDC Mayor) and Emma Stubbs (WDC, Note taker)

Apologies: Nil

Welcome:
Andrew opened the meeting at 7:05pm.

Accept Minutes from 24 October
Andrew and Stella

Matters arising from previous meeting
- Zombie Run – a member from YC did not attend.
- It was queried if the YC needed to complete a submission on the material discussed with Andrew Willis on the Kaipor Red Zone and Tessa advised that Andrew would ensure the discussion was included as part of the process and she would keep the YC updated. It was noted that some great ideas had been raised including an area to support young artists and a ‘start-up’ space for businesses with cheap rent.

Reports for Discussion – WDC Councillors
Wendy
- Julia Ealam gave a presentation at the October Road Safety Coordinating Committee meeting that was very well received. The representatives at the meeting gave suggestions for fund raising avenues. With permission, they were looking at taking videos through the process to help promote the programme.

Dan
- Had represented the council at the 100th anniversary commemorations in Passchendaele. It had been a very moving experience. In addition to Council, a 40 member Rangiora RSA delegation including a youth representative, attended. As part of the commemorations, he visited battlegrounds, commemorative sites and Menin Gate where Dave Dobbyn played.
- In terms of the Council Long Term Plan (LTP) there was a lot of engagement coming up. In late January, Councillors would start to go through the draft. The LTP was for the next ten years and was important for the community to have an input into the things they would like to see, for example, the four court indoor stadium. The YC could submit to the LTP.

Acknowledgement and Thank you to Leanne Bayler
Andrew acknowledged the work of Leanne Bayler with the YC, thanking her and commenting that they appreciated all the work she had done for them. Leanne replied that it had been great getting to know the members and watching them all grow. She believed the YC was in a good place going forward.

Tessa thanked the YC for all their great work over the previous year, it was good to see the structure grow and procedures in place and the YC had made some good gains this year. It was exciting to see what came out of the YC. It was becoming recognised within the Council as a ‘go-to-place’ to capture the voice of youth.
Tessa acknowledged the work of Leanne commenting that she did tremendous working alongside the YC with a great deal of respect. Her creativity in particular would be missed.

**New Co-ordinator**

Tessa advised that a new coordinator had appointed to the role after interviewing three candidates. The new coordinator was Sam Redmond. Three candidates had been interviewed. Sam’s background included 24/7, community projects and the Anglican Church. Importantly he had a focus to be youth led. He would start in mid-January. As there may be things that came up in the next few weeks that may be useful for him to know about he could be added to the group chat. Dan and Wendy would be added to the group chat also. Tessa to be added to the group chat to bridge the gap between when Leanne finished in mid-December and when Sam started in mid-January.

**Leadership Course**

Andrew introduced the topic of leadership courses, suggesting that next year the YC should look at leadership programmes. A potential programme was Inspiring Stories and another was Leaders in Communities (LinC). LinC had been developed by CERA post-earthquakes as part of wellbeing recovery, identifying people with leadership potential and putting them through quality training. Wayne Francis Trust which had a youth focus was one of the funders. Part of the programme was creating geographic communities and also communities of interest, for example Youth and sports groups. Communities of interest could work together for example collaborative funding applications. Applications closed on 9 December. There was significant time commitment to the programme. Andrew would circulate the information. Tessa noted that there were also one off workshops that the YC might want to think about attending a couple of, next year.

Tessa invited the members to the Community Team morning tea in Council Chambers at 10am on Wednesday. The invite had been circulated previously.

_Tessa left at 7.30pm._

**Submission to District Development Strategy**

Thomas advised that the submission had been circulated and had gone into the submission process. There had been a generic reply. Dan commented that the District Plan was an important guiding document for the district. It would take some years to develop and there would be plenty of opportunity for further engagement. He thanked Thomas for putting the submission together reiterating the importance of the process.

**Skate Park Application**

Andrew advised that the Skate Park project had been successful in its funding application receiving $2834. Part of the requirement was that they engaged with the Kaiapoi-Tuahiwi Community Board (KTCB) and Greenspace. Andrew was looking to present to the KTCB at their meeting on 18 December 2017. There was some discussion around dates for the project and how to involve the school communities. Andrew would liaise with the artist on dates and how many students he could take. It was suggested that the schools should nominate students for the project rather than advertise as there were only limited spaces. Julie to liaise with Kaiapoi High School, Stella to co-ordinate with Oxford Area School, Katie to liaise with Rangiora High School and Emma/Bella with Rangiora New Life School. Andrew would liaise with Greenspace regarding a Health and Safety plan. Consideration would also be given to providing kai and transport.

**Annual Report**

Leanne had created an outline for the Annual Report, it was decided that over the next couple of days members would write about something they had been involved in and send to Leanne to include in the report. Ideas of what members could cover would be discussed in group chat to ensure they covered a range of events.
D Ayers arrived at 7.45pm

**Liquor Ban Bylaw and Local Alcohol Policy**
Wendy advised that the Policy was up for review. Lynley would like to talk to the YC about their ideas as they were a key contact and a time would be arranged for that. Wendy had been attending training, including looking at from the point of view of administration, and also the other side with those serving alcohol.

**Inspiring Stories**
Andrew introduced Isaac Winsley of Inspiring Stories. Isaac noted that Inspiring Stories was found by Guy Ryan the Young New Zealander of the Year 2015. It was a nine month programme for 55 young people within a district involving workshops and becoming involved in social enterprise, a major event for the programme was the ‘Festival for the Future’. Inspiring Futures worked closely with local council for local solutions. They were currently working with mainly North Island districts and were looking to bring the programme to the South Island. He provided an example of the initiatives of a North Island group.

Andrew advised that he had been speaking to Tessa about the LinC programme and the Inspiring Stories programme to see if leadership training for the YC was feasible.

Isaac advised that the cost of the programme for 55 youth from the Waimakariri District was $50,000, which provided a quality programme. Inspiring Stories worked with Councils to map out a funding structure and create partnerships including local philanthropists, co-corporates and MYD. D Ayers noted that the Council was currently working on the Long Term Plan. Andrew commented that it was not likely to come together for the coming year, but potentially the following year. It was worth investigating.

**Review of Youth Development Strategy**
Andrew advised that most of the questions had been compiled. He had included a rating scale of 1-10 rather than yes/no questions. Two more mental health questions were required, as by capturing some of that information related to mental health, the issues could be highlighted as a problem. It was important to approach the subject with sensitivity and to identify the issues. Bella would draft the questions and liaise with the policy team, through the Councillors, for assistance. Andrew commented it would be good to get the questions completed before the end of the year, with the survey out at the start of the year.

**General Business**
- Wendy requested help from YC volunteers to assist with looking after the younger children at the Oxford Big Night Out on 14 December 2017. Andrew to circulate an email with details.
- The End of Year breakup to be held 5-9pm Friday 8 December at Waikuku Beach.
- Bella raised how much recycling was occurring at McDonalds Rangiora. She also commented that there was no recycling available in Ohoka.
- Bella raised that she would like to raise road safety around horses with the Road Safety Coordinating Committee.

Meeting closed at 8:27pm.
Next meeting on **Tuesday February 27** in the **Rakahuri Room**, at the Rangiora Service Centre.
MINUTES OF A MEETING OF THE REGENERATION STEERING GROUP HELD IN THE RUA TANIHUA KAIAPOI CIVIC CENTRE ON MONDAY 4 DECEMBER 2017 AT 4.00PM.

PRESENT:

A Blackie (Chair), J Watson (from 4.35pm), P Redmond, S Stewart, R Blair, J Meyer, M Pinkham, N Atkinson

Te Kōhaka o Tūhaitara Trust (Chair) representative C McMillian; D Ayers (Mayor); ECAN Councillor C McKay, C Sargison (Manager Community and Recreation); D Roxborough (Implementation Project Manager - District Regeneration), S Markham (Manager Strategy and Engagement), S Hart (Business and Centres Manager), M Flanagan (Landscape Planner – District Regeneration), A Smith (Committee Advisor)

IN ATTENDANCE:

H Crombie, LINZ

1. APOLOGIES

Apologies for absence were received and sustained from Te Ngāi Tūāhiriri representative R Wallace, Kaiapoi-Tuahiwi Community Board member C Greengrass, J Palmer (Chief Executive) and from Kaiapoi-Tuahiwi Community Board member J Watson for lateness.

CARRIED

2. CONFIRMATION OF MINUTES

Moved: P Redmond Seconded: C McKay

THAT the Regeneration Steering Group:

Confirms as a true and correct record the minutes of a meeting held on Monday 6 November 2017.

CARRIED

3. MATTERS ARISING

There were no matters arising.

4. DEPUTATIONS AND PRESENTATIONS

Tuhaitara Coastal Park: Regeneration Area Draft Concept Plans

Catherine McMillan and Greg Byrnes (Trust Manager) spoke on the Tuhaitara Coastal Park Regeneration Area Draft Concept Plans. This is an early concept Plan and there are still some points be clarified around land boundaries and road. It was noted that these matters need clarification before this Concept Plan will go out to the public.

G Byrnes reiterated that this is not been part of any formal consultation to date, but is putting together a document to include comments from the Pines Kairaki community during previous discussions, As neighbours of the Pines Kairaki community, the Trust are keen to get these ideas out to this community. Thanks have been received for including people in this process and giving residents time to view the ideas before
putting it out for formal consultation.

C McMillan added that there had also been good feedback received from residents attending the opening function of the Pines Beach Hall. There had been ideas gathered from the community and also some innovative ideas from the Canterbury University students.

Members discussed the leasehold land for residential properties included in the plans.

5. **LINZ UPDATE**

H Crombie advised that they have been working closely with the Council Regeneration team for final maps for regeneration areas. The next piece of work is getting survey packages together for the survey process. It is hoped to have a draft plan available to bring to this Steering Group by late January or February 2018. It was advised that there will need to be a Cabinet process undertaken, to review the final draft.

6. **REPORTS**

6.1 **Regeneration Steering Group Meeting Dates for 2018 – Roxanne Ramsay, Project Administrator - District Regeneration**

Duncan presented this report, proposing the same meeting schedule as this year, apart from exceptions where Mondays are public holidays.

Moved: R Blair Seconded: N Atkinson

**THAT** the Regeneration Steering Group:

(a) **Receives** report No 171113123038.

(b) **Approves** the meeting schedule as per Section 3.2, commencing at 4pm, in the Ruatanuwha Kaiapoi Civic Centre of the Kaiapoi Service Centre.

**CARRIED**

6.2 **Murphy Park Redevelopment – Craig Sargison, Manager Community and Recreation**

C Sargison spoke to this report seeking approval of the group for staff to prepare a draft concept plan for the redevelopment of Murphy Park. This is in response to trying to get a permanent home at Murphy Park for the Union and St Margaret’s Rowing Club on land previously occupied by the Riverside Bowling Club. Both Clubs have confirmed that they wish to retain a permanent base at Kaiapoi and continue using the Kaiapoi River. St Margaret’s Club is currently fundraising for a pontoon to use to access their skiffs. The Croquet club have also confirmed that they wish to continue to occupy their current site in Murphy Park. The area of Murphy Park currently occupied by Northern Bulldogs Rugby League club is not part of the concept plan. The league club will shortly be holding their AGM and they will be discussing and deciding on this matter at this meeting. With the croquet club staying at Murphy Park, staff have had discussions with the Rowing Clubs who are interested in a permanent location further upstream – this is on land formerly owned by the Riverside Bowling Club which is now Council owned land. Both Clubs have signalled that they are happy with this location. The concept plan will include some land space for the croquet club. It is hoped to have a concept plan back to this Group in March 2018.

Revell Street, this is a legal road and was utilised as an access road by the Bowling Club, but Mr Sargison advised that both rowing clubs have indicated
that they do not intend to have a club rooms, if they wish to have a function in Kaiapoi they will hire a building.

Moved: J Meyer Seconded: N Atkinson

**THAT** the Regeneration Steering Group:

(a) **Receives** report No 171127128285

(b) **Notes** that the Kaiapoi Croquet Club have confirmed, in writing, that the Club will remain in its current location on the land owned by the Club at Murphy Park.

(c) **Notes** that the Kaiapoi Croquet Club is concerned about the occupancy of part its land by the building owned by the Union Rowing Club.

(d) **Approves** staff developing a draft concept plan for the redevelopment of Murphy Park to provide a permanent base for St Margarets and Union Rowing Clubs on the land formerly occupied by the Riverside Bowling Club at Murphy Park which is now owned by the Council.

(e) **Notes** that the plan will not provide for any changes to the area occupied by the Northern Bulldogs Rugby League Club.

(f) **Notes** the draft concept plan will be referred to the Steering Group prior to being released for community feedback.

**CARRIED**

6.3 **2018 – 2028 Long Term Plan Budgets: District Regeneration Programme / Kaiapoi Wharf Marine Precinct and Riverbanks Programme – Duncan Roxborough, Implementation Project Manager, District Regeneration**

This report follows up the briefing given at the previous meeting of the Steering group and formalises discussions. There is a further budget provision of $10.5m required to fully implement the Recovery Plan land uses and activities. The key changes since the briefing are the inclusion of inflation provision, and costs recovery figures.

Car and boat trailer parking in the Kaiapoi east area has been taken out. The figures then don’t include this development. N Atkinson questioned if there is a busy sports day, where will boat users park their boats and trailers when developing the new boat ramp. There will be no facility for turning boats and trailers in Charles Street. C Sargison advised that following discussion at management team, the reason or the degree of usage at Askeaton is still quite high, but the usage at the Coast Guard is low. There is still two more LTP meetings to make updates. The figures in the hand out in the breakdown of operations are not final, and will change. There is the opportunity to reinstate this parking.

A Blackie noted that there is not a need at the moment and when there is, it could be included back in the LTP funding. R Blair also supported the concerns of N Atkinson with no boat parking being included. C Sargison noted that it would be quite affordable to put in a gravel car park to gauge what the usage of it is. N Atkinson asked that there be a scoping done on possible usage of a boat trailer park.

M Pinkham has concerns with some of the budget figures included in the handout, and the way the figures have been spread out over a long time, and wondered if some of the projects could be brought forward. Mr Sargison suggested that some of the projects have been put in place for longer term projects (i.e. the memorial garden for ashes is based on current sites available, and it is considered this won’t be needed for 15 – 20 years). From a Council perspective it is best to see these budget figures all together at the moment, but
most of the projects will eventually become part of the Green Space budget, once established.

Figures also include the Council retaining and repairing Cass Street rather than building a new road to Askeaton Park. This will allow for the rural area to go closer to the stop bank. The report also included an update on the wharf and marine precinct budgets. The previous estimate of shortfall was $650,000, (relating to river wall and pontoons), looking at the project as a whole, this is more likely to be $400,000, due to the scope of work at Murphy Park being reduced with the league club moving to the regeneration area.

Moved N Atkinson Seconded: R Blair

THAT the Regeneration Steering Group recommends:

THAT the Council at its Long Term Plan meeting 30 January – 1 February 2018:

(a) Receives report No. 171109121919.

(b) Approves the budget for the Regeneration programme, noting that the proposed budget requests an additional $10,497,000 of funding in order to deliver the programme as outlined in this report, with a total programme value of approximately $18,381,000 expenditure.

(c) Notes that the overall Regeneration programme estimate and the timing of some key projects has changed since the last update in May/June 2017.

(d) Approves the budget for the Kaiapoi Wharf Marine Precinct & Riverbanks programme, which, after allowance for some reapportionment of existing budget components, includes an increase of approximately $450,000 over currently approved budgets, with some changes in the planned timing of expenditure.

(e) Notes that the overall Kaiapoi Wharf Marine Precinct & Riverbanks programme budget estimate and the timing of some key projects has changed since the last update in November 2017 (Trim: 171026116121[v2]).

(f) Includes a workshop at the March Regeneration Steering Group meeting to look at the Scoping of a boat trailer car park in Charles Street.

CARRIED

M Pinkham abstained from voting

P Redmond noted that Kaiapoi is promoted as an historic river town and wondered what landscaping is proposed for the riverbanks east of the Cure Boating club – noting that the budget does not include this? There are artefacts in storage from immediately post-earthquake. On the north side there is $120,000 which hasn’t been specified exactly what it is for. There has not been any discussion had yet on what the landscaping will be on the north bank of the river, or where the historic railway station will be located permanently. There is a lot of items in storage currently, and Mr Sargison confirmed the opportunity will not be lost to have these items included in future plans.(including Tuhoe artefacts).
6.4  **Licence to Occupy, Waimakariri Sailing and Power Boat Club, Kairaki – Roxanne Ramsay Project Administrator, District Regeneration**

Duncan spoke to this report seeking approval to issue a Licence to Occupy an area of vacant land in close proximity to the Waimakariri Sailing and Power Boat Clubs boat ramp. This will be used for storage and boat rigging. Mr Sargison said the Club may also look at building a covered garage.

Moved:  A Blackie Seconded:  P Redmond

**THAT** the Regeneration Steering Group recommend

**THAT** the Kaiapoi Tuahiwi Community Board:

(a)  **Receives** report No.171114123505.

(b)  **Approves** staff issuing a Licence to Occupy with the Waimakariri Sailing and Power Boat Club on the basis of the attached Draft Licence to Occupy for the use of a section of Red Zone land adjacent to the Kairaki Beach Car Park Reserve for the purpose of boat rigging and storage.

(c)  **Notes** that the lease fee would be set at an amount of $1.00 per annum with the lease term initially being 1 year from December 2017.

CARRIED

6.5  **Courtenay Drive Road Reconstruction – Additional entrance gateway at Bowler Street – Duncan Roxborough, Implementation Project Manager – District Regeneration**

Duncan Roxborough presented this report advising that an additional entrance gateway on Courtenay Drive, at Bowler Street, will be considered as part of the Kaiapoi Town Centre Plan refresh currently underway. This formalises the matter from discussions that the group had previously had in workshop.

N Atkinson noted that this could be a long time before it happens and expressed the concerns of residents with the number of trucks using the street. Mayor Ayers said the design of this could be included as part of the kai development and might offer opportunities in the design of narrowing the road etc. Currently the mahinga kai is included as starting in the 2018/19 budget.

This plan looks at having an additional narrowing closer to Bowler Street.

Moved:  N Atkinson Seconded:  A Blackie

**THAT** the Regeneration Steering Group:

(a)  Let this report to lie on the table until the January 2018 meeting.

CARRIED
7. COMMUNITY ENGAGEMENT

7.1 District Regeneration Communications Report, November 2017 – Cathy Batchelor, (Communications Advisor – District Regeneration) and Duncan Roxborough – (Implementation Manager – District Regeneration)

D Roxborough presented this report, noting there has been an accident with a car going through the fence near the food forest. Referring to Item 3.1.3 in the report, staff have endeavoured to meet with Larina Tiffen (Miss Lillys Angels Trust), to discuss this community event she wishes to hold. A Meeting arranged to date was not attended by Miss Tiffen, and staff will reschedule this meeting. It was noted that the book launch has already been held elsewhere.

Mayor Ayers asked what standards are to be maintained in the Regeneration Areas that there is no immediate use for. D Roxborough said at the moment these areas are specified to Grade 3 (an example of this is Silverstream Reserve, Cust Domain). Craig Sargison added there is further conversation to be held regarding this, and interim use of the areas assigned as rural land. There is potential for short term leases of some of these areas and to progress the divestment process will enable this matter to move forward.

Moved: R Blair Seconded: A Blackie

THAT the Regeneration Steering Group:

(a) Receives report No 171122126611.

CARRIED

8. MINUTES FROM PCG MEETINGS

8.1 Regeneration Project Control Group (PCG) Meeting Minutes – Thursday 23 November 2017

8.2 Kaiapoi River Marine Precinct Project Control Group (PCG) Meeting Minutes – Thursday 23 November 2017

Moved A Blackie seconded N Atkinson

That the information in Items 8.1 and 8.2 be received for information.

CARRIED

9. CORRESPONDENCE

There was no correspondence.

10. GENERAL

Nothing to report.
11. **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

Moved: A Blackie Seconded: J Meyer

**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:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.1</td>
<td>Minutes of the public Excluded portion of a meeting of the Regeneration Steering Group of 6 November 2017</td>
<td>Confirmation of Minutes</td>
<td>Good reason to withhold exists under Section</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.1</td>
<td>Protection of privacy of natural persons</td>
<td>A2(a)</td>
</tr>
</tbody>
</table>

**CARRIED**

**CLOSED MEETING**

The public were excluded from the meeting from 5.03 – 5.05pm.

*Resolution to Resume Open meeting*

Moved N Atkinson seconded P Redmond

**THAT** the open meeting resumes and the business discussed with the public excluded remains public excluded.

**CARRIED**

**OPEN MEETING**
12. NEXT MEETING

The next scheduled meeting of the Regeneration Steering Group commences at 4.00pm on Monday 29 January 2018 at the Ruataniwha Centre, Kaiapoi.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.06pm.

STAFF BRIEFING COMMENCED AT THE CONSLUSION OF THE MEETING:

Kaiapoi Town Centre IBD Feedback – Simon Hart
Implementation Plan – Duncan Roxborough
Potential Future Land Parcels – Michelle Flanagan
WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY 12 DECEMBER 2017 AT 4.00PM

PRESENT
Councillor R Brine (Chairperson), Mayor D Ayers, Deputy Mayor K Felstead, Councillors J Meyer and P Williams.

IN ATTENDANCE
Councillors W Doody, A Blackie and N Atkinson, D Gordon (from 5pm)
Messrs J Palmer, (Chief Executive), G Cleary (Manager Utilities and Roading), K Simpson (3 Waters Manager), C Roxburgh (Water Asset Manager), C Parton (Wastewater Asset Manager), Mrs K Waghorn (Solid Waste Asset Manager), O Davies (Drainage Asset Manager), S Collin (Infrastructure Strategy Manager) and A Smith (Committee Advisor)

1 APOLOGIES
An apology for absence was received from Councillor S Stewart and apologies from Deputy Felstead and Meyer for departure at 6pm. The meeting was subsequently finished before this time.

2 CONFLICTS OF INTEREST
There were no conflicts of interest noted.

3 CONFIRMATION OF MINUTES
3.1 Minutes of a meeting of the Utilities and Roading Committee held on Tuesday 15 August 2017

Moved Councillor Felstead seconded Councillor Williams

THAT the Utilities and Roading Committee:

(a) Confirms, as a true and correct record, the minutes of a meeting of the Utilities and Roading Committee held on Tuesday 15 August 2017.

CARRIED

4 MATTERS ARISING
There were no matters arising.

5 PRESENTATION
There were no presentations.
6 REPORTS

6.1 Garrymere Water Supply Source Upgrade – Request to Consult with community regarding options to meet Drinking Water Standards for New Zealand – Sean de Roo (Project Coordinator) and Colin Roxburgh (Water Asset Manager)

S de Roo and C Roxburgh presented this report which provided an update on the options for upgrading and funding the upgrade of the Garrymere water supply scheme. S de Roo highlighted the four options that will be offered to the community for consultation. Three other options were originally considered but these do not achieve compliance with the DWSNZ (Drinking Water Standards of NZ). It is planned to consult with the community during January/February 2018.

Due to the small number of properties on this water scheme, any of the options will have a significant impact on each of these households.

Councillor Gordon asked if advance warning could be given to Councillors of dates when public meetings are set, so they are able to attend.

Moved Councillor Williams seconded Councillor Brine

THAT the Utilities and Roading Committee:

(a) Receives report No. 171128128873.

(b) Approves staff to begin the community consultation process with the Garrymere community on the basis of the four options presented as being viable (Options A, B, C and D). The community consultation would involve the distribution of an information pamphlet followed by a public meeting.

(c) Recommends to the Council that it consider funding options for the scheme upgrade as part of the Draft Long Term Plan that could include partial funding from other water supply schemes, or the general rate.

(d) Notes that the options of point of entry treatment, connecting to the Ashley water supply scheme and not upgrading were considered but are not considered to be viable either due to high cost, not complying with the DWSNZ, or both.

(e) Notes that this process has been recommended by the Rangiora-Ashley Community Board, subject to staff investigating the option of point of entry treatment further which has now been completed (refer to report 171025115123).

(f) Notes that following the community consultation, staff will report back to the Community Board to provide a summary of the feedback received and to seek endorsement of the recommended option prior to staff reporting back to Council.

CARRIED

Deputy Mayor Felstead suggested that it is important to keep the communities of Summer Hill and West Eyreton informed. Staff noted that this was intended to be done.
6.2 Utilities and Roading Activity Management Plans 2018 – Gerard Cleary (Manager Utilities and Roading) and Simon Collin (Infrastructure Strategy Manager)

S Collin (Infrastructure Strategy Manager), K Simpson (3 Waters Manager) and Y Warner (Roading) were present during consideration of this report. The report presented the draft 2018 Roading, Water Supply, Wastewater, Drainage, Stock Water and Solid Waste Activity Management Plans.

S Colin spoke to a PowerPoint presentation which explained that the Activity Management Plans are business plans which describe the activity and explain how agreed levels of service are going to be delivered. The financial projections from the AMPs are the primary input to the draft LTP budget. Financial projections take into consideration levels of service, growth and asset renewals. AMPs also provide the building blocks of the Infrastructure Strategy.

These draft AMPs are an update to the 2015 version. The AMPs include Levels of service and Key projects/issues for each activity. The new reporting hierarchy is a major change from the 2015 review. This review also includes incorporation of recommendations from previous peer reviews, review of level of service to improve clarification and growth projections updated. The review has highlighted the need for some capacity reviews, further development of risk based renewals and funding models, and the time horizons for financial forecasts have been extended.

Questions

Councillor Blackie enquired about “Park and Ride” and it was confirmed by Bill Rice that this is currently for Bus use, but could include train travel, if a commuter train system was established.

Regarding roading projects, it was advised that Council Roading staff have met with LTNZ Regional representatives, who have indicated that the Council would get support on suggested projects. These would also need to get national roading approval and it is unknown if this approval would be given prior to the Council considering its Long Term Plan.

Relating to renewal funding for 3 Waters activities, it is intended that funding for renewal projects will be provided by a special fund accumulated from depreciation.

J Palmer noted that funding challenges for small water supplies will always remain, whether UV or chlorination is required. There is a lot of funds in water schemes and no matter where the water is sourced from, these will always require some upgrading.

Councillor Meyer asked about the Ocean Outfall consent, if renewal of the consent was potentially brought forward, what does that mean for Council? S Collin said if the volume of water coming through the scheme is above that required in the consent, it may be necessary to apply for a variation to the consent. G Cleary noted that MKT through the Iwi Management Plan recommends that the Ocean Outfall schemes both in Waimakariri and in Christchurch not be renewed.

Moved Councillor Meyer seconded Councillor Felstead

THAT the Utilities and Roading Committee:

(a) Receives report No 171122126970.
(b) **Notes** the following draft 2018 Activity Management Plans for Roading, Water, Wastewater, Drainage, Stockwater, and Solid Waste which are works in progress, with completion programmed before the January LTP Budget Meetings.

i. **Introduction, IFR-02-01, TRIM 170724076981**

ii. **Roading AMP, IFR-02-02.04**

<table>
<thead>
<tr>
<th><strong>(b) Scheme / Document Reference</strong></th>
<th><strong>TRIM Number</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 Executive Summary Waimakariri Transport AMP 2018</td>
<td>170321027383</td>
</tr>
<tr>
<td>Section 2 Introduction Waimakariri Transport AMP 2018</td>
<td>170321027382</td>
</tr>
<tr>
<td>Section 3 Levels Of Service Waimakariri Transport AMP 2018</td>
<td>170321027378</td>
</tr>
<tr>
<td>Section 4 Future Demand Waimakariri Transport AMP 2018</td>
<td>170321027379</td>
</tr>
<tr>
<td>Section 5 Risk Management Waimakariri Transport AMP 2018</td>
<td>170321027377</td>
</tr>
<tr>
<td>Section 6 Life Cycle Management Plan Waimakariri Transport AMP 2018</td>
<td>170321027282</td>
</tr>
<tr>
<td>Section 7 Financial Summary Waimakariri Transport AMP 2018</td>
<td>170321027375</td>
</tr>
<tr>
<td>Section 8 Asset Management Practices Waimakariri Transport AMP 2018</td>
<td>170321027374</td>
</tr>
<tr>
<td>Section 9 Plan Improvement And Monitoring Waimakariri Transport AMP 2018</td>
<td>170321027381</td>
</tr>
<tr>
<td>Section 10 Appendices Waimakariri Transport AMP 2018</td>
<td>170321027373</td>
</tr>
<tr>
<td>Appendix A Glossary of Terms Waimakariri Transport AMP 2018</td>
<td>170321027372</td>
</tr>
<tr>
<td>Appendix B 2018 Draft Strategic Business Case</td>
<td>171025115475</td>
</tr>
<tr>
<td>Appendix C Level Of Services Waimakariri Transport AMP 2018</td>
<td>170321027288</td>
</tr>
<tr>
<td>Appendix D 2018 Roading Valuation Report Waimakariri Transport AMP 2018</td>
<td>171201130750</td>
</tr>
<tr>
<td>Appendix E Capital Works Forward Works Programme Waimakariri Transport AMP 2018</td>
<td>170321027277</td>
</tr>
</tbody>
</table>

i. **Water Supply AMP, IFR-02-03**

<table>
<thead>
<tr>
<th><strong>Scheme / Document Reference</strong></th>
<th><strong>TRIM Number</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Supply AMP Overview Document 2018</td>
<td>170822090191</td>
</tr>
<tr>
<td>Rangiora Water Supply Scheme AMP 2018</td>
<td>161116117739</td>
</tr>
<tr>
<td>Kaiapoi (including Pines/Kairaki) AMP 2018</td>
<td>161116117709</td>
</tr>
<tr>
<td>Pegasus/Woodend Water Supply Scheme AMP 2018</td>
<td>161116117732</td>
</tr>
<tr>
<td>Oxford Urban Scheme AMP 2018</td>
<td>161116117758</td>
</tr>
<tr>
<td>Oxford Rural No. 2 Water Supply AMP 2018</td>
<td>161116117731</td>
</tr>
<tr>
<td>Oxford Rural No. 1 Water Supply Scheme AMP 2018</td>
<td>161116117729</td>
</tr>
<tr>
<td>Scheme / Document Reference</td>
<td>TRIM Number</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Waikuku Beach Water Supply Scheme AMP 2018</td>
<td>161116117719</td>
</tr>
<tr>
<td>Cust Water Supply Scheme AMP 2018</td>
<td>161116117722</td>
</tr>
<tr>
<td>Mandeville/Fernside Water Supply Scheme AMP 2018</td>
<td>161116117727</td>
</tr>
<tr>
<td>Summerhill Water Supply Scheme AMP 2018</td>
<td>161116117718</td>
</tr>
<tr>
<td>Ohoka Water Supply Scheme AMP 2018</td>
<td>161116117711</td>
</tr>
<tr>
<td>Poyntz Road Water Supply Scheme AMP 2018</td>
<td>161116117736</td>
</tr>
<tr>
<td>West Eyreton Water Supply Scheme AMP 2018</td>
<td>161116117741</td>
</tr>
<tr>
<td>Garrymere Water Supply Scheme AMP 2018</td>
<td>161116117714</td>
</tr>
</tbody>
</table>

### Wastewater AMP, IFR-02-04

<table>
<thead>
<tr>
<th>Scheme / Document Reference</th>
<th>TRIM Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wastewater AMP Overview Document 2018</td>
<td>161116117659</td>
</tr>
<tr>
<td>Eastern District’s Wastewater Scheme AMP 2018</td>
<td>161116117662</td>
</tr>
<tr>
<td>Rangiora Wastewater Scheme AMP 2018</td>
<td>161116117667</td>
</tr>
<tr>
<td>Kaiapoi Wastewater Scheme AMP 2018</td>
<td>161116117680</td>
</tr>
<tr>
<td>Woodend Wastewater Scheme AMP 2018</td>
<td>161116117668</td>
</tr>
<tr>
<td>Pegasus Wastewater Scheme AMP 2018</td>
<td>161116117672</td>
</tr>
<tr>
<td>Waikuku Beach Wastewater Scheme AMP 2018</td>
<td>161116117664</td>
</tr>
<tr>
<td>Mandeville Wastewater Scheme AMP 2018</td>
<td>161116117675</td>
</tr>
<tr>
<td>Pines/Kairaki Wastewater Scheme AMP 2018</td>
<td>161116117670</td>
</tr>
<tr>
<td>Tuahiri Wastewater Scheme AMP 2018</td>
<td>161116117666</td>
</tr>
<tr>
<td>Woodend Beach Wastewater Scheme AMP 2018</td>
<td>161116117669</td>
</tr>
<tr>
<td>Oxford Wastewater Scheme AMP 2018</td>
<td>161116117674</td>
</tr>
<tr>
<td>Loburn Lea Wastewater Scheme AMP 2018</td>
<td>161116117678</td>
</tr>
<tr>
<td>Fernside Wastewater Scheme AMP 2018</td>
<td>161116117682</td>
</tr>
</tbody>
</table>

### Drainage AMP, IFR-02-05

<table>
<thead>
<tr>
<th>Scheme / Document Reference</th>
<th>TRIM Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drainage AMP Overview Document 2018</td>
<td>161116117610</td>
</tr>
<tr>
<td>Coastal urban Drainage Scheme AMP 2018</td>
<td>161116117569</td>
</tr>
<tr>
<td>Pegasus Urban Drainage Scheme AMP 2018</td>
<td>161116117571</td>
</tr>
<tr>
<td>Oxford Rural Drainage Scheme AMP 2018</td>
<td>161116117572</td>
</tr>
</tbody>
</table>
iv. **Stockwater AMP, IFR-02-06**

<table>
<thead>
<tr>
<th>Scheme / Document Reference</th>
<th>TRIM Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock Water Race AMP 2018</td>
<td>161115117090</td>
</tr>
</tbody>
</table>

(v. **Solid Waste AMP, IFR-02-07**

<table>
<thead>
<tr>
<th>Scheme / Document Reference</th>
<th>TRIM Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid Waste AMP November 2018</td>
<td>171129129620</td>
</tr>
</tbody>
</table>

(c) **Notes** that the levels of service provided for are reflected in the draft budgets for the Long Term Plan (LTP).

(d) **Notes** that the suite of draft utilities and roading Activity Management Plans will be reported to Council at the January 2018 LTP Budget Meetings for adoption

(e) **Circulates** a copy of this report to all boards for their information.

CARRIED

Councillor Meyer commended the staff on this report and the level of work that has gone into the Activity Management Plans. These are very comprehensive plans.

6.3 **Ocean Outfall – 2016-2017 Compliance Review – Chris Parton (Wastewater Asset Manager)**

C Parton presented this report with an update to the committee on the operation of the Eastern District Sewer Scheme Ocean Outfall for the 2016/2017 reporting year. Consent compliance for monitoring data is to firstly meet required frequency of monitoring and also does the monitoring data comply with any numerical limits specified in the consent conditions.

For 2016/17 the Ocean Outfall required sampling frequency was met except for two occasions of minor non-compliance. The first exception was where the sampling frequency was not met for metals and metalloids, due to a
misinterpretation by the testing laboratory of the required tests. The second exception was monthly sampling or total nitrogen and total phosphorus. An incorrect test request form was provided to the laboratory by Council staff so not all required parameters were analysed. C Parton confirmed that procedures have been reviewed and updated to minimise the possibility of these oversights occurring on future tests.

Councillor Atkinson, noted the $75,000 budgeted for testing the shoreline relating to the presence of sea foam. S Collin provided an update on this matter – results of a tests show there is no contamination of the beach. There has been a suite of tests undertaken to date, but there hasn't been any further presence of sea foam on the beach. Until the foam is present again, the testing can't be carried out. The beach in this area is inspected regularly by Council staff for the presence of sea foam and local residents have also been asked to inform the Council if and when sea foam is present.

Moved Deputy Mayor Felstead seconded Councillor Williams

THAT the Utilities and Roading Committee:

(a) Receives report No.170928105223.

(b) Notes that the Ocean Outfall adhered to consent conditions for the year 2016-2017 apart from a minor non-compliance issue for not properly sampling for metals.

(c) Notes that the upgrades at the Woodend and Rangiora wastewater treatment plants will provide increased treatment at these two plants.

(d) Circulates this report to Council for their information.

CARRIED

7 REPORTS/MEMOS FOR INFORMATION ONLY

7.1 Kaiapoi Tanker Filling Point – Colin Roxburgh (Water Asset Manager)
(cop[y of report no. 171102118733 attached to the Kaiapoi-Tuahiwi Community Board meeting of 20 November 2017)

7.2 Variation to Contract 16-49 to lay a new water main along Cass Street and Feldwick Drive – Gary Boot (Senior Engineering Advisor)
(copy of memo no. 171129129663 attached)

Moved Deputy Mayor Felstead seconded Councillor Williams

THAT the Utilities and Roading Committee:

(a) Receive Items 7.1 and 7.2 for information.

CARRIED

8 PORTFOLIO UPDATES

8.1 Roading – Councillor John Meyer

Nothing new to report.

8.2 Drainage and Stockwater – Councillor Sandra Stewart

Councillor Stewart was not present.
8.3 Utilities (Water Supplies and Sewer) – Cr Paul Williams

Councillor Williams noted a period of high demand for water in the district, resulting in low reservoir alarms in Rangiora, Kaiapoi and Cust schemes and people need to be aware of saving water. K Simpson added that though not on water restrictions, there has been warning advertisements of low level alarms, stressing the importance to conserve water and for people to be wise with their water use. Council needs to make sure the infrastructure is running well also.

8.4 Solid Waste – Cr Robbie Brine

Councillor Brine attended a meeting of the Canterbury Regional Landfill Joint committee on Friday 1 December, 2017.

9 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved Councillor Felstead seconded Councillor Meyer

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:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1</td>
<td>Minutes of the public excluded portion of a meeting of the Utilities and Roading Committee 15 August 2017</td>
<td>Confirmation of Minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1</td>
<td>Protection of privacy of natural persons To carry out commercial activities without prejudice</td>
<td>A2(a) A2(b)ii</td>
</tr>
</tbody>
</table>

CARRIED
10 QUESTIONS
There were no questions.

11 URGENT GENERAL BUSINESS
There was no urgent general business.

There being no further business, the meeting closed at 5.30pm.

CONFIRMED

__________________________
Chairman

__________________________
Date

BRIEFING
At the conclusion of the meeting, staff provided a briefing on the outcome of the Havelock North Water Inquiry.
MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD
HELD IN THE COUNCIL CHAMBERS, RANGIORA SERVICE CENTRE, 215 HIGH
STREET, RANGIORA ON WEDNESDAY 8 NOVEMBER 2017 AT 7PM.

PRESENT
J Gerard QSO (Chair), D Lundy (Deputy Chair), R Brine, M Clarke, K Galloway, D Gordon,
J Hoult, S Lewis, G Miller, C Prickett and P Williams.

IN ATTENDANCE
J Millward (Manager Finance and Business Support), B Rice (Senior Transport Engineer),
S de Roo (Project Coordinator), C Roxburgh (Water Asset Manager) and E Stubbs (Minute
Secretary).

1 APOLOGIES
Nil.

2 CONFLICTS OF INTEREST
Nil.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Rangiora-Ashley Community Board – 11 October 2017
Moved M Clarke  seconded J Hoult
THAT the Rangiora-Ashley Community Board:
(a) Confirms the circulated minutes of the Rangiora-Ashley Community
Board meeting, held on 11 October 2017, as a true and accurate record.
CARRIED

4 MATTERS ARISING
Nil.

5 DEPUTATIONS AND PRESENTATIONS
5.1 Bill Rice, speaking to a PowerPoint presentation, provided an update on the
options under consideration to improve the Carrs Road/Cones Road
intersection. The intersection had been highlighted on a number of occasions
and the Board had also asked for it to be reviewed. Visibility was a potential
issue and this had formed part of the assessment. Although there had been
no crashes reported in the last ten years residents had reported a number of
near misses.

An assessment of sight distances at the intersection confirmed that it does not
meet the minimum standard recommended in the Austroads guides.

The area is also bounded by private property and this further limits the options
for land purchase and removal of hedges and other obstructions.

B Rice outlined each of the options contained in the memo circulated to the
Board and requested feedback on these. Option 3 was an enhanced version
of Option 2 (the original proposal from the technology supplier) with varying
electronic display signs and addressed concerns raised by staff regarding
Option 2. However Option 3 ‘signs’ were not NZTA standard signs and to proceed with that option would require seeking specific NZTA approval.

C Prickett asked how the intersection would be designed if Loburn Lea was proposed now and B Rice believed it would be similar to the Dixons Road intersection, or Option 4.

C Prickett expressed concern that the signs described in Option 3 were not to NZTA standard, noting that although there were only eight households on Cones Road there were 1100 daily vehicle movements on Carrs Road.

C Prickett referred to the hedge planted on the corner restricting visibility and asked if the Council had a policy around that. B Rice was not aware of such a policy for private property.

G Miller asked what the current intersection visibility was. B Rice replied that it was 85m and that the Austroads assessment suggests a requirement for 148m.

J Gerard asked about Option 4 costs. B Rice advised that this option involved the construction of an additional vehicle lane together with a flush median.

P Williams asked why the speed limit in the area was not reduced to 80km/hr from the current 100km/hr, and the Loburn Lea subdivision not reduced to 50km/hr, as he understood that this would be likely to have community support. B Rice explained that the measured traffic speed at 85th percentile was 71km/hr. P Williams asked why then it should not be reduced to 70km/hr, and that this might then reduce the need to consider Option 4.

K Galloway referred to the flashing lights at Williams Street/Main North Road intersection and also on the motorway into Christchurch asking if B Rice believed the proposed electronic signs at Loburn would be more effective. B Rice advised that he could not advise on that specific comparison. The intention was to seek feedback from the Board in this regard given the members’ knowledge of the area.

K Galloway questioned the total expenditure to date on the various assessments of the intersection and also those related to the proposed Cones Road walkway community project. J Gerard reminded the meeting that the discussion was solely in regard to the intersection. B Rice advised that at this stage staff had expended approximately 5 to 10 days of time. There had been no consultancy expenditure.

D Gordon thanked B Rice and asked if the NZTA minor safety budget would cover works such as Option 4. B Rice replied that it could.

D Gordon stated that he was a regular user of the road and believed that “it was an accident waiting to happen”. He would like to see improvements regardless of the walkway and would support a more extensive and long term solution rather than the non-standard electronic signs.

The Board expressed general agreement for Option 4 suggesting further consideration be made on making it more practicable and affordable. There was also reference to reducing the speed limit to 80km/hr.

D Lundy referred to the questions that had been raised regarding the private hedge and the reduction in visibility and that if the hedge was interfering with power lines Mainpower had formal authority to ensure the hedge was trimmed. He believed that the Council should consider whether to seek such ‘powers’; or for it to be considered a planning matter, given that there were many other areas where issues with hedges cropped up again and again. It was an avoidable situation. J Millward advised that the Council did now plan to retain ownership of road frontages on corners and agreed that this had not always been possible or undertaken in the past.

P Williams asked if the landowners had been approached to trim the hedge. B Rice advised that the landowners had been approached and that although they were reluctant to lose such an asset on their property they were open to
negotiation, however that would come at a cost. B Rice also advised that the removal of the hedge would not alleviate the issues of visibility sufficiently and was therefore not being pursued.

6 ADJOURNED BUSINESS

6.1 Applications for Rangiora-Ashley Community Board Discretionary Grant 2017-2018 – Karyn Ward (Community Board Advocate)

The Board adjourned for a short workshop at 7.21pm resuming again at 7.29pm.

Moved G Miller seconded J Houl	

THAT the Rangiora–Ashley Community Board:

(a) Receives report No. 170926104076.

(b) Approves a grant of $300 to Canterbury Westland Kindergarten Association (Kidsfirst Kindergartens Bush Street) towards the costs of replacing books and the purchase of new large books for group stories.

CARRIED

G Miller believed it was a worthwhile cause.

J Houl	 believed it was essential to support the application for the benefit of the children. Books were an essential part of children’s early learning. It was a local organisation and not a commercial operation.

K Galloway expressed concern that funding was not available from more appropriate sources including Ministry of Education. This was a pattern the Board was seeing again and again. However, he supported the motion for the benefit of the children.

C Prickett agreed with K Galloway.

D Gordon believed that K Galloway raised good points. As a member of the Lottery Grants Board he advised that it had had exactly the same discussion over the Ministry of Education role. The conclusion there had been that parents were having to work hard to get additional funding and the Grants Board could support the smaller grants. It was a political debate over that which central government should or should not fund. He was persuaded to support the motion by the arguments of members.

7 REPORTS

7.1 Garrymere Water Supply Source Upgrade – Request to consult with community regarding options to meet Drinking Water Standards for New Zealand – Sean de Roo (Project Coordinator) and Colin Roxburgh (Water Asset Manager)

C Roxburgh introduced S de Roo who advised that the purpose of the report was firstly to update the Board on the options for upgrading and funding the upgrade of the Garrymere water supply scheme to achieve compliance with the Drinking Water Standards for New Zealand (DWSNZ) and also to seek endorsement from the Board for the proposed basis of consulting the Garrymere community on the upgrade options. Following the consultation staff would recommend an option to the Council to upgrade the scheme.

S de Roo outlined the four options that would meet compliance with the standards.
Option A was for the treatment of the existing water source through filtration and Ultra Violet (UV). The cost for that was $390,000.

Option B was to drill a new well at Garrymere. The well would be up to 300m deep and the cost estimate was $880,000. There was a risk that the well would not find a new water source.

Option C was to connect to the Summerhill scheme via 2.9 km of pipe and crossing the Ashley and Garrymere rivers. There would be additional upgrade works at the West Eyreton headworks. The cost was $1.8 million.

Option D was similar to C, however it involved measures to reduce demand within the Garrymere scheme. The cost was $1 million.

There were other options that had been discounted by staff due to cost and not meeting the standards including:

Option E onsite treatment, requiring 41 individual treatment systems

Option F connecting to the Ashley Water Supply scheme. This scheme did not meet DWSNZ and

Option G to do nothing. This is not an option as the current scheme does not meet DWSNZ.

J Gerard was uncomfortable recommending the three options B-D, for consultation as they might not be achievable for reasons of cost and/or high risk. C Roxburgh commented that staff had considered these factors when the report was collated but wished to obtain a steer from the Board.

Paul Williams suggested Option E should be included. Although it was difficult to establish if 75% of water on the scheme was used for agricultural purposes, by the time of the proposed consultation the agricultural/domestic use split might be better understood.

C Prickett also agreed that option E should be included for consultation.

C Roxburgh commented that staff had considered including option E and had tried to find advice but no one else in Canterbury was adopting such an option. To establish the ratio of domestic verse agricultural use was challenging and the default model that had been used to establish the ratio showed the scheme did not comply. C Roxburgh advised that they had only learnt today that Hurunui was using individual onsite treatment. An option was to do more investigation and to talk to Hurunui to see how they had established the ratio. C Roxburgh advised that staff did not want to include the option unless they had satisfied themselves and elected members that the option was viable.

C Roxburgh further advised of the risks associated with Option E. It would be difficult to monitor over 40 different alarms on individual systems on individual properties. He commented that he would be surprised to see the standards go that way.

D Gordon suggested that as a courtesy, the Summerhill and West Eyreton Water Advisory Groups be given a ‘heads-up’ that the option of Garrymere joining the Summerhill scheme was to be included as part of the consultation.

C Roxburgh valued the comment and noted that it was unlikely that it would be the preferred option due to the costs and risk. It had been included to show that it had been considered. If it looked as if it were likely to go down that track then the process would go back to the start for wider consultation. D Gordon suggested that the report be circulated to the advisory groups with a covering memo.

C Roxburgh advised that the 75%/25% ratio for Option E meant that there was a risk the option would limit future development. Lifestyle blocks could shift the ratio towards greater domestic use.
G Miller asked about the cost of Option E. S De Roo advised that this could also be discussed with Hurunui. C Roxburgh advised that capital costs would be decreased however operating costs would be higher due to the monitoring required. The capital cost would need to be significantly lower due to the inherently higher risk.

C Prickett requested clarification around drilling a new well as the consultant’s report did not seem to have a conclusion. S de Roo advised that studies had shown that the Kowai Formation, was likely to be 300m deep in that location. It was not an exact science and there was no guarantee of a successful well. S de Roo commented that all the options were high cost but were viable options that met the DWSNZ. If the bore was successful it could potentially also provide water for the Ashley Scheme. If a water source was not found then the cost of drilling would need to be borne.

D Lundy referred to Option D which required measures to decrease demand within the Garrymere scheme. He commented that the blocks were sold on the strength of potential future horticultural uses and it could be argued by some that they had also bought those water units. C Roxburgh commented the ‘buy back’ of water units had not been factored in. The option could not proceed unless there was good buy in.

D Lundy questioned the Summerhill source and S de Roo advised there was plenty of water at source, the issue was the infrastructure (pumps etc.) of getting it to the Garrymere scheme.

Moved P Williams  seconded D Gordon

THAT the Rangiora—Ashley Community Board:
(a) Receives report No. 171025115123.
(b) Recommends to the Utilities & Roading Committee that Council staff begin the community consultation process with the Garrymere community on the basis of the four options presented as being viable (Options A, B, C and D). The community consultation would involve the distribution of an information pamphlet followed by a public meeting.
(c) Notes that the options of on-site treatment, connecting to the Ashley water supply scheme and not upgrading were considered but are not considered to be viable either due to high cost, not complying with the DWSNZ, or both.
(d) Notes that following the community consultation, staff will report back to the Board to provide a summary of the feedback received and to seek endorsement of the recommended option prior to staff reporting back to Council.
(e) Notes that staff will investigate Option E prior to the Utilities & Roading Committee meeting.
(f) Requests that staff, as a courtesy, communicate with the Summerhill and West Eyreton Water Advisory Groups.

CARRIED

7.2 Board Meeting Dates for 2018 – Karyn Ward (Community Board Advocate)

D Gordon commented that he had received some feedback that all meetings were held in Rangiora when the Board’s community area had a wider base. He favoured considering holding a meeting at Cust and a meeting at Loburn during the summer months. It was noted that the Oxford-Ohoka Community Board promoted meetings held in particular areas.
P Williams suggested that if there were items of interest to a particular area then the meeting could be held in that location in order to receive feedback.

R Brine questioned the effect on staff, for example Powerpoint presentations. J Millard commented that it was not a big issue and other Boards held meetings away from Chambers.

Moved D Gordon seconded P Williams

THAT the Rangiora–Ashley Community Board:

(a) Receives report No. 171026116055.

(b) Resolves to hold Board meetings commencing at 7.00pm, on the following dates:

- Wednesday 14 February 2018 Council Chambers
- Wednesday 14 March 2018 Loburn
- Wednesday 11 April 2018 Council Chambers
- Wednesday 16 May 2018 Council Chambers
- Wednesday 13 June 2018 Council Chambers
- Wednesday 11 July 2018 Council Chambers
- Wednesday 8 August 2018 Council Chambers
- Wednesday 12 September 2018 Council Chambers
- Wednesday 10 October 2018 Council Chambers
- Wednesday 14 November 2018 Cust
- Wednesday 12 December 2018 Council Chambers

CARRIED

D Gordon suggested that under the Governance budget small advertisements could be placed in local newspapers. Public forums could be held at the start of a meeting similar to those that the Oxford-Ohoka Community Board had held.

P Williams commented that it was a good idea to go out to the community. He noted that the months for Loburn and Cust venues could be changed dependant on venue availability.

J Hoult commented that it was entirely appropriate to go out to the community.

C Prickett commented that it provided the opportunity for schools to present and J Gerard commented that the Board could also visit schools.

7.3 Ratification of the Rangiora-Ashley Community Board’s Submission regarding the District Plan Review ‘Comments and Issues’ Phase – Edwina Cordwell (Governance Adviser)

Moved K Galloway seconded G Miller

THAT the Rangiora–Ashley Community Board:

(a) Receives report No. 171009108987.

(b) Ratifies the Board’s Submission regarding the Waimakariri District Council’s District Plan Review ‘Comments and Issues’ Phase (Trim 171009108973).

CARRIED

8 CORRESPONDENCE

J Gerard commented that there would be a staff report to formalise the Board’s appointment to the Waimakariri Access Group for the following meeting. He noted that the next Access Group meeting was taking place shortly and
suggested it would not be untoward to appoint someone and have it ratified at
the next meeting.
Moved: D Gordon    seconded: K Galloway

THAT the Rangiora-Ashley Community Board:

(a) Receives the letter regarding Draft Waste Management and
Minimisation Plan and Kerbside Options (Trim 171030116729).

(b) Receives the request from the Waimakariri Access Group to appoint a
representative to the group from the Rangiora-Ashley Community
Board. (Trim 171027116507).

(c) Appoints Murray Clarke as the Rangiora-Ashley Community Board
representative to the Waimakariri Access Group, to be ratified at the
December 2017 Rangiora-Ashley Community Board meeting.

CARRIED

9  CHAIRPERSON’S REPORT

9.1 Chair’s Diary for October 2017

Moved J Gerard    seconded K Galloway

THAT the Rangiora-Ashley Community Board:

(a) Receives report No. 171031117674.

CARRIED

10  MATTERS FOR INFORMATION

10.1 Woodend-Sefton Community Board meeting minutes – 9 October 2017
(Trim No. 171018112702)

10.2 Road Safety Action Plan – Report to Council 24 October
(Trim No. 171004107285)

10.3 Stormwater Drainage Bylaw Review 2017/18 – Report to Council 24
October 2017 (Trim No. 170907097266)

10.4 CAREX Report on Glyphosate - Report to Council 24 October 2017
(Trim No. 171012110892)

10.5 Cam River Enhancement Allocation of Funding – Report to Council 24
October 2017 (Trim No. 170925103162)

Moved G Miller    seconded J Houl
t

THAT the Rangiora-Ashley Community Board receives the information in
items 10.1-10.5.

CARRIED

11  MEMBERS’ INFORMATION EXCHANGE

11.1 D Lundy

• Spoke to concerned residents questioning why the Council was not
promoting the Western Bypass for heavy vehicles and other traffic.

11.2 R Brine

• Part of the Council delegation to Passchendaele. Commented that it
brought home the magnitude of sacrifice and waste. Noted the huge
gratitude of the Belgium people for New Zealanders’ role in the war. Expressed gratitude to the Council for the opportunity to attend.

11.3 **K Galloway**
- Trouble with sewerage pipes in Fraser Place, was pleased to advise that the response of Chris Pattern (WDC) was exemplary.
- Rangiora Dog Park Quiz night was to be held on Monday night.
- Had been questioned by local resident of the cost of WDC delegation to Passchendaele.
- Noted that St Johns had been requesting support.
- Asked the date when the Rangiora High Street lights would be switched on. D Gordon advised that it was expected to be the Christmas Celebration night.
- Asked on progress of Waste Minimisation – J Millward advised that it was part of the Long Term Plan (LTP) process and would be consulted upon in early March 2018.
- Asked for update on the timetable on the Passchendaele and Rangiora Woodend walk/cycleways. J Millward advised he would circulate answers around the Board members.

11.4 **M Clarke**
- Attended Waimakariri Health Advisory Group meeting.
- Referred to accessibility issues including steep cut down footpath and overhanging trees. If any member saw a problem they should raise a Service Request. There was an annual inspection with follow-up letters. They were currently working through the process with Fire and Emergency New Zealand (FENZ) in terms of who was best to service long grass on sections.
- Had been in communication with Green Space over sealing part of carpark for access to table bowls.
- Referred to D Lundy’s comments regarding western bypass and advised that he had had received complaints about heavy traffic on River Road.

11.5 **J Houtt**
- Noted that accessibility issues on Rangiora High Street pavements had been raised previously, however there had been no change and it was still cluttered. It was noted that K Galloway and G Miller were now part of a Council working party.
- Attended Passchendaele service and was impressed by presentation of the day and youth involved.
- Landmarks – working on plaque for Victoria Street Gates.
- Timebank - writing funding applications.
- Neighbourhood Support – attended AGM, problems appeared to be resolved. A BBQ had been held at Pak n Save to promote the ‘Get Ready’ campaign which was a great resource to be part of.

11.6 **S Lewis**
- Had been busy organising the Sunday 12 November 9.30am Rakahuri Track mountain bike charity ride to raise funds for Motor Neurone Disease Association of New Zealand (MNDNZ) in memory of Councillor Peter Allen. Thanked the North Canterbury Sport and Recreation Trust for their assistance.

11.7 **G Miller**
- Attended the Wellbeing North Canterbury, AGM commenting that it was a worthwhile organisation that carried out excellent work in the community.
- Attended Passchendaele Memorial event.
- Keep Rangiora Beautiful – meet with C Brown (Community and Greenspace Manager) regarding hanging baskets in High Street and potential projects for 2018.

11.8 C Prickett

- Helped rectify issue with Flaxton Road speed indicator sign
- Noted Jill Creamer Walkway opening.
- Asked if the Council had completed a usage assessment of the Milton Dog Park.
- Attended Matawai Park meeting to look at issues including drainage and weed ingestion. There was no sure way to resolve.

11.9 P Williams

- Noted complaints from residents including receiving overhanging tree letter, kerb and channelling and grass being too long.
- Attended water quality workshop in Fernside Hall and highlighted comment by local farmer “if I don’t get enough water to grow grass all I will be able to grow is septic tanks”.
- Commented on technical data released for the Kaiapoi River. Due to lack of flow there was salt water intrusion to Mafeking Bridge. He commented the water issues were important to consider as it was a long term problem for the area.

11.10 D Gordon

- Expressed gratitude for the opportunity to attend Passchendaele for the 100 year commemorations. He had been asked by a number of residents to visit cemeteries with family members and had passed on photographs. He thanked Freddie de Clerk for his hospitality. Advised that in terms of the cost for his trip, the Council had met 75% of an international economy class airfare and the rest of the costs had been met by himself.
- Requested follow-up with Kiwi Rail on the railway approaches on High Street and Kippenberger Avenue.
- Advised that at the recent Council meeting North Canterbury Riding for the Disabled had requested extra time to pay off its loan.
- The Council had approved exploration of options to secure land for Lehmans Road River Road Bypass.
- Rotary Club Walk 2 DFees MND on Sunday 12 November 1pm at the Rangiora Racecourse, Lehmans Road entrance.

12 CONSULTATION PROJECTS

12.1 Dudley Park Shelter Belt Removal
Consultation closes 5pm, 16 November 2017.

12.2 Stormwater Drainage Bylaw
Consultation closes 5pm 15 November 2017.
http://www.waimakariri.govt.nz/have-a-say/letstalk/consultations/stormwater-drainage-bylaw

12.3 Williams Street Beach Road Intersection
Consultation closes 5pm, 13 November 2017.

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:

14  **BOARD FUNDING UPDATE**
14.1  **Board Discretionary Grant**
Balance as at 11 October 2017: $10,564.04.

15  **MEDIA ITEMS**
Nil.

16  **QUESTIONS UNDER STANDING ORDERS**
Nil.

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

**NEXT MEETING**
The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 13 December 2017 in the Council Chambers at the Rangiora Service Centre.

THERE BEING NO FURTHER BUSINESS THE MEETING WAS CLOSED AT 8.52PM.

CONFIRMED

______________________________
Chairperson

______________________________
Date
**Workshop**

1. *Members’ Forum.*
   *Opportunity for members to share potential new ideas and initiatives.*
MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD
HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KAIAPOI ON MONDAY 20 NOVEMBER 2017
COMMENCING AT 4PM.

PRESENT
J Watson (Chair), C Greengrass (Deputy Chair), R Blair, M Pinkham, P Redmond and S Stewart.

IN ATTENDANCE
Councillors J Meyer and A Blackie, Mayor D Ayers
J Palmer (Chief Executive), C Sargison (Manager Community and Recreation), G Cleary (Manager Utilities and Roading), Kieran Straw (Civil Projects Team Leader) C Roxburgh (Water Asset Manager), B Rice (Senior Transport Engineer), C Brown (Community Green Space Manager), and A Smith (Committee Advisor)

1 APOLOGIES
Moved C Greengrass seconded P Redmond

THAT the Board receive and sustain an apology from Board member N Atkinson.

CARRIED

2 CONFLICTS OF INTEREST
No Conflicts of interest were recorded.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 16 October 2017

Moved J Watson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 16 October 2017, as a true and accurate record.

CARRIED

4 MATTERS ARISING
Miss Lily Angel Trust enquiry – It was advised there has been conversations held regarding potential sites for the event and these options have been forwarded to Larina Tiffen for her consideration.
5 DEPUTATIONS AND PRESENTATIONS

5.1 Kieran Straw, Civil Projects Team Leader will provide an update on the proposed Smith Street / Williams Street Intersection Upgrade.

K Straw spoke to the Board on the public consultation that has been undertaken with the community on proposed round about at the intersection of Smith Street/Williams Street to upgrade this. Memo 171030117211 provided information on the results of feedback received.

Questions

C Greengrass, suggested that the left hand turning lane needs to be widened, and has received comments from community members also suggesting this. K Straw responded that this could cause conflict in traffic with having two directions of traffic.

J Watson suggested that there are problems for drivers trying to exit from Beach Road. K Straw said there is not the room available to have two lanes. To have this would mean moving the intersection to the north. An option would be to move the Beach Road intersection only, but this would mean a skewed intersection. It was also noted that the pedestrian island can’t be narrowed as there is a minimum width required for these.

R Blair noted that further consultation is to be done with the public and asked what form this will take and who are to be consulted with? – K Straw advised this further consultation will be undertaken with the Community Board, Kaiapoi North School and the residents who live in the immediate vicinity of the intersection. It is not intended to consult further with the Beach residents.

M Pinkham believes the issue of left turning traffic needs to be taken into account with this intersection.

J Meyer – suggests that having two lanes to accommodate turning traffic could be possible at this intersection.

K Straw advised that the scheme plan is currently out for a safety audit, and when these results are received they will be made available to the Board members.

5.2 Murray Walls

M Walls thanked the Board for the opportunity to speak. Mr Walls was speaking on behalf of the Annaliease Haven Rest Home and the residents of Adderley Terrace east of the motorway. This tanker filling station was originally installed without consultation with residents. This station causes a mess, with mud and stagnant water. In the winter this water turns to ice and became a hazard. This is a health and safety issue with the rest home residents and the movement of the tankers. Mr Walls said the Council have had discussions with the developers of Silverstream, and the Council have agreed to remove the filling station from its current location. Mr Walls has firstly requested an acknowledgement from the Council that the filling station was put in the wrong location without consultation and confirmation that it is going to be moved, and secondly a date or timeframe of when it is going to be moved. Residents are happy for the filling station to remain where it is until the end of April, as long as it is removed before winter. There is also a request that some remediation work be done on this Adderley Tce location, where the holes fill up with water, so there is no longer this accumulation of water.

Following a question from P Redmond, it was advised the filling station was installed approximately two years ago.
6 **ADJOURNED BUSINESS**

G Cleary and B Rice were present to provide information and an update on the safety provisions for pedestrians and cyclists on Ohoka Road. Also there had been requests for information at previous Board meetings regarding safety matters for pedestrians and cyclists where the new arterial road meets Mill Road and Giles Road.

Ohoka Road/Cosgrove Road/Island Road intersection – the road and footpath layout would encourage pedestrians to use the footpaths on Island Road and Cosgrove Road, and the path from Cosgrove Road to the overpass rather than using Ohoka Road. There is a crossing point on the new arterial road, with a pedestrian island, though this does not address any issues with pedestrian connectivity with Kendal Park on Island Road.

G Cleary said there will be a safety audit undertaken at the end of the process, which will include looking at the routes that pedestrians are taking.

In the north end of the development, there is no separate provision for pedestrians on Mill Road, or on Butchers Road. A safety audit will also look at the safety of all users of the arterial road including pedestrians and cyclists.

There was discussion on the issue of trucks using Williams Street and turning left into Charles Street travelling through to Smith Street. This was causing damage to the planting on the corner.

7 **REPORTS**

7.1 **Kaiapoi Tanker Filling Point – Colin Roxburgh (Water Asset Manager)**

C Roxburgh provided some background information on the installation of the tanker filling stations in the 2015/16 year. These were installed for various health and safety issues, so contractors don’t contaminate the water supply, and there are no safety issues with tankers stopping at hydrants. It was noted that there was no consultation prior to these tanker filling stations being installed. With the Silverstream development being completed in April 2018 and the completion of the arterial road in January 2018, the options are to close the tanker filling station now, or manage the activity at these stations up to the completion of the Silverstream developments. The Council will work with the requests of the Adderley Terrace residents, and tidy up the site. Several alternative sites have been considered by staff in Kaiapoi at the moment, but these all had health and safety issues. It is considered that having a site incorporated into a development in the south-west area of Kaiapoi would be the most appropriate option. It is recommended that the Williams Street tanker filling site be improved aesthetically with planting. Relocation of the tanker filling point from this site was considered but this was not the best option.

S Stewart suggested some artwork could be included to enhance the look of these tanking filling stations.

P Redmond asked the cost for relocating these sites. C Roxburgh said if the Council was intending to relocate these, it would require to request funding as it is currently not budgeted for.

P Redmond suggested there could be a new location in Silverstream for such a decommissioned water taker filling station. C Roxburgh said Council would need to work with developers on a possible cost sharing option. This would need to be negotiated. P Redmond suggested these are needed items, but nobody wants them in their backyard.
Moved J Watson seconded P Redmond

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

(a) **Receives** report No. 171102118733.

(b) **Endorses** staff to work towards shutting down the Adderley Terrace tanker filling point, with the timing of this to be discussed with developers currently working in the area.

(c) **Notes** that staff will continue to investigate alternative options for a tanker filling point to serve the future development areas in south-west Kaiapoi and report back to the Board at a later date with a recommendation.

(d) **Endorses** the use of screen planting at the Williams Street site to address the aesthetic issues noted with this site.

(e) **Circulates** this report to the Utilities and Roading Committee for their information.

CARRIED

S Stewart asked staff to seriously look at all utilities structures and to consider creating artworks around them.

7.2 **Lees Road Speed Limit Review – Bill Rice (Senior Transport Engineer) and Chris Sexton (Intern Engineer)**

B Rice spoke to this report, to get the Boards support for consultation on the proposal to reduce the speed limit on Lees Road, due to the increase in traffic with the Sovereign Lakes development and Tom Bayliss Drive now open up onto Lees Road.

R Blair asked, had there been any consideration to reducing the speed limit to 50kph. The current road layout for Lees Road has no kerb and channel and B Rice suggested it doesn’t have an urban feel. But if residents respond to the consultation with the suggestion for reducing to 50kph this will be considered.

Moved J Watson seconded C Greengrass

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

(a) **Receives** report No. 171026115931.

(b) **Approves** consultation being carried out on the proposal to change speed limit on Lees Road and Barkers Road to 60km/h, as outlined in the attached plan.

(c) **Notes** that consultation on this proposal will be carried out between 27 November and 18 December 2017.

(d) **Notes** that the Board will be updated at the end of the consultation process.

(e) **Notes** that any submissions on the proposal will be taken into account before the change is presented to the Council on 7 February 2018 for consideration.

CARRIED
7.3 **Licence to Occupy to ESR for Denitrification Wall – Chris Brown (Community Green Space Manager)**

C Sargison spoke to this report. There will be no cost to the Council with this proposal, to issue a Licence to Occupy allowing the Institute of Environmental Science and Research Limited (ESR) to build and trial a Denitrification Wall within the western side of Silverstream Reserve. This wall is a proposed new groundwater treatment method known as a Denitrifying Permeable Reactive Barrier (or PRB). It has been identified through preliminary investigations that Silverstream Reserve is a desirable site for an accurate trial. Once installed, these denitrification walls require no on-going maintenance and passage of water through the system is driven by hydraulic gradients.

When the end of the five year period is reached, the usual terms of Licence to Occupy are that the ground is returned to the original state or better than.

This proposal was supported by the Silverstream Reserve Advisory Group at its meeting in February 2017.

Moved J Watson seconded P Redmond

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

(a) **Receives** report No. 171102118813

(b) **Approves** a Licence to Occupy for an area of land in the eastern end of Silverstream Reserve to ESR for the Purpose of installing a Denitrification Wall with standard conditions as well as the following:

(i) Licence to Occupy for a period of 5 years.

(ii) Resource Consent approved and issued by Environment Canterbury

(iii) WDC is notified immediately if any conditions of the licence are breached

(iv) All conditions set down by Ngai Tuahuriri Runanga are adhered to, in particular:

- Close monitoring be undertaken to detect any unexpected levels of contamination in groundwater downstream of the PRB
- That the Accidental Discovery Protocol of the Mahaanui Iwi Management Plan be included in the consent conditions to ensure correct procedure is followed should there be any archaeological discoveries during the course of earthworks
- That a copy of the monitoring data be supplied to Mahaanui Kurataio Ltd

**CARRIED**

S Stewart abstained from voting

S Stewart questioned the applicability of a denitrification wall in the Silverstream environment where the high nitrate levels are a result of farming practices considerable distances upstream. S Stewart understands as a practical tool the walls have not had wide uptake as a successful treatment option. While an interesting research topic, S Stewart doubts whether this is a worthwhile undertaking and relevant in the Waimakariri zone environment.
7.4 **Board Meeting Dates for 2018 – Sarah Nichols (Governance Manager)**

Mr Palmer presented the report, noting that it is the decision of the Board members whether they wish to hold meetings always at the same venue, or could hold some at alternative locations within the Board area. Mr Palmer said another option was to have workshop or a community workshop at any time with communities at alternative locations.

S Stewart asked could the Board meet at Tuahiwi marae prior the Council hui in March 2018. Mr Palmer suggested it may be more beneficial to schedule a Board meeting there later in the year, suggesting September or October.

Moved P Redmond seconded C Greengrass

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

(a) **Receives** report No. 171108121207.

(b) **Resolves** to hold Board meetings at the Ruataniwha Kaiapoi Civic Centre, Williams Street, Kaiapoi, commencing at 4.00pm, on the following dates:

- Monday 19 February 2018
- Monday 19 March 2018
- Monday 16 April 2018
- Monday 21 May 2018
- Monday 18 June 2018
- Monday 16 July 2018
- Monday 20 August 2018
- Monday 17 September 2018
- Monday 15 October 2018
- Monday 19 November 2018
- Monday 17 December 2018

**CARRIED**

7.5 **Ratification of the Kaiapoi-Tuahiwi Community Board’s Submission regarding the District Plan Review ‘Comments and Issues’ Phase – Edwina Cordwell (Governance Adviser)**

The report and submission were taken as read and there was no discussion.

Moved J Watson seconded M Pinkham

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

(a) **Receives** report No. 171009108726.

(b) **Ratifies** the Board’s Submission regarding the Waimakariri District Council’s District Plan Review ‘Comments and Issues’ Phase (Trim 171005107431).

**CARRIED**

8 **CORRESPONDENCE**

J Palmer noted that the Board will be represented at the DLC Hearing on Friday 24 November to speak in opposition to the Off-Licence Application from Bottle O Silverstream Ltd.

The meeting discussed that there had been a request from the Waimakariri Access Group for the Board to have a representative on the Group. J Meyer is currently the
Council representative on this group and invited any members to the exercise that is being undertaken tomorrow (Tuesday) to experience moving around the town with physical disabilities. C Greengrass and P Redmond both indicated they would be attending. It was agreed that the Board would invite representatives from the Waimakariri Access Group to speak at the next meeting of the Board before deciding on an appointment to that group.

Moved J Watson seconded C Greengrass

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

(a) **Receives** the letter regarding Draft Waste Management and Minimisation Plan and Kerbside Options (Trim 171030116729).

(b) **Receives** the letter acknowledging Kaiapoi-Tuahiwi Community Board Objection to Bottle O Silverstream Liquor Application. (Trim 171026115624)

(c) **Receives** the request from the Waimakariri Access Group to appoint a representative to the group from the Kaiapoi-Tuahiwi Community Board. (Trim 171113122918).

(d) **Notes** the Kaiapoi-Tuahiwi Community Board Chairperson's letter in support of Kaiapoi Community Garden's application to the Rata Foundation 7 November 2017. (Trim 171107120875).

**CARRIED**

9 **CHAIRPERSON’S REPORT**

9.1 **Chair’s Diary for October- November 2017**

Moved J Watson seconded P Redmond

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

(a) **Receives** report No. 171113123446.

**CARRIED**

10 **MATTERS REFERRED FOR INFORMATION**

10.1 **Oxford-Ohoka Community Board meeting minutes – 5 October 2017** (Trim No. 171018112694)

10.2 **Rangiora-Ashley Community Board meeting minutes – 11 October 2017** (Trim No. 171018112700).

10.3 **Woodend-Sefton Community Board meeting minutes – 9 October 2017** (Trim No. 171018112702)

10.4 **Road Safety Action Plan** – Report to Council 24 October (Trim No. 171004107285)

10.5 **Stormwater Drainage Bylaw Review 2017/18** – Report to Council 24 October (Trim No. 170907097266)

10.6 **CAREX Report on Glyphosate** - Report to Council 24 October 2017 (Trim No. 171012110892)

10.7 **Cam River Enhancement Allocation of Funding** – Report to Council 24 October 2017 (Trim No. 170825103162)

10.8 **Earthquake Infrastructure Recovery – Courtenay Drive Road Reconstruction Change to Consulted Design** – Report to Regeneration Steering Group 4 September 2017
Moved J Watson seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.8.

CARRIED

Note: Items were circulated to Board members separately.

11 MEMBERS’ INFORMATION EXCHANGE

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

S Stewart

- Some of the Rural Drainage Advisory groups have met recently. The Stormwater Drainage Bylaw is now out for consultation.
- A town walk was undertaken in Kaiapoi by some of the Board members on October 24. Believes that the Council could undertake the task of looking at offering plants that are being replaced to the community, rather than just throwing them out.
- Need to act on the information recently advised of testing that Ecan have undertaken on Kaiapoi River, which shows that there is the prospect of it becoming a saltwater estuary. S Stewart would like Ecan to be invited to speak to both the Board and to full Council before Christmas. It was requested that a presentation be made to the Board, as was presented to the Kaiapoi River Rehabilitation Committee. Mr Palmer noted that Mr Cleary is endeavouring to secure a date for such a presentation
- Attended Flare Food and Fashion fundraising evening
- Attended the recent Zone committee meeting on November 13. Has recently been a series of workshops held with residents on irrigation and water takes. Noted a funding approval of Immediate Steps funding to the Wetlands on Lees Road, and concerns with the impact of nitrate levels on the Silverstream Salmon Farm.
- Attended Remembrance Day service

P Redmond

- Walkabout undertaken around the town, supports that there be a workshop regarding the town Centre planting.
- Darnley Club opening and AGM, lot of good work has been done at the premises.
- Pines Beach Hall Opening
- Regeneration Steering Group Meeting
- WHAG – met at Rangiora Hospital, found it interesting to see the new hospital Dan Gordon has replaced Peter Allen on the Rural PHO and the representative on the WHAG.
- Accessibility Strategy has been adopted by the Council.
- Madeleine Burdon is stepping down from the role at Council
- Attended Armistice Day ceremony.
- Has had discussions with fellow members on the Boards opposition to the Silverstream Bottle O Off Licence application and will speak at the hearing this Friday 24 November.

**M Pinkham**
- Congratulated P Redmond on the launch of the Book on Kaiapoi Port
- Attended one of the Workshops for Water Consent holders
- Working on Kaiapoi cycleway project – would like to make workshop presentation on this to the Board.

**J Meyer**
Having been on leave, J Meyer had nothing to add.

**R Blair**
- Attended the Pines Beach Hall opening
- Darnley Club AGM recently and all members pleased with the new spacious environment.
- Attended the recent Kaiapoi town centre walk about with other Board members.

**A Blackie**
- Stormwater Bylaw Review upcoming
- Met with Murray Walls from the Waimakariri Boating and Sailing Club, who wish to put a memorial plaque on the riverbank behind the wharf. This is to commemorate that the Club was for many years located where Cure Boating Club is now located.
- Food Forest -Clarkville School visited the site, this being the first school visit to the Food Forest. Brent Cairns hosted the visit which went very well.

**J Watson**
- Advised that Arapata Rueben had interviewed descendants of Ngai Tahu WW1 soldiers and she had assisted with transcribing the notes of these interviews. These notes have been compiled into a book, which was launched last week.

**12 CONSULTATION PROJECTS**

12.1 **Stormwater Drainage Bylaw**

12.2 **Ohoka Domain**
Consultation closes 5pm, 21 November 2017.
http://www.waimakariri.govt.nz/letstalk/consultations/ohoka-domain

12.3 **Tram Road Speed Limit Review**
Consultation closes 5pm, 24 November 2017.
13 **REGENERATION PROJECTS**

13.1 **Town Centre, Kaiapoi**

 Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:


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:


13.3 **Kaiapoi Regeneration Steering Group**

 The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 4 December 2017. This meeting is open to the public.

14 **BOARD FUNDING UPDATE**

14.1 **Board Discretionary Grant**

 Balance as at 20 November: $2,400.

15 **MEDIA ITEMS**

16 **QUESTIONS UNDER STANDING ORDERS**

 There were no questions.

17 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

 There was no urgent general business

**NEXT MEETING**

 The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 18 December 2017 at the Ruataniwha Kaiapoi Civic Centre.

 There being no further business, the meeting closed at 5.53pm.
CONFIRMED

__________________________
Chairman

__________________________
Date

**Workshop**

1. *Members’ Forum.*

2. *Regeneration Area – Road and Reserves Naming*
   Craig Sargison and Duncan Roxburgh
MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD
HELD IN THE WEST EYRETON HALL, 3 EARLYS ROAD, WEST EYRETON ON
THURSDAY 7 DECEMBER 2017 AT 7.02PM.

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

IN ATTENDANCE
S Markham (Manager, Strategy and Engagement), S Nichols (Governance Manager),
K Graham (Journey Planner/Road Safety Coordinator), C Brown (Community Green Space
Manager) and E Stubbs (Minute Secretary).

There were 15 members of the public in attendance. The Chair welcomed the visitors.

1 APOLOGIES
Moved J Ensor seconded J Lynn
An apology was received and sustained from W Doody for absence.
CARRIED

2 CONFLICTS OF INTEREST
Item 7.1 J Lynn.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Oxford-Ohoka Community Board – 9 November 2017
Moved T Robson seconded S Farrell
THAT the Oxford-Ohoka Community Board:
(a) Amends the minutes of the Oxford-Ohoka Community Board meeting
held on 9 November 2017, item 15, third sentence should read ‘They
would attend a meeting in the new year to discuss initiatives.’
(b) Confirms the circulated minutes of the Oxford-Ohoka Community
Board meeting, held 9 November 2017, with amendments, as a true
and accurate record.
CARRIED

4 MATTERS ARISING
J Ensor referred to the discussion regarding holding Board meetings at Mandeville
and asked why no meetings had been booked for Mandeville. S Nichols advised
staff would bring back a report in April 2018 looking at the option of using Mandeville
as a meeting venue. In order to ensure meeting venues would be available, the
approved venues required confirmation now. Venues could be reviewed in April
2018.

5 DEPUTATIONS AND PRESENTATIONS
5.1 John Burton as a representative of the Ashley Gorge Advisory Committee,
and manager of the track development programme, updated the Board on the
work occurring on the Ashley Gorge walking tracks. He advised that currently they were looking for funding to complete Stage 1, which was a one-hour loop track, finished to DOC’s highest standard. It was already well utilised. The work had been completed with 2,000 volunteer hours and the committee had teamed up with Oxford Area School and DOC for the project. Another part of the project was trapping, with the aim to be predator free.

J Burton tabled information (Trim 171212134778) regarding cost estimates to complete Stage 1 requiring shingle and machinery and 10 predator traps.

J Burton advised that Stage 2 was a 40 minute walking track to the waterfall north of Ashley Gorge. This track would be finished to a lower level of service as a ‘stage 2 easy tramping track’.

S Farrell enquired where funding had been received to this stage. J Burton replied that funding had been received from the Council as a means to enhance what was a high use reserve (up to 1,000 visitors daily during peak). The funding was for $13,000 for initial gravelling, also $500 received from the local supermarket and $2,000 from the Lions Club to help with gravelling. J Burton noted that the Board had provided funding to the group for the Pavilion, and the track project would tie-in with that.

J Lynn asked if they had considered an application to Lotteries or Rata for funding. J Burton advised that funding had been received from Rata for the Pavilion. They had not looked at those options for this aspect of the project, as they had been successful in finding funding so far.

D Nicholl queried if DOC was contributing to the project. J Burton advised that they did not have a monetary contribution however, they were contributing expertise and signage.

D Nicholl asked if they were looking for funding through the Long Term Plan (LTP). J Burton advised that they received funding through the Annual Plan the previous year. There were looking to have the track completed before winter.

K Felstead congratulated the group on the work they had completed so far. He asked if the project was time critical and if they needed to have an answer on funding relatively soon. J Burton commented they would like to have an idea on funding by late January. S Nichols advised that the Board could request a staff report for the next meeting which was 8 February 2018.

Moved J Lynn seconded M Brown

THAT the Oxford-Ohoka Community Board:

(a) Requests staff write a report for the 8 February 2018 Oxford-Ohoka Community Board meeting regarding the Ashley Gorge tracks funding request and Mandeville Sports Club Inc funding request.

CARRIED

5.2 Annie Bonifant and Rod Buchanan representing the Ohoka Domain Advisory Group updated the Board on the Gate House development. It was noted that most Board members had visited the site and were aware of the background. The group had received a grant to cover relocation costs, and had support from Mainpower for assistance with relocation. It was hoped to carry out the relocation in February-March 2018. There was community support for restoration. It was proposed that long-term ownership of the building be taken over by Council.

The proposed site identified for the Gate House by the Ohoka Domain Master Plan was supported and they were looking for support from the Community
Board for the project to proceed. The group had been in conversation with Building unit staff regarding the consenting process. It would be in the low-use category and a building consent would be in the Council’s name.

J Enser asked if the relocation costs included piling and it was confirmed that it did.

S Farrell asked if a lease or licence to occupy was required. It was advised that with Council proposing to take ownership that was not required.

D Nicholl asked if they were aware that the domain concept plan was going to the LTP. There would be no work undertaken until the plan had been agreed by Council. They were hopeful that there could be a discussion around a mechanism to bring forward the access way.

5.3 Barbara Warren representing the Ohoka Farmers Market spoke to the Board regarding the Ohoka Domain Master Plan. B Warren advised the market was grateful for the opportunity to speak in support of the ‘alternative plan’ which they believed did not compromise the objectives of the initial plan. The alternative plan had a slightly larger carpark to allow stallholders to park inside the domain and allow customers to use the road parking space, the area could also be used by the market during the wet winter months.

B Warren raised a number of points to highlight the importance of the Ohoka Farmers Market and tabled a handout (Trim 17121213785). The market provided significant social collaboration, was a way of life, existed not for profit but for purpose, was a place for people to gather, share local knowledge, was an inclusive event, reflected real life and ever-changing diversity and it was the community’s self-determination that enabled the market to be as popular as it was. B Warren noted that the market was one of the four best farmers markets in New Zealand. She commented that the Market had never asked the Council for financial assistance but they were asking for support for the alternative plan.

D Nicholl asked why the stallholders could not park further away to allow the public to park close by. B Warren commented that they had requested this in the past however it was not easy along Whites Road and they had been stopped parking beside the garage. The narrow road made it difficult. She noted it was surprising how many cars they could fit into that space and that it would make a huge difference.

5.4 Brent Arps representing the Ohoka Domain Advisory Group (ODAG) spoke to the Board regarding the Ohoka Domain Master Plan. He advised that the group was concerned about the alternative plan and they wished to protect the trees and green space. He noted that 12 years ago three trees had been planted for the purpose of demarcation and protecting against encroachment into the park. The car parking area proposed under the tree would be detrimental to that tree. He suggested a compromise would be to keep away from the tree and not extending past the pavilion.

B Arps noted another concern was access to the tennis courts as the plan prevented access of heavy vehicles and asked how Council envisaged the access of vehicles such as would be required for resurfacing.

B Arps invited the Board to the domain to look at where the carpark was going. They did not want to exclude car parking for the market but were very concerned about damage to the tree.

J Lynn asked if access to the tennis court was still an issue in the initial Ohoka Domain Master Plan and B Arps noted it was.

K Felstead asked if the issues of protection of the tree and access to the tennis court could be addressed, would the Ohoka Domain Advisory Group be supportive of the alternative plan. B Arps commented they were concerned about the provision of parking for what was a commercial operation. They
definitely did not want parking around the tree and were concerned about the parking encroaching into the greenspace of the domain.

6 ADJOURNED BUSINESS

6.1 Removal of all day parking spaces Oxford Town Centre

6.1.1 Supplementary Report - Approval to remove 1 x all day parking space
– Oxford Town Centre - K Graham (Journey Planner/Road Safety Co-ordinator)

6.1.2 Approval to remove 3 x all day parking spaces – Oxford Town Centre
– K Stevenson (Roading Manager) and K Graham (Journey Planner/Road Safety Co-ordinator)

K Graham spoke to the report noting that it was a supplementary report in response to concerns raised by the Board regarding parking, visibility and safety on the main street of Oxford. The original suggestion to remove three parking spaces did raise concerns of a business owner. The recommendations were a compromise. Time restricted parking had been investigated as requested.

The new recommendation was to remove just one carpark outside Fresh Choice. That would improve visibility at the entry/exit to Fresh Choice and pedestrian crossing. The recommendation was also to reduce the size of two carparks that were to the south of the entrance.

K Graham advised that time restricted parking was not feasible as there was not the resourcing to enforce and it did not resolve the safety issues.

K Felstead asked if staff believed the removal of one carpark would resolve the safety issues. K Graham commented on visibility with the issue not just a simple parking matter as the same scenario occurred on other streets where there was an encumbrance on drivers to make sure the way was clear. Whether it solved the issue depended on the driver, changes would however improve the current situation. There was potential for people to park on yellow lines and there would be a need for community engagement to ensure people did not break the rules.

S Farrell asked if K Graham believed the moving of the park 2m would improve visibility. K Graham believed it would improve visibility, however it was not going to solve the total problem as it was not a single issue; driver education was also important.

J Lynn asked if there was an opportunity to create more carparks by reducing the size of carparks to which K Graham replied no.

J Lynn asked if speed or visibility was the issue and K Graham advised the speed surveys showed speed was not a concern. Visibility was a concern; some perceived and some real. It was not a unique concern on this type of road layout.

K Felstead asked if the deputation at the October meeting was the only business owner who had raised concern at the removal of car parking spaces. K Graham advised that the letter from OPAC also raised concern. S Farrell clarified that the OPAC letter was concerned about people parking all day in spaces. K Felstead noted that the concerned business owner had extended their building, and in doing so, had taken away three of their own car parks.

D Nicholl asked if changes to the entry/exit layout would improve visibility and K Graham noted that question had been raised last time and that it would
require a physical barrier and was unlikely to work. Two entrances were required due to truck movements.

Moved S Farrell  seconded K Felstead

THAT the Oxford-Ohoka Community Board:

(a) Receives report No. 170719074874.

AND

Recommends to the Council that it:

(b) Adopts the attached Amended Second Schedule – Parking Restrictions to the Parking Bylaw 2007 (Doc 170719075025).

(c) Notes that the proposed amendment to the Second Schedule of the Parking Bylaw is for the removal of three parking spaces and the installation of no stopping restrictions in Main Street, Oxford, outside of the Fresh Choice Supermarket to improve sight visibility for the supermarket entranceway and the pedestrian crossing.

(d) Notes there has been a request from members of the community for consideration of time-restricted parking in some areas of Oxford Main Street and staff will be investigating this option.

CARRIED

K Felstead commented that the issue had been raised by the Board due to visibly issues and pedestrian safety. He accepted what staff said; there was a certain amount of personal safety but if visibility was poor it increased the danger. He supported the removal of three car parks for visibility and safety and was not sympathetic to the business owner who had themselves removed car parks close to their own building.

T Robson agreed with K Felstead’s comments. The issue arose from significant community concern regarding lack of visibility. It had been a point of discussion since the October meeting where it was originally discussed. He concurred that shortening 2m on the west side did not provide the required improved visibility, especially to see a child running across the road. He supported the removal of all three parks as recommended in the October report.

M Brown totally agreed with the previous comments saying it had been lying on the table long enough.

J Lynn commented he had raised the left hand turn only but on reflection believed it was an all or nothing situation.

7 REPORTS

7.1 40km/h Advisory School speed signs Ohoka School – K Graham (Journey Planner/Road Safety Co-ordinator)

K Graham spoke to the report which was seeking approval for installation of 40km/h advisory school speed signs outside Ohoka School when children were present. The signs would be similar to West Eyreton School. They were not enforceable but acts as a warning to drivers of the school. Speed surveys outside the school showed was not generally excessive but there were some high speeds.
S Farrell asked if the signs were approved could they be installed before the start of the next school year. Staff hoped that would be the case.

Moved K Felstead    seconded J Ensor

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

(a) **Receives** report No 171123127546.

(b) **Approves** the installation of “40km/h when children present” school advisory signs on Jacksons Road at Ohoka School as shown on the attached documents (Trim 150629103361 and 171123127547).

(c) **Circulates** this report to the Utilities and Roading Committee.

**CARRIED**

K Felstead commented the recommendation was common sense and was supported by the community.

J Ensor commented it was an excellent decision, as children did unexpected things.

7.2 **Ohoka Domain Draft Master Plan – G. Stephens (Green Space Community Engagement Officer)**

C Brown spoke to the report commenting that staff had undertaken significant consultation with the community following the presentation of the Draft Master Plan to the Board in September. The feedback received was in two main areas of interest. Firstly the future of the Farmers Market in the Domain and issues with car parking and secondly playground equipment features.

C Brown advised that some members of the community, as well as members of the farmers market, did not believe the playground should be extended as it would take up valuable space for the farmers market in winter or when it was wet. The option to move the existing playground behind the Ohoka Domain Pavilion had been investigated however it would cost an additional $70,000 to move and its current location provided good summer shade.

An alternative plan had been created that did not compromise the outcome for those who supported the original plan. There was still sufficient space to carry out activities and for growth especially in relation to the Ohoka Bush. There were two main changes in the alternative plan and aside from those it was the same that had gone out to consultation.

C Brown went through the elements of the master plan. He noted that some ground stabilisation mat had been installed, however it had not been sufficiently wet for testing. In other parts of New Zealand the mats had worked extremely well. In terms of the playground extension, while it was not usual to have a pedestrian path through the middle of a playground it was not considered detrimental in terms of play value. A flying fox had been a common request, with space identified and ODAG could fund in the future. The new footbridge and gated vehicle entrances would assist with movement into the Domain.

C Brown advised that they had used the opportunity to consult on the relocation of the Ohoka Gate Keepers Lodge and had received positive feedback.

The extension of Ohoka Bush was a continuation of a highly successful community project. The removal of the horse paddock would bring the two areas of the Domain together.
C Brown noted the squaring off the carpark on the alternative plan would better suit the special requirements of the farmers market by providing additional space for parking particularly during the winter months. The tree could be protected through various options. C Brown appreciated why the three trees had been as demarcation and believed the extension to the carpark area would create a line with some symmetry. It was a compromise and was not a large extension leaving green space for the community which would not limit people’s ability to do what they commonly did in the Domain. The alternative plan would cost an additional $20,000. A commercial relationship would be formalised with the market including a fee for them to able to use the Domain which would go some way to repaying the $20,000 to Council.

J Lynn asked if the overall square footage of playground was different between the two plans with C Brown advising it was not. The actual increase in carpark area was small and was a compromise.

J Lynn referred to the difficulty of access to the tennis courts and C Brown advised there had been significant work to the courts 10 years ago. If heavy vehicles were required in the future there were other ways to access, for example by removing a fence.

K Felstead noted that it appeared staff had gone a long way to get a compromise between users of the Domain and asked if staff believed there would be any benefit of a Board visit to the Domain. The implications for funding was discussed. It was noted that if the report lay on the table there was not another opportunity for the Board to approve prior to the draft LTP.

There was some general discussion around changing the layout. C Brown advised it could be discussed with the Board, the ODAG and the Farmers Market representatives on site, and if there were alternatives, he would be happy to explore. C Brown commented that the landscape architects had looked at the layout for a long-time and believed it struck the right balance. If there was not another compromise mutually acceptable, there was a risk to funding.

J Ensor asked C Brown if he believed traffic management for the market was satisfactory. C Brown noted he was not qualified to advise, however the plan provided more pedestrian access straight into the reserve. He noted that traffic slowed when there was a lot of activity present.

K Felstead asked if the recommendation was approved as it was to allow the plan to go to the LTP, would C Brown still be prepared to meet with the Farmers Market and ODAG, and if there were no acceptable alternatives the resolution as approved would still stand. C Brown advised he would be.

M Brown asked if there was anything to stop cars getting onto the main reserve area with staff noting there were bollards protecting the Domain.

J Lynn asked if the market had gained more space and C Brown replied no, however some of the space they use, had become more permanent.

Moved J Lynn       seconded M Brown

THAT the Oxford-Ohoka Community Board:

(a) Receives report No 171123127597

(b) Notes that staff have undertaken initial consultation with the community through a feedback flyer and two ‘drop in’ stations and used the results of this feedback to guide the design of the Draft Master Plan for Ohoka Domain, included as attachment i.

(c) Notes that following a report in October to the Oxford-Ohoka
Community Board which summarised the initial consultation and presented a draft master plan, Staff gained approval to undertake public consultation on this Draft Master Plan. Staff have undertaken this consultation with the community through a feedback flyer (attachment ii) and two ‘drop in’ stations and used the results of this feedback to guide any changes to the design of the Draft Master Plan for Ohoka Domain.

(d) **Notes** that following and as a result of this consultation an Alternative Draft Master Plan (Attachment iii) has been created for Ohoka Domain. This plan has been altered to better suit the needs of the Farmers Market as well as providing for all of the elements in the original plan.

(e) **Notes** that the current estimated cost to implement the Alternate Draft Master Plan is $290,000

(f) **Approves** the Alternative Ohoka Domain Draft Master Plan (Trim No.171123127620) for implementation in 2018/19 subject to Council funding approval of $290,000 in the Long Term Plan in 2018.

(g) **Requests** that staff undertake further discussion with the Ohoka Domain Advisory Group and the Farmers Market. If there is no agreement on an acceptable alternative then the Alternative Ohoka Domain Draft Master Plan (Trim No.171123127620) will stand as resolved in (f) above.

**CARRIED**

J Lynn commented there were challenging issues however he was concerned that if the plan was not approved the improvements would not happen for a long time. It was difficult to suit all parties however the plan was a suitable compromise. The increased facilities for Ohoka’s population was long overdue and he did not want it delayed further. He was hopeful all parties would come to an agreement in the longer term.

M Brown agreed with J Lynn. They had had the same experience with the West Eyreton Concept Plan with compromises required. He did not want to be part of a Board that kept lying reports on the table. It was important for the planning process that it proceeded and be considered through the LTP process.

K Felstead believed staff had ‘bent over backwards’ to reach a compromise and believed they still could. It came down to the protection of one tree. Both aspects of the Domain use were obviously very important and there was plenty of room to achieve both. He was confident the groups could come together to protect the tree.

7.3 **Application for Oxford-Ohoka Community Board Discretionary Grant 2017-2018 – E Cordwell (Governance Adviser)**

S Nichols advised that the West Eyreton School were seeking funds for books for the library. She took the report as read.

Moved: K Felstead   seconded: M Brown

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

(a) **Receives** report No. 171122126837.

(b) **Approves** a grant of $384.76 to West Eyreton School towards the costs of books focussing on healthy eating for the school library.
Amendment:

Moved S Farrell    seconded J Ensor

THAT the Oxford-Ohoka Community Board:

(a) Receives report No. 171122126837.
(b) Declines the application from West Eyreton School.

A Division was called.

For: S Farrell, T Robson, J Ensor .
Against: M Brown, K Felstead, J Lynn and D Nicholl.

AMENDMENT LOST 3:4

S Farrell expressed concern that if the funding was declined the project would not go ahead and questioned how serious the school was about a healthy eating policy. She could not understand the pricing of the Dr Libby book. She noted that West Eyreton was a Bring Your Own Devices school and that students could find information through that. There were lots of booklets available from health providers.

J Ensor believed the request was slightly off track with what the Community Board should be funding. He suggested they should be funding sports equipment rather than food related items.

M Brown provided some context noting that the library was a community building and was not funded by the Ministry of Education, it was open to all the community to use. The board of Trustees were always having to find money from additional sources. He had not read anywhere that the request was outside of funding criteria. S Nichols confirmed that the application met the criteria.

Moved: K Felstead    seconded: M Brown

THAT the Oxford-Ohoka Community Board:

(a) Receives report No. 171122126837.
(b) Approves a grant of $384.76 to West Eyreton School towards the costs of books focussing on healthy eating for the school library

CARRIED

T Robson, S Farrell Against

K Felstead appreciated the different views, commenting that it was not a lot of money and the request met the criteria. It was good to support applications from that area and he did not believe it should be declined.

7.4 Appointment to Advisory Groups and Outside Organisations – Waimakariri Access Group – E Cordwell (Governance Adviser)

S Nichols advised that the report was a request for an appointment to the Waimakariri Access Group (WAG). She noted some members had attended a recent WAG presentation and participation event. S Nichols noted W Doody had been attending as a replacement to the late P Allen. She would take the
report as read. Some Board members were not available due to the timing of the meetings at 11am.

Moved K Felstead seconded J Ensor

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

(a) **Receives** report No. 171122126746.

(b) **Approves** the appointment of Board Member W Doody as the Board’s representative and liaison person to the Waimakariri Access Group subject to W Doody’s approval.

**CARRIED**

8 **CORRESPONDENCE**

S Nichols advised that the Mandeville Sports Club application could be included on the request for a staff report. T Robson requested a breakdown of costings for the Mandeville Sports Club application in the report as well as the amount of grant they currently receive.

M Brown tabled a letter he received from C Roxburgh (Water Asset Manager) (Trim 171211134135) as a member of the Advisory Group regarding consultation on options to upgrade the Garrymere water supply scheme. He also tabled a letter from Bernard Kingsbury a founding member of the Summerhill Water Supply Advisory Group (Trim 171211134140) regarding his concern regarding drilling a new well beside the West Eyreton well. He noted there appeared to be a lot of discussion in the community on the Garrymere scheme. M Brown requested an update on where things were at. S Nichols advised the tabled letters would be forwarded to C Roxburgh. S Markham advised that they would get some information from C Roxburgh prior to February. J Lynn commented that at the public meeting C Roxburgh had been though the options thoroughly. S Nichols commented there would be more community discussion before the next stage, acknowledging varying views.

Moved T Robson seconded S Farrell

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

(a) **Receives** the letter regarding Mandeville Sports Club Inc application for General Landscaping Budget grant (Trim 171127128348).

**CARRIED**

9 **CHAIRPERSON’S REPORT**

9.1 **Chairperson’s Report for November 2017**

Moved T Robson seconded K Felstead

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

(a) **Receives** report No 171128128808.

**CARRIED**

10 **MATTERS FOR INFORMATION**

10.1 **Woodend Sefton Community Board meeting minutes – 9 October 2017**

(Trim No. 171018112702)

10.2 **Woodend Sefton Community Board meeting minutes – 13 November 2017**

(Trim No. 171108121357)
10.3 Rangiora-Ashley Community Board meeting minutes – 11 October 2017 (Trim No. 171018112700).
10.4 Kaiapoi-Tuahiti Community Board meeting minutes – 16 October 2017 (Trim No. 171016111634)
10.5 Library Update – Report to Community and Recreation Committee 21 November 2017 (Trim No. 171109122261).
10.7 Community Facilities Provision – Report to Community and Recreation Committee 21 November (Trim No. 171026115830)
10.8 Annual Report for Te Kohaka o Tuhaitara Trust for the year ended 3 June 2017 – Report to Audit and Risk Committee 28 November 2017 (Trim No. 171103119209).
10.9 Capital Projects Report for the period ended 30 September 2017 - Report to Audit and Risk Committee 28 November 2017 (Trim No. 171107120949).
10.12 Summary of Discretionary Grant Accountability 1 January 2017 to 30 June 2017 – Report to Kaiapoi-Tuahiti Community Board 18 September 2017 (Trim No. 170901094834).
10.13 Summary of Discretionary Grant Accountability 1 January 2017 to 30 June 2017 – Report to Rangiora-Ashley Community Board 13 September 2017 (Trim No. 170831094272).
10.15 Tram Road Speed Limit, Mandeville North – Report to Council 5 December 2017 (Trim No. 171121126353).
10.16 Adoption of Council Standing Orders – Report to Council 5 December 2017 (Trim No. 171115124385).

S Nichols advised that the report on the adoption of Council Standing Orders had been approved at the 5 December Council meeting. It was the intention to have a report before the Board in February regarding the adoption of similar Standing Orders to Council for consistency. There were a handful of items in the Council Standing Orders that were not in the Community Board Standing Orders.

S Farrell commented on the footnote of the Standing Orders papers advising they were adopted on 5 December prior to the Standing Orders actually being adopted, S Nichols advised that it was an administrative process and the document at that point was in draft when presented to the Council.
Moved M Brown  seconded J Lynn

THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.18

CARRIED

11  MEMBERS’ INFORMATION EXCHANGE

11.1 J Lynn

- Commented on advisory signs outside the Ohoka School were a good outcome.
- Attended end of year meeting for Neighbourhood Support and noted the ‘gets ready’ campaign.
- Attended feedback session for Ohoka Domain Draft Master Plan.
- Noted public interest in Tram Road speed limit setting.

11.2 S Farrell

- Invited guest to Mandeville Community Association meeting where the Tram Road speed limit and composting were raised.
- Attended WAG presentation. Commented care was needed to ensure footpaths were safe.
- Attended Stormwater Drainage Bylaw workshop.
- Attended 5 December Council meeting and commented on the Tram Road speed limit process.

11.3 T Robson

- Attended Ashley Gorge meeting where tree felling and pruning on the lower flat for safety purposes was inspected. The work would continue following peak season.
- Attended Stormwater Drainage Bylaw workshop.
- Attended white ribbon event at Oxford Area School. He had been impressed and noted the incredible turnout and the work of Oxford Community Trust and Police.
- Advised there had been comment on ‘Oxford Chit Chat’ regarding rubbish in landscaping around the Oxford Skate Park including broken glass. He requested a report from Greenspace.
- Attended final Youth Council meeting for the year. Requested that the Youth Council minutes be circulated to Community Boards.

11.4 M Brown

- Noted the tabled letters from the advisory group members and request for update.
- Encouraged Swannanoa Cricket Club to provide a written request for funding.
- Encouraged West Eyreton School to request funding through the Discretionary Grant process.
- Attended Mandeville Sports Club Board meeting and noted the issue of sole access had not been discussed.

11.5 K Felstead

Council

- Report on earthquake repairs, costing $39million. He acknowledged the good effort as they were $1.4million under budget.
- Noted the long debate on the Tram Road speed limit, with approval at 80km/hr.
- Waste minimisation – three bins had been approved to go to the LTP.
- Working party set up to review liquor licence bylaw and liquor ban bylaw.
• Approved adoption of Northern Pegasus Bay Bylaw Implementation Plan which gave effect to the bylaw.
• Adopted revised Standing Orders.
• Approved road stopping at Pines Beach area - as a result of earthquakes.
• Kaiapoi Wharf and Marina Precinct - the non-accessible option to the bottom of the terraces had been approved with a split vote on viewpoints that there were other accessible areas to the river.
• Reviewed road policies.

12 CONSULTATION PROJECTS

S Nichols provided an update on the consent for the Mandeville Village Development. The developers had put in a consent late last Thursday, but it had since been sent back to the developers due to incomplete information. Once it had been received staff could set times. When the clock started it would be a 20 working day process. At the end of that time it could either be notified or go to the next stage.

S Nichols noted the email correspondence from E Cordwell regarding the Board Stormwater Drainage Bylaw submission, which had been drafted, and request for feedback. The submission could be formally ratified at the February meeting.

S Farrell expressed concern that the drainage advisory groups had not been consulted as advised and would provide feedback to Governance staff for inclusion in the submission.

S Nichols advised that some of the other community boards who had attended the briefing had decided to submit to endorse the direction the Council had proposed.

S Markham advised that there had been some tweaks to the standard report template in order to ask the question, ‘what have the relevant groups or organisations said?’ as a prompt for staff in putting together a report.

D Nicholl commented that in some cases consultation with outside organisations was a matter of timing. S Farrell argued that was not an excuse for not consulting.

12.1 Stormwater Drainage Bylaw

Consultation closes 5pm, 15 December 2017.
http://www.waimakariri.govt.nz/have-a-say/letstalk/consultations/stormwater-drainage-bylaw

Moved T Robson   seconded S Farrell

THAT the Oxford-Ohoka Community Board:
(a) Resolves that it will submit on the Stormwater Drainage Bylaw.

AND

(b) Notes that any elected member may choose to submit on this matter as a private individual.

CARRIED

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:

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:


J Lynn requested an update on when the new arterial road would be open. There were concerns around dangerous shingle.

The projects were noted by the Board.

14 **BOARD FUNDING UPDATE**

14.1 **Board Discretionary Grant**

Balance as at 7 December 2017: $3,660.95

S Nichols suggested members encourage groups to apply to the grant. It was at the discretion of the Council but the Boards had been warned previously that there was a ‘use it or lose it’ policy. Landscaping grants were different as they could be ring-fenced for an upcoming project.

S Nichols advised that Board Chairs had been invited to a discussion with the Mayor regarding a potential youth scholarship type grant.

15 **MEDIA ITEMS**

Nil.

16 **QUESTIONS UNDER STANDING ORDERS**

Nil.

17 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for Thursday 8 February 2018 commencing at 7.00pm, at Oxford Town Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.58pm.

CONFIRMED

________________________________________
Chairperson

________________________________________
Date
MINUTES OF THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD
HELD IN THE PEGASUS COMMUNITY CENTRE, MAIN STREET, PEGASUS ON
MONDAY 11 DECEMBER 2017 AT 7PM.

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

IN ATTENDANCE
C Sargison (Community and Recreation Manager), S Nichols (Governance Manager),
S Morrow (Land Information Officer), B Rice (Senior Transport Engineer) and E Stubbs
(Minutes Secretary).

The meeting adjourned for a workshop from 7.31pm to 8.16pm.

1 APOLOGIES
Nil.

2 CONFLICTS OF INTEREST
Nil.

3 CONFIRMATION MINUTES
3.1 Minutes of the Woodend-Sefton Community Board – 13 November 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 November 2017, as a true and accurate record.

CARRIED

4 MATTERS ARISING
Nil.

5 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY
Nil.

6 ADJOURNED BUSINESS
Nil.

7 REPORTS
7.1 Requested removal of three Council owned English Oak trees beside the
old Scout Den Building in Woodend Recreation Reserve – G Barnard
(Parks Community Assets Officer)

C Sargison spoke to the report noting that the Scout Den building had been
owned and maintained by the Council since the late 1990’s. In 2015 the
Council had carried out earthquake strengthening and there had been no
request at that time for changes to the grounds. The Council responsibilities
for the building maintenance including spouting. The last recorded complaint
regarding the trees had been from the Lions Club approximately seven years ago. It was recommended by staff that the trees were retained as they provided shade in summer and amenity value. In winter the trees had minimal impact on the building.

Staff advised that if the Board wished to consider the removal of the trees it would require widespread community consultation due to the greater interest of the community.

C Sargison noted recent awareness by staff of the gutter guards being removed during the earthquake strengthening work and which had not been replaced, and was now being followed up. The removal of the gutter guards had caused the spouting to fill will acorns and cause overflow during the winter, however that matter was being resolved and was not anticipated to be an issue in the coming autumn/winter. C Sargison also noted that the tenants paid a minimum rental for the building and power with an understanding they carried out basic maintenance such as picking up acorns. Following a query from R Mather it was confirmed that gutter guards were a requirement of the maintenance contract for Council buildings and the guarding matter would be rectified shortly.

R Mather had noticed a cable running through the middle of the trees and enquired as to its purpose. C Sargison advised that it was a telephone cable which the Toy Library would no longer require when they moved out of the building in the near future. Once the Toy Library left the cable could be removed.

J Archer believed that The Lions had had to replace the guttering in the past. C Sargison commented that many years ago (ie in excess of ten years), however the Council was responsible for the building maintenance.

J Archer asked if the acorn drop had been taken into consideration, with C Sargison advising that it was considered basic maintenance for users of the building to clean up acorns.

S Powell asked if there had been any other complaints and C Sargison replied there were none on record.

A Allen sought clarification on what the previous Lions complaint was, with C Sargison advising that it was in regard to acorns and shade.

Moved J Meyer seconded A Thompson

THAT the Woodend-Sefton Community Board:

(a) Receives report No.171123127354
(b) Approves the retention of the three English Oak (Quercus robur) trees located in Woodend Recreation Ground adjacent to the Council owned Old Scout Den.
(c) Notes that the retention of the three trees is consistent with section 3.3 of the Council’s standard operating procedure for the removal of trees and Council’s Streets and Reserves Tree Policy S-CP4535.

CARRIED

J Meyer commented that he had been to look at the trees and would be saddened if they were to go, which is not going to be the case now. It was important to have shade in the heat of summer and it was not a big ask for the building users to clear the acorns.

A Thompson commented it was a good report that answered the questions raised.
J Archer believed replacing the gutter barriers would assist the situation and he would take the report back to The Lions.

A Blackie supported the motion and stated that there was little reasoning to remove the healthy trees. He commented on the funding Council spent on providing shade to playgrounds every year and here was natural shading that was beneficial to building users. A Blackie commented positively on the report, the expertise of staff, and the ease to collect the acorns.

S Powell commented on her first hand observations of the trees, and foresaw no issue with the trees remaining and the overflow situation was improved once the spouting was protected.

A Allen reiterated the importance of the spouting issues being addressed.

7.2 Road Naming – Ravenswood Developments Limited, Woodend – S Morrow (Land Information Officer).

S Morrow spoke briefly to the report which sought approval of road names for the commercial development stage of Ravenswood.

R Mather enquired if it was in keeping with the road naming policy to have family member’s names as road names, citing criteria included local historical or geographical significance.

S Powell asked if there was any research undertaken on the accuracy of information of submitted road names from Ravenswood. S Morrow replied that he would presume/trust that the developer had done some research. Some of the names suggested by the developer were declined by staff due to their use already in the district.

C Sargison suggested that the Board could formulate its own List of Pre-Approved Road Names to assist developers for future road and reserve names. A list was not currently available for the Woodend-Seton community area. Local museum staff and historians could assist as there was not the resourcing available from staff. S Powell advised of receiving a list from local historian John Harris a few days before, but there was only brief background information and further research would be needed.

C Sargison advised that the Board could choose to leave the report to lie on the table until an approved list was available to provide to the developer. The Kāiapoi Museum, John Harris, the Rūnanga and any other appropriate source could be consulted to create the list. It would not exclude developers from bringing suggestions however it was a starting point. The list could be reviewed annually.

A Thompson commented that the road naming requested by Ravenswood was for the commercial area that was under development and was conscious that it should be addressed quickly. It was not believed to be an issue until April 2018.

Moved R Mather    seconded J Archer

THAT the Woodend-Seton Community Board:
(a) Receives report no 171121126109
(b) Lies the report on the table until an approved list of road and reserves names is available.

CARRIED
R Mather noted that the Board had been publically criticised in The Woodpecker and she was in favour of putting aside the road naming until further discussions occurred.

J Meyer commented that it was an important subject and the Board would not get another opportunity to get it right.

*The meeting adjourned for a workshop from 7.31pm to 8.16pm.*

7.3 Appointment to Advisory Groups and Outside Organisations – Waimakariri Access Group (WAG) – E Cordwell (Governance Adviser)

S Nichols took the report as read, noting that some members had attended a recent WAG presentation. The meetings were usually held at 11am on the second Tuesday of the month.

Moved R Mather seconded A Allen

**THAT** the Woodend-Sefton Community Board:

(a) **Receives** report No. 171122126742.

(b) **Approves** the appointment of Board Member S Powell as the Board’s representative and liaison person to the Waimakariri Access Group.

**CARRIED**

S Powell commented she was happy to be appointed as she had an interest in the issues.

8 CORRESPONDENCE

Moved S Powell seconded R Mather

**THAT** the Woodend-Sefton Community Board:

(a) **Ratifies** the Woodend-Sefton Submission to NZTA (Safe Roads) regarding proposed safety improvements on State Highway 1 Ashley to Belfast (Trim 171130130095).

**CARRIED**

A Thompson commented it was good to see the submission made. The recent NZTA consultation was a positive event with genuine discussion and thinking about the issues.

S Powell commented she was impressed with NZTA staff who had considered other safety items at the consultation.

J Archer believed it was a good submission.

9 CHAIRPERSON’S REPORT

9.1 **Chairperson’s Report for November-December 2017**

Moved A Blackie seconded R Mather

**THAT** the Woodend-Sefton Community Board:

(a) **Receives** report No. 171204131167.

**CARRIED**

10 MATTERS FOR INFORMATION

10.1 **Community Facilities Provision** – Report to Community and Recreation Committee 21 November (Trim No. 171026115830)
C Sargison provided an overview of the Community Facilities Provision report to the Board. He commented that the key matter in relation to the Board’s community area was the future provision of space for a library and community centre. It was important to have a location secured, noting there were two Long Term Plan (LTP) opportunities to bring the matter forward if required.

The report looked at standards for new buildings. The Oxford Service Centre and library was smaller than that which was being suggested for the Woodend Sefton area. The LTP had provision for rental of the current Pegasus Community Centre and it was useful to have the current usage monitored. C Sargison advised that there would be funding in the following year to support an investigation into a possible location, noting the current population of Pegasus was 2,600.

S Powell expressed concern that the current provision could be stretched out to ten years and Pegasus already met the population criteria for a larger permanent community centre. C Sargison advised the Board had two more opportunities to submit to the LTP before that, with the first submission in March 2018.

R Mather expressed concern that the Pegasus Community Centre was not addressed in the report and felt the Library was a separate issue to the Community Centre. Staff had commented that the lease arrangement of the Community Centre was a cheaper option than another building, but it was a temporary measure to enable further conversations, assessments and options to be explored. The Kaiapoi Library had a community meetings space which the library provided good supervision for. Staff acknowledged it was not the norm to have the Pegasus model.

S Powell asked if the ventilation system at the Rangiora Library was being improved. C Sargison replied staff were working to find a solution with the designer.

J Meyer questioned whether purchasing land in Ravenswood was the right location. There was general agreement that Ravenswood and Woodend were one area, and acknowledged there was no land available in Woodend and that it was important that land was secured in Ravenswood.

10.2 Oxford-Ohoka Community Board meeting minutes – 9 November 2017
(Trim No. 171108121373)

10.3 Rangiora-Ashley Community Board meeting minutes – 8 November 2017
(Trim No. 171108121421).

10.4 Library Update – Report to Community and Recreation Committee 21 November 2017 (Trim No. 171109122261).


10.6 Annual Report for Te Kohaka o Tuhaitara Trust for the year ended 3 June 2017 – Report to Audit and Risk Committee 28 November 2017 (Trim No. 171103119209).

10.7 Capital Projects Report for the period ended 30 September 2017 - Report to Audit and Risk Committee 28 November 2017 (Trim No. 171107120949).


10.10 Request for Funding for Council Share of Petries Road Water Main – Report to Council 7 November 2017 (Trim No. 171027116244)
10.11 Summary of Discretionary Grant Accountability 1 January 2017 to 30 June 2017 – Report to Kaiapoi-Tuahiwi Community Board 18 September 2017 (Trim No. 170901094834)

10.12 Summary of Discretionary Grant Accountability 1 January 2017 to 30 June 2017 – Report to Oxford-Ohoka Community Board 7 September 2017 (Trim No. 170825091888)

10.13 Summary of Discretionary Grant Accountability 1 January 2017 to 30 June 2017 – Report to Rangiora-Ashley Community Board 13 September 2017 (Trim No. 170831094272)

10.14 Tram Road Speed Limit, Mandeville North – Report to Council 5 December 2017 (Trim No. 171121126353)

10.15 Adoption of Council Standing Orders – Report to Council 5 December 2017 (Trim No. 171115124385)

S Nichols advised that the Council had adopted revised Standing Orders at its December meeting. A report would be brought to all Community Board’s in early 2018 regarding adopting very similar standing orders. It would be good to have consistency between the Boards and Council. The changes were mostly around the orders being in more ‘plain English’ and flowing.

10.16 Earthquake Infrastructure Recovery Programme – November 2017 Update Report to Council 5 December 2017 (Trim No. 171122127014)


Moved A Blackie    seconded J Archer

THAT the Woodend-Seton Community Board receives the information in items 10.1 - 10.17.

CARRIED

11 MEMBERS' INFORMATION EXCHANGE

11.1 November - December Diary for J Archer, R Mather and A Thompson (Trim No. 171204131244)

11.2 A Allen

- Attended Jill Creamer trail opening.
- Attended NZTA drop in session.
- Attended Community Board training.
- Attended Neighbourhood Support meeting, which was positive.
- Congratulated Kaiapoi Promotions Association for the great hosting of the Jordan Luck concert where she had been MC. She hoped it could become an annual event.

11.3 A Blackie

- Was elected by the Council as Chairperson of the Pegasus Bylaw Implementation Group.

11.4 J Meyer

- Appreciated the appointment of a new member to WAG, which he had been a part of for a long time and believed the more people around that table the better for positive community outcomes.

11.5 R Mather

- Noted concerns regarding mowing in Pegasus.
- Received feedback thanking the Board for what they had achieved over the year.
• Attended end of year function for Te Kohaka O Tuahitara Trust. Was supportive of their new management of the Western Ridge Conservation Area.
• Would attend the memorial for the late Karen Eastwood, including a blessing in the Karen Eastwood Park situated by the Pegasus Lake and will give a brief speech on behalf of the Board.

S Powell noted that the Board had been invited to attend the Sefton Carols.

12 CONSULTATION PROJECTS
12.1 Stormwater Drainage Bylaw
Consultation closes 5pm, 15 December 2017.
http://www.waimakariri.govt.nz/have-a-say/letstalk/consultations/stormwater-drainage-bylaw

S Nichols advised that the Board could resolve to submit on the Stormwater Drainage Bylaw. If so a draft could be circulated for Board comment and ratified at a later meeting. A number of the Boards were submitting to provide feedback that the Council was on the right track.

A Blackie advised that as a member of the hearing panel he would stand aside from the Board’s submission.

Moved A Thompson seconded A Allen

THAT the Woodend-Sefton Community Board:

(a) Resolves that it will submit on the Stormwater Drainage Bylaw.

AND

(b) Notes that any elected member may choose to submit on this matter as a private individual.

CARRIED
A Blackie abstained

12.2 Lees Road and Barkers Road Speed Limit Review
Consultation closes 5pm, 15 December 2017.

13 FOSTERING COMMUNITIES

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:

14.2 New Arterial Road, Kaiapoi
Regular updates on the progress of the new Arterial Road will be posted on the Council’s website. There are also links to intersection layout plans for
each of the new intersections. The updates can be located using the link below:

15 BOARD FUNDING UPDATE
15.1 Board Discretionary Grant
Balance as at 11 December 2017: $1,935.97.
S Nichols suggested board members encourage groups to apply for the discretionary grant.
The Board would discuss and formulate a submission to the LTP during March.

16 MEDIA ITEMS
Nil.

17 QUESTIONS UNDER STANDING ORDERS
Nil.

18 URGENT GENERAL BUSINESS UNDER STANDING ORDERS
Nil.

NEXT MEETING
The next meeting of the Woodend-Seton Community Board is scheduled for 7pm, Monday 12 February 2018 at the Pegasus Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.52pm.

CONFIRMED

________________________
Chairperson

________________________
Date

Workshop held from 7.31pm to 8.16pm.
1. Rangiora Woodend Road (at Woodend end), Safety and Speed Matters
Bill Rice (Senior Transport Engineer)
Staff provided an update on the current proposals and was thanked by the Board.
MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD
HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, RANGIORA SERVICE
CENTRE, 215 HIGH STREET, RANGIORA ON WEDNESDAY 13 DECEMBER 2017 AT
7PM.

PRESENT
J Gerard QSO (Chair), D Lundy (Deputy Chair), R Brine, M Clarke, 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 Graham (Journey Planner/Road
Safety Co-ordinator), B Rice (Senior Transport Engineer), E Sard (Greenspace Community
Assets Officer), G Reburn (Parks and Recreation Operations Team Leader), D Ayers (Mayor),
E Cordwell (Governance Adviser) and E Stubbs (Minute Secretary).

J Gerard noted the presence of K Barnett in the gallery and congratulated her on her
appointment to the Council.

The meeting adjourned for a workshop from 7.21pm to 7.30pm and again from 7.59pm to
8.08pm.

1 APOLOGIES
Nil.

2 CONFLICTS OF INTEREST
Item 7.5 M Clarke for the Lions Club of Rangiora (Millton Memorial Dog Park) and
Croquet Club funding applications.

Item 7.5 K Galloway for the Lions Club of Rangiora (Millton Memorial Dog Park)
funding application.

Item 7.5 C Prickett for the Loburn School funding applications

3 CONFIRMATION OF MINUTES

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

Moved P Williams seconded D Gordon

THAT the Rangiora-Ashley Community Board:

(a) Amends the minutes of the Rangiora-Ashley Community Board

meeting held on 8 November 2017. G Miller to be included in Members

Information Exchange noting attendance at Wellbeing North

Canterbury AGM, attendance at Passchendaele Memorial event and

meeting with C Brown for Keep Rangiora Beautiful. C Prickett had

noted the opening of the Jill Creamer walkway but did not attend.

(b) Confirms the circulated minutes of the Rangiora-Ashley Community

Board meeting, held on 8 November 2017, with these amendments as

a true and accurate record.

CARRIED
4 MATTERS ARISING

4.1 Proposed change of venue for 14 November 2018 Community Board meeting – E Cordwell (Governance Adviser)

E Cordwell advised that the Cust Community Hall was not available on Wednesday evenings for Board meetings due to long term use by a significant community group. She was currently investigating the Cust School as a potential venue. D Gordon suggested another potential venue was Route 72 Café and asked if that had been investigated. E Cordwell advised the venue may be suitable for an informal session however it is not suitable for a formal Board meeting with deputations and a public gallery. It was her suggestion to book Loburn Domain as a fall-back while other venues were investigated and an update would be provided for the February 2018 meeting.

Moved D Gordon seconded C Prickett

THAT the Rangiora-Ashley Community Board:

(a) Receives Memo No. 171130130244.

CARRIED

D Gordon requested options be explored in Cust. It was a significant rural community and he felt it was important the Board had a presence there.

J Gerard advised that at the previous meeting there had been a request for information regarding the costs of the Councillors’ visit to Passchendaele Memorial events in Belgium. A reimbursement for accommodation was expected from the Belgium hosts which would reduce the overall costs by approximately $6,000.

5 DEPUTATIONS AND PRESENTATIONS

Nil.

6 ADJOURNED BUSINESS

Nil.

7 REPORTS

7.1 Pedestrian Refuges in the Ashgrove School environs – K Graham (Journey Planner/Road Safety Co-ordinator)

K Graham spoke briefly to the report. In her role as Road Safety Co-ordinator, K Graham had held discussions with Ashgrove School regarding parking. A basic travel survey had been carried out which found the majority of children travelled by car. The school were keen to encourage more active travel however parents had safety concerns with walking particularly around road safety, and crossing points. K Graham referred to the attachment which showed the proposed new crossing points. In addition some near misses had been reported in those areas. Traffic counts in the area included 218 vehicles per hour on Kingsbury Avenue during peak time.

P Williams queried the cost of the crossing points. It was advised crossing points were $4,000 each.

C Prickett asked if there were issues with the footpath on only one side of the road, as the matter had been raised by caregivers. K Graham advised that
on occasion a crossing could be provided to get to the other side were a footpath was. Going forward they would work with developers and the District Plan. C Prickett asked if staff were aware of any existing developments that were an issue. K Graham replied she was not personally aware.

Moved P Williams seconded K Galloway

THAT the Rangiora–Ashley Community Board:
(a) Receives report No 171201130547.
(b) Approves the installation of
- A pedestrian refuge island on Ashgrove Street at the intersection with Kingsbury Avenue;
- A pedestrian refuge island on White Street at the intersection with Kingsbury Avenue, as shown on the attached document (Trim No. 171201130559).
(c) Circulates this report to the Utilities and Roading Committee.

CARRIED

P Williams was supportive and believed it was good for the safety of the children. It had been less expensive than he expected.

K Galloway believed it was a practical and sensible solution. He suggested that there were other areas where islands were needed and asked if there would be a survey of required crossing points for the north-west area including Epsom Drive. K Graham advised that an Action in the Road Safety Plan was to audit infrastructure around schools to assist children’s journeys to school.

S Lewis was fully supportive noting that it was a very busy area at 3pm.

7.2 Carrs Road / Cones Road Intersection Improvements – B Rice (Senior Transport Engineer)

B Rice spoke to the report noting that the various options for the intersection had been discussed at the Board meeting on 8 November 2017. He advised that following further investigations option 3a (a possible option to reduce cost) was not viable, as it would not meet the Council’s Engineering Code of Practice minimum standard for a T Intersection. Costs savings would in any case be very small and there were some safety issues which required addressing.

There was also to be a review of speed limits across the district and the intersection would also be included as part of that process.

P Williams asked if people in the Cones Road area had been surveyed. B Rice advised that survey forms had been placed in all mailboxes. Most forms distributed were returned. P Williams noted that a previously concerned resident had not responded.

Moved D Gordon seconded C Prickett

THAT the Rangiora–Ashley Community Board:
(a) Receives report No. 171129129959.
(b) Approves detailed design and construction of intersection improvements which include a single access at more or less mid-point of the curve, and seal widening to accommodate a flush median, in accordance with drawing number 3820 (TRIM 171201130539).
(c) Notes that funding is available through the minor improvements budget.
(d) Notes that this work is eligible for NZTA funding (51%).
(e) Notes that a District wide speed limit review is proposed, starting in 2018.

CARRIED

D Gordon commented that he had taken on board the professional advice from staff and the work undertaken. As a local resident, he knew the intersection well and believed it was dangerous. He strongly supported the improvements to proceed and noted the NZTA 51% contribution.

C Prickett agreed with D Gordon and was in support. He noted anecdotally that the school bus did not stop there.

The meeting adjourned for a workshop from 7.21pm to 7.30pm.

7.3 Rangiora – Ashley Community Board Wiltshire Court Proposed Planting Plan – G Barnard (Parks Community Assets Officer)

G Reburn spoke to the report noting the purpose was to seek a decision on the future of trees in Wiltshire Court. There had been two reports to the Board previously regarding two specific trees and the Board had resolved not to remove either and had requested a report on a planting programme for Wiltshire Court.

In September 2016 there had been a street meeting with 24 attendees. Over 70% of people wanted the trees removed and replaced with smaller, visually attractive trees. The recommendation to remove all remaining seven street trees resulted from this consultation rather than via Council policy. The tree outside No.25 needed to be removed due to poor health. Some of the trees were creating infrastructure damage including kerb and channel. In terms of low hanging branches he was not aware of impact on street users. An additional consideration was to improve tree spacing. Staff appreciated the trees had been present for some time and provided amenity and shade.

J Gerard asked if it was possible to mitigate infrastructure damage if the trees remained and G Reburn replied it was possible, however there had not been a detailed investigation.

G Miller asked how many trees had been planted originally, G Reburn was not sure, noting some had been intermittently removed over the years.

J Hoult asked if replacement trees would be the same as the one at the entrance to Wiltshire Court. G Reburn commented it was good to have consistency. A species without prolific root growth would be desirable.

J Hoult asked if the replanting would move the tree further from No.7A. G Reburn confirmed this would be the case, and the spacing would be more even.

K Galloway asked if the tree at No.25 had lifted the fence. G Reburn was uncertain, acknowledging it had definitely created some movement in the pavement.

K Galloway asked if it would be possible to retain the tree outside Bainswood Hospital.

C Prickett asked if the residents had seen the proposed new sites for trees. G Reburn believed it had been discussed with residents. The locations could be tweaked during planting.
Moved J Gerard    seconded P Williams

THAT the Rangiora–Ashley Community Board:

(a) Receives report No. 171201130524.

(b) Approves the removal of the Council owned street tree outside No.25 Wiltshire Court.

(c) Approves the replanting of an appropriate species of Cherry Tree outside No.25 Wiltshire Court.

CARRIED

J Hoult Abstained
G Miller, K Galloway Against

J Gerard commented that the removal of all the trees was not consistent with Council policy. He agreed the tree outside No.25 needed to be removed. He believed if the Board removed the balance of the trees that were healthy he was uncertain how the Board could seek to retain other existing trees throughout Rangiora in the future. The trees had been there for a long time; longer than most residents. He had sympathy with the residents but removing all the trees clearly went against Council policy.

P Williams commented that apart from the tree outside No.25 all trees looked healthy and he could not see the infrastructure damage. He believed they were nice, mature specimen trees that would be a shame to remove. If the Board approved the removal of these trees there would be precedent set for removing trees in other streets where people did not like trees.

G Miller spoke against the motion. He believed the streetscape was a bit of a mess, with a number of the original trees having already been removed. It would be an improved streetscape if there was consistency from one tree to another and they were spaced properly.

D Gordon supported the motion. He did not like removing healthy trees that had grown over time. He believed the streetscape was good and better than many other streets. If the Council started removing trees at the request of a resident it was likely there would be many other similar requests. The motion was consistent with Council policy.

R Brine concurred with D Gordon’s comments.

C Prickett commented the issue was with the policy that allowed the trees to be planted in the first instance and it was a lesson for future subdivisions. He was supportive of the motion.

K Galloway looked at the issue from an appearance point of view, commenting that the removal of some trees and replanting with other trees would improve the look of the street overall. He suggested No.7 should also be removed as it was too close to the driveway.

7.4 Proposed removal of Western boundary Shelterbelt in Dudley Park – E Sard (Greenspace Community Assets Officer)

E Sard spoke to the report outlining the public consultation and noting that 95% of feedback was in favour of removal of the western boundary shelterbelt in Dudley Park. 58% were in favour of a replacement shelterbelt. Three sports clubs supported removal and two clubs were in favour of a replacement shelterbelt. Staff were not in favour of replacement as its removal would improve visibility, establishing a new shelterbelt would be difficult and costly and there were trees directly to the east.

C Prickett commented that some of the arguments from the previous report could be applied to the shelterbelt. He requested justification of not reinstating the shelterbelt. E Sard noted it was an unusual situation, however the Board
should be reassured there were the established trees to the east of the shelterbelt.

G Miller asked if the shelterbelt was removed could it be partly replaced with specimen trees as in the south of the park. Staff confirmed that could occur, and a balance could be created with different species suited to the climate.

J Hoult asked if staff believed the removal of the shelterbelt and planting with specimen trees would be more aesthetically pleasing. Staff acknowledged the suggestion.

D Lundy enquired how long the western boundary of Dudley Park was. E Sard advised it was approximately 400metres, so the shelterbelt represented about half of the boundary.

P Williams asked if the shelter belt looked like it was dying. Staff confirmed that was the situation.

Moved G Miller seconded K Galloway

**THAT** the Rangiora–Ashley Community Board:

(a) **Receives** report No. CPR-04-21-22.03/ TRIM 171123127317

(b) **Notes** that the removal of the shelterbelt is consistent with section 3.3 of the Council’s standard operating procedure for the removal of trees and Sports and Recreation (Reserves Management Plan 2015) policies.

(c) **Approves** the removal of the 200m length of Blue Arizonica Cypress shelterbelt which form part of the Dudley Park western boundary adjacent to White Street.

(d) **Notes** that a bollard and chain fence will be installed once the shelterbelt is removed and that suitable specimen trees will be planted.

**CARRIED**

G Miller noted the shelterbelt was dying and commented that specimen trees would look nice.

K Galloway advised that the current shelterbelt was 80 years old. He supported the removal and liked the idea of replacement specimen trees, as it would improve the visual effect from the road and clean up rubbish.

*The meeting adjourned for a workshop from 7.59pm to 8.08pm.*

7.5 **Applications for Rangiora-Ashley Community Board Discretionary Grant 2017-2018 – E Cordwell (Governance Adviser)**

J Gerard noted the additional application for consideration which was late due to an administrative error.

Moved S Lewis seconded R Brine

**THAT** the Rangiora–Ashley Community Board:

(a) **Receives** report No. 171129129571.

(b) **Approves** a grant of $500 to Presbyterian Support Upper South Island towards the costs of a Suicide Prevention Event on Wednesday 28 February 2018.

(c) **Approves** a grant of $500 to the Lions Club of Rangiora NZ incorporated towards the costs of two shelters to be located in the Millton Memorial Dog Park.
(d) **Approves** a grant of $500 to Loburn School towards the costs towards the costs of Year 8 students participating in the William Pike Challenge Award.

(e) **Approves** a grant of $500 to Rangiora Croquet Club Inc. towards the costs of a dishwasher.

(f) **Approves** a grant of $500 to SeniorNet North Canterbury towards the costs of promoting basic computing and digital literacy courses, workshops and events offered by SeniorNet for older adults

**AND**

(a) **Receives** report no. 171211134411.

(b) **Approves** a grant of $500 to Trinity Methodist Mainly Music towards the costs of creating a lockable storage room for storage for sound and musical equipment

CARRIED

D Gordon suggested that further advertising of the Board’s Discretionary Fund would be helpful.

7.6 **Appointment to Advisory Groups and Outside Organisations – Waimakariri Access Group – E Cordwell (Governance Adviser)**

Moved R Brine seconded K Galloway

**THAT** the Rangiora–Ashley Community Board:

(a) **Receives** report No. 171122126749.

(b) **Ratifies** the appointment of Board Member Murray Clarke as the Board’s representative and liaison person to the Waimakariri Access Group.

CARRIED

8 **CORRESPONDENCE**

E Cordwell advised that there were currently no WDC noted operational or other funds available to assist with the requested sealing of a section in front of the Rangiora Table Bowls Club building. The Club had been advised of this and that an application should be made via the Annual/Long Term Plan process. The Board could also be mindful of this request when making its own submission to these Plans.

Moved R Brine seconded J Gerard

**THAT** the Rangiora-Ashley Community Board:

(a) **Receives** the request from the Rangiora Table Bowls Club for assistance in sealing a section of parking in front of the Rangiora Table Bowls Club building (Trim 170928104775).

(b) **Receives** the Memo from K Graham (Journey Planner/Road Safety Coordinator) regarding termination of 960 Rangiora to Airport/Hornby bus service (Trim 171127128507).

CARRIED
9 CHAIRPERSON’S REPORT

9.1 Chair’s Diary for November 2017

Moved J Gerard seconded R Brine

THAT the Rangiora-Ashley Community Board:

(c) Receives report No. 171204131177.

CARRIED

10 MATTERS FOR INFORMATION

10.1 Oxford Ohoka Community Board meeting minutes – 5 October 2017
(Trim No. 171018112694)

10.2 Oxford-Ohoka Community Board meeting minutes – 9 November 2017
(Trim No. 171108121373)

10.3 Woodend Sefton Community Board meeting minutes – 13 November 2017
(Trim No. 171108121357)

10.4 Kaiapoi-Tuahwi Community Board meeting minutes – 16 October 2017
(Trim No. 171016111634)

10.5 Library Update – Report to Community and Recreation Committee
21 November 2017 (Trim No. 171109122261).

10.6 2018-21 National Land Transport Programme – support for Cycle
Education programme and funding – Report to Council 7 November 2017
(Trim No. 170922102542).

10.7 Community Facilities Provision – Report to Community and Recreation
Committee 21 November (Trim No. 171026115830)

10.8 Annual Report for Te Kohaka o Tuhaitara Trust for the year ended 3 June
2017 – Report to Audit and Risk Committee 28 November 2017(Trim No.
171103119209).

10.9 Capital Projects Report for the period ended 30 September 2017 - Report
to Audit and Risk Committee 28 November 2017(Trim No. 171107120949).

10.10 Local Government Excellence Programme –Waimakariri Independent
Assessment Report Report to Audit and Risk Committee 28 November
2017(Trim No. 171122126753).

10.11 Annual Report for Enterprise North Canterbury for the year ended
30 June 2017 Report to Audit and Risk Committee 28 November 2017(Trim
No. 171103119284).

10.12 Summary of Discretionary Grant Accountability 1 January 2017 to
30 June 2017 – Report to Kaiapoi-Tuahwi Community Board 18 September
2017 (Trim No. 170901094834)

10.13 Summary of Discretionary Grant Accountability 1 January 2017 to
30 June 2017 – Report to Oxford-Ohoka Community Board 7 September
2017 (Trim No. 170825091888)

10.14 Summary of Discretionary Grant Accountability 1 January 2017 to
30 June 2017 – Report to Woodend-Sefton Community Board 11 September
2017 (Trim No. 170830093802)

10.15 Tram Road Speed Limit, Mandeville North – Report to Council 5 December
2017 (Trim No. 171121126353)

10.16 Adoption of Council Standing Orders – Report to Council 5 December 2017
(Trim No. 171115124385)

10.17 Earthquake Infrastructure Recovery Programme – November 2017
Update Report to Council 5 December 2017 (Trim No. 171122127014)
10.18 **Extension of Recycling and Refuse Kerbside Collection Contract 10/16**

Report to Council 27 October 2017

C Prickett asked if it were the intention of the Community Boards to adopt the new Council Standing orders and suggested there were a couple of significant issues they could attend training on. E Cordwell noted that Community Boards’ Standing Orders were the same as those of the Council, although both documents were visually different as they had been overhauled and re-sequenced by LGNZ and were much easier to read and navigate. The proposal for Community Boards to adopt this ‘new version’ of Standing Orders would be by way of a report in early 2018.

Moved R Brine    seconded D Lundy

**THAT** the Rangiora-Ashley Community Board receives the information in items 10.1-10.18.

CARRIED

11 **MEMBERS’ INFORMATION EXCHANGE**

11.1 **R Brine**

- The kerbside waste collection contract had been extended to enable business as normal for the next two years, by which time the tender process for the new rubbish collection would be completed. The proposed three bin system would be considered as part of the LTP process.

11.2 **K Galloway**

- Pleased to see adoption of pedestrian refuges and acknowledged there was a need for pedestrian refuges and slowdown signs at playgrounds.
- Noted the new pipes in the Milton Road Dog Park and the quiz night held to raise money for shelters.
- Commented that the Snap Send Solve App system worked very well.
- Attended update session regarding High Street lights and commented that it was very positive.
- Joined Rangiora Promotions.

11.3 **D Lundy**

- Attended Rangiora Museum’s Celebrations on behalf of the Board.
- Attended Civil Defence training on 23 November which was the same night as Rangiora Celebration Night.
- Advised that in late January 2018 a number of trees would be removed at Loburn Reserve as part of the implementation of a comprehensive health and safety programme.

11.4 **D Gordon**

- Commented that the Celebration Night, Christmas in the Park and Christmas Parade were great events and that Rangiora Promotions was doing an outstanding job. Suggested that the Board send a note of congratulations.
- Attended meeting with residents of Ashley Street concerned with quality of road seal which created loud road noise. A solution would be implemented in the New Year.
- Attended High Street lights meeting, acknowledging it was a work in progress.
- It was a busy time for Council with meetings in the lead up to Christmas and leading into the LTP. Noted the plans for the new court facility.
- Acknowledged the Christmas Tree Festival in the Council Foyer. Suggested a letter be sent to the voluntary group and noted the proceeds were going towards a defibrillator for the Town Hall.

11.5 **P Williams**
• Noted there was a good turnout of voters in the by-election and welcomed K Barnett back to Council.
• Noted the large number of meetings occurring through December for Councillors.
• Noted the high water demand throughout the district during the recent hot dry spell. Alarms for the Rangiora water supply went off for the first time last week. Loburn was in Category 4 restrictions meaning no watering.

11.6 C Prickett
• Noted that it would be a long time before recharge of the Southern Ashley rural scheme took place.
• Noted damage to rural road markers. Suggested that contractors should advise Council of damage.

11.7 G Miller
• Attended Stormwater Drainage Bylaw Review meeting and fully supported the draft submission from the Board.
• Attended Access Group seminar and gained a greater understanding of mobility impediments.
• Attended High Street lights update. He would like to see a report in due course.
• Noted the Kaaipoi Community Christmas dinner and asked if there was something similar in Rangiora. D Gordon would forward an email from T Sturley regarding the Rangiora dinner for people on their own at Christmas.
• Requested discussion during Member’s Forum of Keep Rangiora Beautiful’s proposals for areas around the railway track and Milton Avenue/Cones Road.

11.8 S Lewis
• Attended Rangiora Museum’s Celebrations on behalf of the Board and had greatly enjoyed it.
• Early Records Society was looking for a larger building.
• Was pleased with progress of the Passchendaele Memorial Cycleway.
• Attended the Rangiora Celebration Night and commented that it was a great event.

11.9 J Hoult
• Attended and enjoyed the Rangiora Celebration Night.
• Attended Volunteer Canterbury workshop that looked at how to get more people to volunteer. Noted that each age group required a different approach to attracting volunteers.
• Timebank – working on funding applications. Presbyterian Support was providing assistance as an overarching body. In time Timebank would become an incorporated society.

11.10 M Clarke
• Attended Stormwater Drainage Bylaw meeting and commented it was a sensible approach.
• Attended High Street lights session.
• Attended Waimakariri Access Group meeting.
• Missed Waimakariri Health Advisory Group meeting which was the same night as ‘Toot for Tucker’. Noted the large turnout to provide assistance.

12 CONSULTATION PROJECTS
12.1 Stormwater Drainage Bylaw
Consultation closes 5pm, 15 December 2017
http://www.waimakariri.govt.nz/have-a-say/letstalk/consultations/stormwater-drainage-bylaw

12.2 **Lees Road and Barkers Road Speed Limit Review**
Consultation closes 5pm, 15 December 2017.
The Board noted the consultation projects.

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:

14 **BOARD FUNDING UPDATE**
14.1 **Board Discretionary Grant**
Balance as at 13 December 2017: $10,264.04.

15 **MEDIA ITEMS**
Nil.

16 **QUESTIONS UNDER STANDING ORDERS**
Nil.

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

**NEXT MEETING**
The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 14 February 2018 in the Council Chambers at the Rangiora Service Centre.

THERE BEING NO FURTHER BUSINESS THE MEETING WAS CLOSED AT 8.44PM.
Workshop

Keep Rangiora Beautiful Proposed Projects (8.40 to 8.50 pm)

Greg Miller update members on the work of KRB as regards railway track side beautification and that the group were working with Chris Brown’s team. The work was going well and Chris had asked if the KRB could also consider work around Milton Avenue/Cones Road.

J Gerard thanked Greg and KRB for all their hard work.
MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD
HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWA KAIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KAIAPOI ON MONDAY 18 DECEMBER 2017
COMMENCING AT 4PM.

PRESENT
J Watson (Chair), C Greengrass (Deputy Chair), R Blair, M Pinkham, P Redmond and S Stewart.

IN ATTENDANCE
Councillors J Meyer and A Blackie, Mayor D Ayers
J Palmer (Chief Executive), G Cleary (Manager Utilities and Roading), O Davies (Drainage Asset Manager), J Fraser (Utilities Planner), K Graham (Journey Planner/Road Safety Co-ordinator), T Sturley (Community Team Manager), S Hart (Business and Centres Manager), and A Smith (Committee Advisor)

1 APOLOGIES
There were no apologies

2 CONFLICTS OF INTEREST
No conflicts of interest were noted, N Atkinson subsequently declared a conflict of interest (in his role with Tag Busters), during questions in Item 5.2, Painting of the Kaiapoi Skate Park Bowl art project.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Kaiapoi-Tuahtiwi Community Board – 20 November 2017

Moved J Watson seconded C Greengrass

THAT the Kaiapoi-Tuahtiwi Community Board:
(a) Confirms the circulated minutes of the Kaiapoi-Tuahtiwi Community Board meeting, held 20 November 2017, with the following corrections, as a true and accurate record.

Item 5.1, M Pinkham comment, addition of the word “left” to clarify that concerns were with the left turning traffic at the intersection.

Item 7.3, replace last paragraph page 5, final comments from S Stewart to read as follows:

S Stewart questioned the applicability of a denitrification wall in the Silverstream environment where the high nitrate levels are a result of farming practices considerable distances upstream. S Stewart understands as a practical tool the walls have not had wide uptake as a successful treatment option. While an interesting research topic, S Stewart doubts whether this is a worthwhile undertaking and relevant in the Waimakaniri zone environment.

CARRIED
4 MATTERS ARISING

4.1 The Board noted its 24 November 2017 submission to the District Licensing Committee regarding the application for an off licence by Bottle’O Silverstream Limited. (Trim 171121125924).

J Watson thanked Board members P Redmond and C Greengrass for attending the recent District Licensing Committee hearing, representing the Board in presenting its opposition to the Bottle’O Silverstream off-licence application.

5 DEPUTATIONS AND PRESENTATIONS

5.1 Jill Waldron, Chairperson of the Waimakariri Access Group spoke to the Board regarding the role of the group (Refer Item 7.2 Appointment to Advisory Groups and Outside Organisations – Waimakariri Access Group).

J Waldron has been a member of the Group since 2004, and Chairperson for six years.

With the aid of a PowerPoint presentation, J Waldron provided an overview of the Access Group and its beginnings. The group was started as The North Canterbury District Committee on Disability in 1999. Original membership included representatives from Police, Safer Rangiora, Presbyterian Support Injury Prevention, National Council of Women, Rest Home Association and other independent members.

The original aim of the group was to heighten public awareness to some of the difficulties people with impairments had in carrying out normal activities of daily living. Support and advocacy was provided to people when there were issues that needed to be worked through to improve accessibility.

Today the Waimakariri Access Groups primary aim is to promote access to public places and facilities and have a barrier free inclusive environment for all people. Membership of the group comprises volunteers with a high level of expertise in the area of disability and accessibility issues in the community.

The group is guided by the NZ Disability Strategy, the United Nations Convention on Rights of Disabled People and the Waimakariri Accessibility Strategy. The group see plans for public amenities and facilities from concept stage and through various stages of development to provide information and experiences on physical access to libraries, swimming pools and community buildings. Ideas are contributed so the design of Council housing and facilities is appropriate, accessible, safe and available for everyone, including people with impairments.

The Group heightens public awareness of the difficulties that some people with impairments and challenges experience in undertaking normal community activities. Meetings are held on the second Tuesday of each month at the Council Rangiora Service Centre at 11am. New members and interest groups are always welcome.

5.2 Andrew Besuyen, co-chair of the Youth Council, spoke to the Board regarding the Kaiapoi Skate Park Bowl art project.

The Youth Council have secured funding from Creative Communities to apply Graffiti Art to the skate park Bowl. Conditions of the grant were that the Youth Council seek the support of the Kaiapoi-Tuahiwi Community Board and also work with the Councils Greenspace Unit on the detailed arrangements for the Graffiti Art creation day.

The Youth Council have contacted a Christchurch artist and intend to engage all the local high schools to be part of this project. The Youth Council seeks the support of the Community Board for this project. There will need to be
consideration of the actual paint used and how this can be hardwearing and withstand the use of the skateboarders. This is something that will need discussion with the painter.

At this stage, N Atkinson declared a conflict of interest in this item and withdrew from the table.

C Greengrass queried how those currently graffit‘ing the skate park could be approached to work on this project? The Youth Council did not know how this could be achieved and that the plan was to approach the high schools. S Stewart suggested contacting the Police who may know the people who do the graffiti.

There was unanimous support for this project from all the Board members. It was agreed that the Board would be comfortable with writing a letter of support to the Police if this were needed at any point.

5.3 Environment Canterbury (ECan) and Council staff provided an update to the Board with regard to upcoming maintenance works on the Kaiapoi River and surrounds.

Andrew Arps (Zone Delivery Team Manager, ECan) and Owen Davies (Drainage Asset Manager, Waimakariri District Council), were present.

A Arps provided information on the plantings that are planned for the riverbanks. It is proposed to plant willow trees and dependant on the site, a narrow range of indigenous trees.

The recent removal of some of the trees was due to them being dangerous or obstructive.

The proposal with new plantings is not to obstruct any views, rather to enhance biodiversity, with self-seeding varieties. Part of the mix of varieties that are being suggested for planting is as a consequence of this. Planting areas will be approximately 30 metres long and 5 metres wide. These are not necessarily dense plantings. It is planned to start this project in April 2018.

N Atkinson suggested that there were several interest groups in Kaiapoi with whom the planting plan should have been shared, including the Kaiapoi River Rehabilitation Working Party, the Kaiapoi Town Centre Plan Committee and the Regeneration Steering Group.

Mr Palmer suggested that Kaiapoi River Rehabilitation Working Group would be the lead group in this area, though other groups could also workshop this matter. G Cleary suggested that there could be a workshop planned with the River Rehabilitation Group, and invite representatives from any of the other groups mentioned as well.

A Blackie suggested the Rūnanga needs to be involved in discussions regarding any planting. A Arps said this plan was prepared by ECan’s Parks Department and considered they would have spoken with the Runanga about this.

S Stewart believed all the inputs from the Council side need to get together and discuss this, particularly the Kaiapoi Town Centre Plan Committee. S Stewart suggested that before March 2018, there needs to be a wide ranging workshop to discuss this.

6 ADJOURNED BUSINESS

Nil.
7 REPORTS

7.1 40km/h Advisory School speed signs Clarkville School, Heywards Road – Kathy Graham (Journey Planner/Road Safety Co-ordinator)

K. Graham presented this report seeking approval from the Board for the installation of ‘40km/h when children are present’ advisory school zone signs outside Clarkville School, on Heywards Road. These signs are approved for general use by the New Zealand Transport Agency (NZTA).

Clarkville School currently has an unofficial crossing point where cones are put out for crossing before and after school hours. The current speed limit on the stretch of Heywards Road near the school is 70kph. A traffic survey has noted that the average speeds during drop off and pick up was 42kph, though there was some vehicles also recorded travelling at 100kph. Ohoka School has also recently had similar signage installed outside their school, as has West Eyreton School. The signs are large and are easily visible to drivers approaching. Signs are estimated to cost $600 - $1000 to install.

Moved J Watson seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No 171207133080.
(b) Approves the installation of “40km/h when children present” school advisory signs on Heywards Road outside Clarkville School on Heywards Road as shown on the attached documents (Trim 150629103361 and 171207133082).
(c) Circulates this report to the Utilities and Roading Committee.

CARRIED

7.2 Appointment to Advisory Groups and Outside Organisations – Waimakariri Access Group – Edwina Cordwell (Governance Advisor)

This report requests that the Board consider appointing a representative to the Waimakariri Access Group (WAG). It was suggested that there be an individual representative from this Board, rather than the Council representative John Meyer, also being the representative for this Board. It was noted that all the other Community Boards have each appointed a representative.

Moved J Watson seconded N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No. 171122526748.
(b) Approves the appointment of Board Member C Greengrass as the Board’s representative and liaison person to the Waimakariri Access Group.

CARRIED
8 CORRESPONDENCE

Moved J Watson seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives the letter acknowledging Kaiapoi-Tuahiwi Community Board submission on the Draft Accessibility Strategy. (Trim 171114123698)

CARRIED

9 CHAIRPERSON’S REPORT

9.1 Chair’s Diary for November-December 2017

In addition to events noted in this report, J Watson advised she had also attended The Pines Beach Christmas Party.

Moved J Watson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 171212134795.

CARRIED

10 MATTERS REFERRED FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes — 9 November 2017
(Trim No. 171108121373)

10.2 Rangiora-Ashley Community Board meeting minutes — 8 November 2017
(Trim No. 171108121421).

10.3 Woodend Sefton Community Board meeting minutes — 13 November 2017 (Trim No. 171108121357)

10.4 Library Update — Report to Community and Recreation Committee 21 November 2017 (Trim No. 171109122261).


10.6 Annual Report for Te Kohaka o Tuhaitara Trust for the year ended 3 June 2017 — Report to Audit and Risk Committee 28 November 2017 (Trim No. 171103119209).

10.7 Community Facilities Provision — Report to Community and Recreation Committee 21 November (Trim No. 171026115830)

10.8 Capital Projects Report for the period ended 30 September 2017 - Report to Audit and Risk Committee 28 November 2017 (Trim No. 171107120949).

10.10 **Annual Report for Enterprise North Canterbury for the year ended 30 June 2017** – Report to Audit and Risk Committee 28 November 2017 (Trim No. 171103119284).

10.11 **Summary of Discretionary Grant Accountability 1 January 2017 to 30 June 2017** – Report to Oxford-Ohoka Community Board 7 September 2017 (Trim No. 170825091888)

10.12 **Summary of Discretionary Grant Accountability 1 January 2017 to 30 June 2017** – Report to Rangiora-Ashley Community Board 13 September 2017 (Trim No. 170831094272)

10.13 **Summary of Discretionary Grant Accountability 1 January 2017 to 30 June 2017** – Report to Woodend-Seton Community Board 11 September 2017 (Trim No. 170830093802)

10.14 **Tram Road Speed Limit, Mandeville North** – Report to Council 5 December 2017 (Trim No. 171121126353)

10.15 **Adoption of Council Standing Orders** – Report to Council 5 December 2017 (Trim No. 171115124385)

10.16 **Earthquake Infrastructure Recovery Programme – November 2017 Update** – Report to Council 5 December 2017 (Trim No. 171122127014)

10.17 **District Regeneration – Draft Road Stopping Plans for The Pines Beach** – Report to Regeneration Steering Group 5 November 2017 (Trim No. 170908097449)

10.18 **Licence to Occupy, Waimakariri Sailing and Power Boat Club, Kairaki** – Report to Regeneration Steering Group 4 December 2017 (Trim No. 171114123505).


Regarding Item 10.15, Adoption of Council Standing Orders. P Redmond noted that it is proposed the Board consider adopting a new version of Standing Orders in March 2018. LGNZ have overhauled the current version into a more readable and easy to navigate form. LGNZ have provided two documents (Council and Community Board) but the actual Standing Orders contained within them are consistent with each other and with those already used by WDC. P Redmond suggested there could be some more detailed engagement prior to the report being presented. Mr Palmer noted that this could be a good topic for a subsequent joint All Boards workshop.

Moved J Watson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.19.

CARRIED

11 **MEMBERS’ INFORMATION EXCHANGE**

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

**P Redmond**

Attended Accessibility Workshop and experienced travelling around Rangiora in a motorised mobility scooter.
24th November attended the DLC Hearing for Bottle’O Silverstream Off Licence application and presented the Board’s Submission.
28th November – attended Miss Lilly’s book launch

Attended the Regeneration Steering Group December 4 meeting

Waimakariri Health Advisory Group (WHAG) – Kathy Sinclair is the newly appointed Independent Chair

Tessa Sturley will be taking over from Madeleine Burdon from early 2018 on the WHAG. Noted at the last meeting that there are issues with a shortage of volunteer drivers

Attended Kaiapoi Maritime Book Launch for “Taking the Bar”. Suggested a copy of the book be given to the Council.

Attended Kaiapoi Carnival evening function for the concert.

Participating in the Carnival Parade with the Mayor and Mayoress

Attended the Rangiora Christmas Parade

Went to the Kaiapoi RSA Christmas function

Attended the WDC Long Service Awards function

Attended Christmas Carols in Trousselot Park.

**Martin Pinkham**

Attended the ‘Taking the Bar book launch. Congratulated the Maritime Trust on this book

Attended Young Parents’ College prize giving at Kaiapoi High School

Attended Kaiapoi Christmas Carnival on the Friday night which was well attended, with not so many in attendance at the Christmas Parade on the Saturday. Consideration needs to be given in future whether a two day carnival is feasible.

Has been working with Enterprise North Canterbury(ENC) on the Cycling Strategy around North Canterbury.

**John Meyer**

2018 is looking like being a busy year, a lot of work has been going on behind the scenes by staff, and a lot of work coming up in the New Year.

Attended the Kaiapoi Christmas Carnival and also noted that numbers of those attending were down.

**Sandra Stewart**

Attended the Hui a Iwi, at Tuahiwi Marae at the end of November, over 3 days, which was an impressive event.

Noted that the Stormwater Drainage Bylaw Review period has closed.

Attended Water Zone Committee Workshop and meeting held on 11 December.

Recent media reports suggest it is possible that deep groundwater from Waimakariri may be flowing beneath the river and towards Christchurch aquifers. This water may become contaminated with nitrates from intensive farming. This is based on recent studies undertaken by ECan scientists. More detail will be brought back to the Water Zone Committee on this matter in the New Year.

S Stewart asked when ECan are going to come and speak to the Board on the salinisation in Kaiapoi River.

Kaiapoi Carnival –suggests there needs to be discussion at the Community Board on the future running of this event.
C Greengrass
Attended Pines Kairaki Christmas Party
Attended the Waimakariri Access Group workshop and took part in practical demonstrations. This was an informative day.
Attended the ‘Taking the Bar’ book launch and congratulated the Maritime Trust on this book
Attended the Darnley Club Christmas party
Attended Red Cross Lunch
Noted that You Me We Us are considering forming a sub-committee to hold a River Carnival on Waitangi Day in 2019.
Amazing Race day on Sunday 3 December was a great success.

R Blair
Attended the Darnley Club Christmas party
North Canterbury Neighbourhood Support group have had end of year function.

Al Blackie
Pegasus Bay Bylaw Implementation Group – Appointed Chair of this group
Attended the Hui a Iwi, manned Council stall for half a day
Attended the ‘Taking the Bar’ Book Launch – congratulated Phillip Redmond in his role as Master of Ceremonies for the event.
Attended Local Heroes event in Christchurch,

Neville Atkinson
District Development Strategy Deliberations meeting 13 December
District Licensing Committee Hearing 24 November
Noted there were two fails in a controlled purchasing operation at licensed premises on the weekend in the district and very disappointed to note that there have been ten fails in the past 12 months.

12 CONSULTATION PROJECTS
There are no current consultation projects.

13 REGENERATION PROJECTS
13.1 Town Centre, Kaiapoi
Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:

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:

13.3 **Kaiapoi Regeneration Steering Group**
The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 29 January 2018. This meeting is open to the public.

14 **BOARD FUNDING UPDATE**
14.1 **Board Discretionary Grant**
Balance as at 16 October: $2,400.

15 **MEDIA ITEMS**
No media items.

16 **QUESTIONS UNDER STANDING ORDERS**
Philip Redmond asked: Why festive signage and decorations is not evident in the town centre of Kaiapoi?

N Atkinson noted that previously the Kaiapoi Promotions Association have undertaken arrangements for the Christmas decorations in Kaiapoi town centre and this has not been arranged through the Community Board.

17 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**
There was no urgent general business.

**NEXT MEETING**
The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 19 February 2018 at the Ruataniwha Kaiapoi Civic Centre.

There being no further business, the meeting closed at 5.35pm.

CONFIRMED

__________________________________________
Chairperson

__________________________________________
Date
1. Briefing (Public Excluded)
   Fire and Emergency Services New Zealand (FENZ) were present.
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO: GOV-18 / 180129008044
REPORT TO: Council
DATE OF MEETING: 7 February 2018
FROM: David Ayers, Mayor
SUBJECT: Mayor’s Diary 28 November to 29 January 2018

1. SUMMARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 28 November</td>
<td>Interview with Compass FM Radio Station</td>
</tr>
<tr>
<td></td>
<td>Youth Council meeting</td>
</tr>
<tr>
<td>Wednesday 29 November</td>
<td>Participated in a Mayors Professional Advisory Group</td>
</tr>
<tr>
<td></td>
<td>Teleconference</td>
</tr>
<tr>
<td></td>
<td>Idea Services Building Opening, Rangiora</td>
</tr>
<tr>
<td></td>
<td>ENC Board Meeting</td>
</tr>
<tr>
<td></td>
<td>Rangiora Promotions Last Wednesday Club</td>
</tr>
<tr>
<td>Thursday 30 November</td>
<td>Mayoral Forum Dinner</td>
</tr>
<tr>
<td>Friday 1 December</td>
<td>Mayoral Forum Meeting</td>
</tr>
<tr>
<td></td>
<td>Civil Defence Emergency Management Group Joint Committee Meeting</td>
</tr>
<tr>
<td></td>
<td>Canterbury Regional Transport Committee Meeting</td>
</tr>
<tr>
<td></td>
<td>Function of Chinese Consulate General, Christchurch</td>
</tr>
<tr>
<td>Saturday 2 December</td>
<td>Rewi Alley Garden Unveiling, Amberley (Hurunui District Council)</td>
</tr>
<tr>
<td></td>
<td>Called into staff Christmas picnic, Waikuku Beach</td>
</tr>
<tr>
<td>Monday 4 December</td>
<td>Interview with David Hill (North Canterbury News)</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Tuesday 5 December</td>
<td>Interview with Compass FM Radio Station</td>
</tr>
<tr>
<td>Wednesday 6 December</td>
<td>Community Team thank you Morning Tea</td>
</tr>
<tr>
<td></td>
<td>Te Kohaka o Tuhaitara Trust End of Year Function, Woodend Beach</td>
</tr>
<tr>
<td></td>
<td>Kaiapoi Port History Book-Launch</td>
</tr>
<tr>
<td></td>
<td>Rangiora High School Y13 Graduation</td>
</tr>
<tr>
<td>Thursday 7 December</td>
<td>LGNZ Governance and Strategy Advisory Group, Wellington</td>
</tr>
<tr>
<td></td>
<td>Citizenship Ceremony</td>
</tr>
<tr>
<td></td>
<td>Attended farewell for Jill Atkinson, Environment Canterbury</td>
</tr>
<tr>
<td></td>
<td>Christchurch Kiwibank Local Hero Medal Presentation Ceremony – Crs Dan Gordon and Al Blackie attended this on my behalf.</td>
</tr>
<tr>
<td></td>
<td>Kaiapoi High School Senior Prizegiving</td>
</tr>
<tr>
<td>Friday 8 December</td>
<td>Interview with David Hill (North Canterbury News)</td>
</tr>
<tr>
<td></td>
<td>Farewell to Graeme Barber. Principal, Woodend School</td>
</tr>
<tr>
<td></td>
<td>Kaiapoi Christmas Carnival</td>
</tr>
<tr>
<td>Saturday 9 December</td>
<td>Kaiapoi Christmas Carnival</td>
</tr>
<tr>
<td></td>
<td>WDC Staff Christmas Function, Waipara</td>
</tr>
<tr>
<td>Sunday 10 December</td>
<td>Rangiora Christmas Party and Parade</td>
</tr>
<tr>
<td>Monday 11 December</td>
<td>Oxford Area School Y1-6 Prizegiving</td>
</tr>
<tr>
<td></td>
<td>Canterbury Museum Trust Board meeting</td>
</tr>
<tr>
<td></td>
<td>Waimakariri Water Zone Committee meeting</td>
</tr>
<tr>
<td></td>
<td>Oxford Area School Y7-10 Prizegiving</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Tuesday 12 December</td>
<td>Interview with Compass FM Radio Station</td>
</tr>
<tr>
<td></td>
<td>Rangiora High School Junior Prizegiving</td>
</tr>
<tr>
<td></td>
<td>Deputy Mayor Kevin Felstead represented the Council at the function</td>
</tr>
<tr>
<td></td>
<td>to celebrate the birthday of the Emperor of Japan</td>
</tr>
<tr>
<td>Wednesday 13 December</td>
<td>Rural Canterbury PHO Meeting with Cr Dan Gordon</td>
</tr>
<tr>
<td></td>
<td>Waimakariri Road Safety Co-ordinating Committee</td>
</tr>
<tr>
<td></td>
<td>Museum Staff Christmas Party</td>
</tr>
<tr>
<td></td>
<td>Rangiora-Ashley Community Board meeting</td>
</tr>
<tr>
<td>Thursday 14 December</td>
<td>Annual Staff Long Service Certificate Presentation</td>
</tr>
<tr>
<td></td>
<td>Art on the Quay Exhibition Opening, Kaiapoi</td>
</tr>
<tr>
<td></td>
<td>88Sqn ATC End-of-Year Parade</td>
</tr>
<tr>
<td>Friday 15 December</td>
<td>Greater Christchurch Partnership Committee meeting</td>
</tr>
<tr>
<td></td>
<td>View Hill School End-of-Year</td>
</tr>
<tr>
<td></td>
<td>Oxford Library &amp; Service Centre Opening</td>
</tr>
<tr>
<td></td>
<td>Interview with David Hill (North Canterbury News)</td>
</tr>
<tr>
<td></td>
<td>Carols in the Park, Trousselot Park, Kaiapoi</td>
</tr>
<tr>
<td>Saturday 16 December</td>
<td>Pegasus Christmas by the Lake</td>
</tr>
<tr>
<td>Sunday 17 December</td>
<td>Navy Memorial (HMS Neptune) Service, HMNZS Pegasus</td>
</tr>
<tr>
<td></td>
<td>Oxford Santa Parade</td>
</tr>
<tr>
<td></td>
<td>Christmas at the Willows, Loburn</td>
</tr>
<tr>
<td></td>
<td>Rangiora Harness Racing Christmas Meeting – Deputy Mayor Kevin Felstead attended on my behalf.</td>
</tr>
<tr>
<td>Monday 18 December</td>
<td>Kaiapoi-Tuahiwi Community Board meeting</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Tuesday 19 December</td>
<td>Interview with Compass FM Radio Station</td>
</tr>
<tr>
<td></td>
<td>Sister City Discussion</td>
</tr>
<tr>
<td></td>
<td>Library Christmas Party, Rangiora</td>
</tr>
<tr>
<td>Wednesday 20 December</td>
<td>Waimakariri-Passchendaele Trust meeting</td>
</tr>
<tr>
<td></td>
<td>Kaiapoi Tuahiwi Community Board Dinner</td>
</tr>
<tr>
<td>Tuesday 9 January</td>
<td>Interview with Compass FM Radio Station</td>
</tr>
<tr>
<td>Friday 12 January</td>
<td>Interview with David Hill (North Canterbury News)</td>
</tr>
<tr>
<td></td>
<td>Met representatives of Arts Canterbury</td>
</tr>
<tr>
<td>Tuesday 16 January</td>
<td>Interview with Compass FM Radio Station</td>
</tr>
<tr>
<td>Thursday 18 January</td>
<td>Welcome-back ENC Trustee Function</td>
</tr>
<tr>
<td>Friday 19 January</td>
<td>Interview with David Hill (North Canterbury News)</td>
</tr>
<tr>
<td>Tuesday 23 January</td>
<td>Interview with Compass FM Radio Station</td>
</tr>
<tr>
<td>Thursday 25 January</td>
<td>Deputy Mayor Kevin Felstead represented me at the Library Reading Challenge Teen Party, Kaiapoi</td>
</tr>
<tr>
<td>Friday 26 January</td>
<td>Deputy Mayor Kevin Felstead represented me at the Library Reading Challenge Pre-School Party, Kaiapoi</td>
</tr>
<tr>
<td></td>
<td>Crs John Meyer, Neville Atkinson and Paul Williams attended thank-you function for CDEM volunteers in my absence</td>
</tr>
<tr>
<td>Saturday 27 January</td>
<td>Library Reading Challenge - Primary Party</td>
</tr>
<tr>
<td></td>
<td>Farewell to Rapa Nui ancestor (Canterbury Museum), Tuahiwi Marae</td>
</tr>
<tr>
<td>Sunday 28 January</td>
<td>Attended Kaiapoi Food Forest Open Day</td>
</tr>
<tr>
<td></td>
<td>Attended Exhibition Opening at the Chamber Gallery, Rangiora</td>
</tr>
<tr>
<td>Monday 29 January</td>
<td>Opening of New Buildings, Kaiapoi North School</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>Opening of New Buildings, Kaiapoi High School</td>
<td></td>
</tr>
<tr>
<td>Regeneration Steering Group Meeting, Kaiapoi</td>
<td></td>
</tr>
</tbody>
</table>

**THAT** the Council:

(a) **Receives** report № 180129008044

David Ayers

**MAYOR**