

# Waimakariri District Council

# Agenda

Tuesday 4 July 2023

1.00pm

Council Chambers  
215 High Street  
Rangiora

**Members:**

Mayor Dan Gordon

Cr Neville Atkinson

Cr Al Blackie

Cr Robbie Brine

Cr Brent Cairns

Cr Tim Fulton

Cr Jason Goldsworthy

Cr Niki Mealings

Cr Philip Redmond

Cr Joan Ward

Cr Paul Williams

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The Mayor and Councillors

**WAIMAKARIRI DISTRICT COUNCIL**

A meeting of the **WAIMAKARIRI DISTRICT COUNCIL** will be held in THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, on **TUESDAY 4 JULY 2023** commencing at 1pm.

Sarah Nichols  
GOVERNANCE MANAGER

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

**BUSINESS**

Page No

**1. APOLOGIES**

**2. CONFLICTS OF INTEREST**

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

**3. ACKNOWLEDGEMENTS**

**4. CONFIRMATION OF MINUTES**

**4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 6 June 2023**

10 - 23

**RECOMMENDATION**

**THAT** the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the meeting of the Waimakariri District Council meeting held on Tuesday 6 June 2023.

**4.2 Minutes of an extraordinary meeting of the Waimakariri District Council held on Tuesday 20 June 2023**

*(Item 4.2 To be included in the Supplementary Agenda)*

**MATTERS ARISING (FROM MINUTES)**

**5. DEPUTATIONS AND PRESENTATIONS**

**5.1 Oxford Dark Sky Group**

Miles Dalton, ENC, will provide a presentation on behalf of the Oxford Dark Sky Group.

**5.2 Joe Holland, will be present to speak on:**

- Our Water
- Agenda 2030
- Taumata Arowai

## 6. **ADJOURNED BUSINESS**

Nil.

## 7. **REPORTS**

### 7.1 **Nomination of Councillor Greater Christchurch Spatial Plan Hearing Panel** – M Bacon (Development Planning Manager)

24 - 29

#### *RECOMMENDATION*

**THAT** the Council:

- (a) **Nominates** Cr Brine to represent the Waimakariri District Council on the Greater Christchurch Spatial Plan hearings panel.
- (b) **Approves** the remuneration of Councillor Brine in relation to fees related to the Greater Christchurch Spatial Plan hearings in accordance with the Local Government Members (2022/23) Determination 2022.
- (c) **Notes** the Terms of Reference for the Greater Christchurch Spatial Plan attached as appendix (i) Trim no 230505064518 to this report.

### 7.2 **Rangiora On-road Cycleway** – K Straw (Civil Projects Team Lead) and D Young (Senior Engineering Advisor)

30 - 69

#### *RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** Report No. 230619089921.

#### **EITHER**

- (b) **Proceeds** with a separated cycleway along Ashley Street, Ivory Street, Percival Street and Southbrook Road.
- (c) **Allocates** an additional \$1.7million to cover the shortfall in the Strategic Cycling projects in 2023/24.
- (d) **Notes** the loss of 224 carparks.

#### **OR**

- (e) **Does not proceed** with a separated cycleway along Ashley St, Ivory St, Percival St and Southbrook Rd.
- (f) **Requests** that Waka Kōtahi reallocates the budget allocated for this project to offsetting predicted cost over-runs in the other three Strategic Cycleway projects.
- (g) **Requests** that staff provide a report on options to provide a Grade 3 cycleway along Ashley St, Ivory St, Percival St and Southbrook Rd to be considered as part of the 2024-34 LTP deliberations.



7.3 **Turbidity issues at Oxford Rural No. 1 Water Supply** – C Fahey (Water and Wastewater Asset Manager)

70 - 84

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** Report No. TRIM 230621092693.
- (b) **Approves** an additional budget of \$120,000 under the Oxford Rural No.1 water supply account for unplanned emergency works on the Rockford Road River Intake and the Rockford Road Deep Well sites.
- (c) **Notes** that these works are required to make the emergency and backup sources operational and to ensure that they will be compliant with the new Drinking Water Quality Assurance Rules (DWQAR).
- (d) **Approves** bringing forward the existing capital budgets of \$600,000 that have been allocated for the installation of a second well at McPhedrons Road WTP in 2024/25 (\$10,000) and 2025/26 (\$590,000), to 2023/24 (\$300,000) and 2024/25 (\$300,000).
- (e) **Notes** that of the \$600,000 allocated for the installation of the second well, \$300,000 will be spent in 2023/24 on well consenting, well drilling and well development works. The remainder \$300,000 will be spent in 2024/25 on well pump installation and connecting to the McPhedrons Road WTP.
- (f) **Notes** that the second well at McPhedrons Road is expected to be operational in late 2024 which will enable the existing McPhedrons Well to be taken offline for re-development.
- (g) **Notes** that the rating implication of the additional \$120,000 budget will increase the Oxford Rural No.1 water rate by 1.1% or by \$9.65 for a standard 2 unit connection, from \$909.20 to \$918.85, from July 2024.
- (h) **Notes** that the maintenance budgets for the Oxford Rural No. 1 water supply will likely be overspent in 2022/23 and 2023/24 due to additional unplanned works required to bring the secondary Rockford Road Deep Well back in service as a secondary well source and to make Rockford Road River Intake operational.
- (i) **Circulates** this report to the Oxford-Ohoka Community Board for their information.

7.4 **Huria Reserve Heritage and Mahinga Kai Area Statement of Intent for 2023-24** – D Roxborough (Implementation Project Manager – District Regeneration)

85 - 100

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** Report No. 230619090949.
- (b) **Approves** the Statement of Intent prepared by Te Kōhaka o Tūhaitara Trust for the Huria Reserve Heritage & Mahinga Kai reserve for the 2023/24 financial year.
- (c) **Notes** that the project is now over 2 years into physical implementation works and at the time of writing this report the forecast expenditure as at the end of the 2022/23 year is \$721,000, which is in line with current year-to-date budget of \$721,540; and this expenditure was made directly by WDC to suppliers. The project has overall approximate \$1.8m budget with approximately \$1.1m forecast remaining at the end of this financial year.

- (d) **Approves** Staff transferring the 2023/24 year budget of \$390,000 (rounded figure) from the project ledger to the Te Kōhaka o Tūhaitara Trust bank account, for the purposes of their implementation of the project over the coming financial year; noting that this is within the existing 2023/24 year budget allowance of \$397,940, and in line with Council's previously approved approach to delivery of the HMK project and the lease terms.
- (e) **Notes** that future years Statement of intent and Accountability reports will be submitted to Audit and Risk Committee, for the staged transfer of the forecast remaining Regeneration Activity budgets for the Heritage & Mahinga Kai project, and that this provision is included in the previously approved terms of the lease (subject to ongoing ratification of future years' spend in future Annual Plan processes).
- (f) **Notes** that a WDC staff member is retained on the Joint Working Group and part of that responsibility is to assist with the monitoring of progress and expenditure of the transferred project budget in accordance with the Statement of Intent and the Terms of Reference for the Joint Working Group.
- (g) **Circulates** this report to the Kaiapoi-Tuahiwi Community Board.
- (h) **Circulates** this report to the Mahi Tahi Joint Development Committee.

7.5 **Draft Community Outcomes for Public Consultation** – T Allinson (Senior Policy Analyst)

101 - 105

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** Report No. 230620091156.
- (b) **Approves** the draft community outcomes and indicators (TRIM No. 230620091150) going out for public consultation.
- (c) **Appoints** Councillors Joan Ward (as Long-term Plan Portfolio Holder), ....., and ..... to the Hearing Panel to hear any submissions to the draft community outcomes and provide recommendations to Council on any further amendments to the statements and their indicators because of feedback received.
- (d) **Circulates** this report to the Community Boards for their information.
- (e) **Notes** that officers will seek to work with Te Ngāi Tūāhuriri representatives to get their feedback on the draft community outcomes and that there may be targeted indicator statements resulting from this process which will be tabled with Council at the meeting.

**SUPPLEMENTARY AGENDA ITEMS**

7.6 **Submission Waka Kotahi Bilingual Signage Consultation** – T Allinson (Senior Policy Analyst) and A Mace-Cochrane (Transportation Engineer)

7.7 **Submission on Water Services Entities Amendment Bill** – T Allinson (Senior Policy Analyst)

7.8 **Elected Member Remuneration and Expenses Policy** – S Nichols (Governance Manager)

## 8. **MATTERS REFERRED FROM COMMITTEES AND COMMUNITY BOARDS**

There were no matters referred.

## 9. **HEALTH, SAFETY AND WELLBEING**

### 9.1 **Health, Safety and Wellbeing Report June 2023** – J Millward (Chief Executive)

106 - 118

#### *RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** Report No 230621092371
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

## 10. **COMMITTEE MINUTES FOR INFORMATION**

### 10.1 Minutes of a meeting of the Community and Recreation Committee meeting of 23 May 2023

119 - 130

### 10.2 Minutes of a meeting of the Audit and Risk Committee meeting of 13 June 2023

131 - 142

#### *RECOMMENDATION*

**THAT** Items 10.1 to 10.2 be received information.

## 11. **COMMUNITY BOARD MINUTES FOR INFORMATION**

### 11.1 Minutes of the Rangiora-Ashley Community Board meeting of 10 May 2023

143 - 154

### 11.2 Minutes of the Oxford-Ohoka Community Board meeting of 7 June 2023

155 - 175

### 11.3 Minutes of the Woodend-Sefton Community Board meeting of 12 June 2023

176 - 188

### 11.4 Minutes of the Rangiora-Ashley Community Board meeting of 14 June 2023

189 - 198

#### *RECOMMENDATION*

**THAT** Items 11.1 to 11.4 be received for information.

## 12. **CORRESPONDENCE**

*(See Supplementary Agenda)*

## 13. **COUNCIL PORTFOLIO UPDATES**

- 13.1 **Iwi Relationships** – Mayor Dan Gordon
- 13.2 **Greater Christchurch Partnership Update** – Mayor Dan Gordon
- 13.3 **Government Reforms** – Mayor Dan Gordon
- 13.4 **Canterbury Water Management Strategy** – Councillor Tim Fulton
- 13.5 **Climate Change and Sustainability** – Councillor Niki Mealings
- 13.6 **International Relationships** – Deputy Mayor Neville Atkinson
- 13.7 **Property and Housing** – Deputy Mayor Neville Atkinson

**14. QUESTIONS***(under Standing Orders)***15. URGENT GENERAL BUSINESS***(under Standing Orders)***16. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED***Section 48, Local Government Official Information and Meetings Act 1987.*

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

1. That the public is excluded from:
  - The following parts of the proceedings of this meeting

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
16.1	Confirmation of Council public excluded minutes 6 June 2023 meeting	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
16.2	Authorisation to approach additional landowner – New Gravel Quarry location	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Section 7 (2)(i)
16.3	Council Contribution Towards Linking Charles Upham and Huntingdon Drives	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Section 7 (2)(i)
16.4	Rangiora Bunnings Site – Prospective Future usage and Land Swaps	Good reason to withhold exists under section 7	To maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of Council, and to enable Council holding the information to carry on, without prejudice or disadvantage, negotiations as per LGOIMA section 7 (2) (f[i]) and (i).
16.5	Proposed Sale of 198 Swannanoa Road, Fernside	Good reason to withhold exists under section 7	To maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of Council, and to enable Council holding the information to carry on, without prejudice or disadvantage, negotiations as per section 7 (2) (f[i]) and (i).
16.6	Proposed Sale of 7 Adian Way, Loburn	Good reason to withhold exists under section 7	To maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of Council, and to enable Council holding the information to carry on, without prejudice or disadvantage, negotiations as per section 7 (2) (f[i]) and (i).

16.7	Contract 22/28 Graffiti Abatement -Maintenance: Tender Evaluation and Contract Award Report	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Section 7 (2)(h)
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**CLOSED MEETING**

*Refer to Public Excluded Agenda (separate document)*

**OPEN MEETING**

**17. NEXT MEETING**

The next meeting of the Council is scheduled to commence at 1pm on Tuesday 1 August 2023, to be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora.

**MINUTES OF A MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY, 6 JUNE 2023, COMMENCING AT 1PM**

**PRESENT**

Mayor D Gordon (Chairperson), Deputy Mayor N Atkinson, Councillors A Blackie, R Brine, B Cairns, T Fulton (in person 1pm – 2.52pm, virtual 3.10pm – 3.32pm), J Goldsworthy, N Mealings, P Redmond, J Ward and P Williams.

**IN ATTENDANCE**

G Cleary (Acting Chief Executive), C Brown (General Manager Community and Recreation) (virtual), J McBride (Roading and Transport Manager), R Hawthorne (Property Manager), M Maxwell (Strategy and Business Manager), T Allinson (Senior Policy Analyst), H Downie (Senior Advisor – Strategy and Programme), G Maxwell (Project and Support Coordinator), B Wiremu (Emergency Management Advisor), G MacLeod (Greenspace Manager) (virtual), D Young (Senior Engineering Advisor), P Cull (Civil Defence Officer), K Simpson (3 Waters Manager) and A Smith (Governance Coordinator).

**APOLOGIES**

Moved: Councillor Cairns

Seconded: Councillor Williams

**THAT** an apology be received and sustained from Councillor T Fulton for early departure.

**CARRIED**

**2. CONFLICTS OF INTEREST**

There were no conflicts of interest recorded.

**3. ACKNOWLEDGEMENTS**

**Michael Blackwell**

Mayor Gordon acknowledged the recent passing of Michael Blackwell, who was known to all Councillors and to the wider community. He was known for his ownership of the family business Blackwells Department store in Kaiapoi and was also a keen environmentalist. Michael gave a lot to his community, as Chair of the Waimakariri Water Zone Committee and his involvement with many other groups. A memorial service was planned for 23 June 2023. All those present stood to observe a moments silence.

***Kings Birthday and Coronation Honours 2023***

**The Honourable Lianne Dalzell – Companion of the New Zealand Order of Merit** (former Mayor of Christchurch) for services to local government and as a Member of Parliament. Ms Dalzell had contributed to national and local government in New Zealand for over 30 years. Ms Dalzell was elected as a Member of Parliament in 1990 representing Christchurch Central and Christchurch East electorates and held several Ministerial portfolios. She was elected Mayor of Christchurch in 2013 serving three terms before stepping down in 2022. During this time Ms Dalzell held a key leadership role in Christchurch's recovery following the 2010-2011 earthquakes, and also led the Council's response to the March 2019 terror attacks.

**Gerard Dwyer, from Kaiapoi, Member of the New Zealand Order of Merit** - for services to Rowing. Mr Dwyer had been involved with Rowing in New Zealand for many years, holding various roles within Rowing New Zealand, including Manager of national age group teams, selector, race official, member of Rowing NZ High Performance Committee and a Director of Rowing New Zealand for 21 years. Mr Dwyer was a Life Member of Avon Rowing Club, Canterbury Rowing Association and Rowing New Zealand.

**Arthur Sutherland – Member of the New Zealand Order of Merit** for services to outdoor education having dedicated 45 years to outdoor education in New Zealand, including establishing the Boyle River Outdoor Education Centre in 1978. Mr Sutherland had been involved with the Ministry of Education since 1978, including 25 years as a teacher at Kaiapoi High School. Mr Sutherland had been involved in many aspects of outdoor education including being an Executive Member of Education Outdoor New Zealand between 2004 and 2010.

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

##### **4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 2 May 2023**

Moved: Councillor Redmond

Seconded: Deputy Mayor Atkinson

**THAT** the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the meeting of the Waimakariri District Council meeting held on Tuesday 2 May 2023, incorporating the addition of Councillor Redmond's comment in the second paragraph, page 8.

**CARRIED**

##### **4.2 Minutes of an Extraordinary meeting of the Waimakariri District Council held on Thursday 4 May 2023**

Moved: Councillor Redmond

Seconded: Councillor Cairns

**THAT** the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the extraordinary meeting of the Waimakariri District Council meeting held on Thursday 4 May 2023.

**CARRIED**

##### **4.3 Minutes of an Extraordinary meeting of the Waimakariri District Council held on Tuesday 16 May 2023**

Moved: Councillor Mealings

Seconded: Councillor Blackie

**THAT** the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the extraordinary meeting of the Waimakariri District Council meeting held on Tuesday 16 May 2023.

**CARRIED**

#### **MATTERS ARISING (FROM MINUTES)**

There were no matters arising from the minutes.

## 5. **DEPUTATIONS AND PRESENTATIONS**

### 5.1 **Ashley River Estuary – Grant Davey – Ashley-Rakahuri Rivercare Group**

G Davey (Operations Manager and Rivercare Group volunteer), Sue Mardon (Rivercare Group Secretary) and a fellow volunteer were present to speak about the Ashley River Estuary with the aid of a PowerPoint presentation. G Davey presented information on the species of birds inhabiting the estuary, with concerns raised on the dwindling numbers of White Fronted Terns and Banded Dotterel species nesting there. The bird numbers had been impacted by vehicle traffic, humans and dogs endangering and creating a disturbance in the estuary. G Davey pointed out that a lot of people did not realise the disturbance they caused when the birds were nesting. Another source of concern was the high number of Southern Black Backed gulls nesting in the estuary. These birds were a long-established predator of eggs and chicks of other native bird species. With the current levels of these gulls, this has had a negative impact on the numbers of other species nesting in the estuary. The Rivercare Group believed the situation was serious and there needed to be something done to address these problems but did not have the resources to address the problem alone. They would like to call a public meeting at Waikuku Beach to provide education to residents on the matter. G Davey also suggested that the Northern Pegasus Bay Bylaw needed to be strengthened, though acknowledged that the ECan rangers did an excellent job when they were present on site, however they could not be there all the time. Another suggestion was to set up a volunteer group to help manage the Estuary. The Rivercare Group had previously advocated its concerns with several other organisations in the district, prior to coming to the Council and sought the support of the Council to address their concerns.

Following a suggestion from Mayor Gordon, it was agreed, that Councillor Blackie would be the point of contact between the Council and the Rivercare Group which was appropriate as this was part of his portfolio, and he was also the Council's representative on the Te Kohaka o Tuhaitara Trust.

Following a question from Councillor Fulton, G Davey said that although the Southern Black Backed Gull was not classed as a pest, there was the ability to get approval from the Department of Conservation for some culling and clearing eggs from nests to keep numbers under control.

Councillor Brine added that there had been poisoning and other control methods undertaken in the past to manage the number of Southern Black Back gulls, and it was confirmed that the Rivercare Group would be advocating for this to happen again.

Mayor Gordon thanked the members of the Rivercare Group for the voluntary work that they did and for their presentation to the Council.

## 6. **ADJOURNED BUSINESS**

There was no adjourned business.

## 7. **REPORTS**

### 7.1 **Draft Road Reserve Management Policy** – J McBride (Roading and Transport Manager), S Binder (Senior Transportation Engineer) and T Allinson (Senior Policy Analyst)

This report sought approval for public consultation on the draft Road Reserve Management Policy. S Binder provided background information on the proposal for this Policy, which would combine several existing Roading Policies that had been reviewed, updated and amalgamated into a single policy. There were new sections added into the Policy based on current practices to provide more formal guidance from the Council for use and maintenance of all elements on road reserves. This included unformed legal roads (also known as paper roads), to provide a more consistent expectation on how Councils manage these roads. J McBride noted that a significant amount of work gone into updating the Policy.



Following a question from Councillor Fulton regarding the cost of sealing roads, J McBride replied that the Council had always had the Rural Seal Extension Policy and also the Private Funding of Seal Extension Policy and these had both been incorporated into the new proposed Policy. As the cost of seal varied from year to year, there was no standardised costing included in the Policy document.

Councillor Blackie, as a property owner who had a paper road through his property, had queries on what activities could not be undertaken on a paper road which were included in the Policy (for example, lighting fires, grazing livestock or driving a vehicle). It was agreed that these were matters that would be discussed as part of the review.

Moved: Councillor Mealings

Seconded: Councillor Williams

**THAT** the Council:

- (a) **Receives** Report No. 230524076134.
- (b) **Approves** the draft Road Reserve Management Policy (TRIM No. 221117200292) going out for public consultation.
- (c) **Appoints** Councillors Blackie and Fulton, and the Roding Portfolio Holder to the Hearing Panel.
- (d) **Circulates** this report to the Community Boards for their information.
- (e) **Notes** that the policy was going through external legal review and that there may be small changes resulting from this process which would be tabled with the Council at the meeting.

**CARRIED**

Councillor Mealings, in supporting this motion, noted that the hearing panel had members with a good combination of both rural and urban backgrounds.

Councillor Fulton wished it to be recorded that his family property had a significant paper road running through it.

## 7.2 **Proposed Council Housing Policy for Public Consultation 2023** – R Hawthorne (Property Manager) and T Allinson (Senior Policy Analyst) – on behalf of the Property Portfolio Working Group.

This report sought approval to adopt, in principle, the Housing Policy and to undertake public consultation prior to further consideration and final ratification of the Policy in August 2023. An initial draft Housing Policy statement was developing by the former Housing Working Group and presented to the Council prior to the 2022 Local Body elections. It was recommended that the incoming Council would review the draft policy. The Policy had been further refined by the Property Portfolio Working Group. R Hawthorne advised that the Policy would allow the Council to act on several fronts, with the support of this Policy behind it.

Mayor Gordon requested the Working Group to consider changing the age criteria of residents in the Council pensioner housing. R Hawthorne said that any feedback received on age criteria during the consultation would be considered.

Councillor Cairns also asked if accessibility issues could be included as a criteria for accommodation in Council units. R Hawthorne noted that all units were made as accessible as they could be, and any refurbishments took this into account, but there also needed to be consideration given to the cost involved.

Councillor Fulton, regarding the age criteria, asked if there was any consideration given to the “in betweeners”, those who don’t fit all the criteria for social housing, but still needed some assistance. R Hawthorne said the Council could not respond to the housing needs for all residents, although wanting the Policy to cover a broad range of residents in the community, it could not help all people. R Hawthorne added that the Council Policy would enable other partner groups (for example Abbyfields), in the district.

Councillor Redmond expressed his interest in being part of the Working Group.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Cairns

**THAT** the Council:

- (a) **Receives** Report No. 230531080420.
- (b) **Supports** the recommendation of the Property Portfolio Working Group to, in principle, adopt the Housing Policy 2023 (230518071595) subject to public consultation, as provided for with the attached consultation plan (230531080462).
- (c) **Appoints** the Chairperson of the Property Portfolio Working Group, Deputy Mayor Atkinson and Councillors Redmond, Mealings and Goldsworthy, to hear any submissions to the proposed Housing Policy and provide recommendations to the Council on any further amendments to the Policy as a result of feedback received.
- (d) **Notes** that the attached public consultation plan allowed for specific engagement with the existing residents of Council's housing portfolio, Ngāi Tūāhuriri hapū and the other partners within the Greater Christchurch Partnership Committee (GCP).
- (e) **Notes** that the GCP intended to develop a Kāinga Nohoanga Strategy and that some preliminary inputs for that work stream had been considered in drafting the proposed Housing Policy.

**CARRIED**

Deputy Mayor Atkinson spoke on the ability of this Policy to enable the Council and groups to address pensioner housing and social housing in the district.

Councillor Cairns noted the importance of having good housing in the community and working with other groups to provide this.

Mayor Gordon supported this motion, noting the age and disability issues that were impacting some members of the community. It was suggested that there needed to be some flexibility for people with disabilities.

Councillor Mealings said this was a good opportunity to harness opportunities and leverage good outcomes for housing in the district.

In reply, Deputy Mayor Atkinson noted the communications plan and the importance of targeted consultation with appropriate groups in the community.

**7.3 Establishment of a Promotions Associations Review Working Group – M Maxwell (Strategy and Business Manager)**

M Maxwell and S Hart were present for consideration of this report, which sought to establish a Promotions Associations Review Working Group to review the current three existing town Promotions Associations supported by the Council. The Working Group would also consider the establishment of a new Promotions Association for the area requested by the Woodend-Sefton Community Board. This matter was discussed at a recent Council workshop. M Maxwell noted the amended recommendation (d), and took the report as read.

There were no questions.

Moved: Councillor Mealings

Seconded: Councillor Blackie

**THAT** the Council:

- (a) **Receives** Report No.230525076852.
- (b) **Notes** that a Promotions Association Review Working Group would be established.

- (c) **Approves** the Terms of Reference for the Promotions Associations Review Working Group as attached in Appendix 1 (Trim230525076854).
- (d) **Appoints** Councillor Cairns as Chair, being portfolio holder of Business, Promotion and Town Centres, and Councillors Ward and Fulton to the Promotions Associations Review Working Group
- (e) **Approves** the Rangiora, Kaiapoi and Oxford Promotions Associations Chairs (or their representatives) and the Rangiora-Ashley, Oxford-Ohoka, Kaiapoi-Tuahiki and Woodend-Sefton Community Board Chairs (or their representatives) as members of the Working Group.
- (f) **Notes** that the Promotions Association Working Group would be supported by the General Manager, Strategy, Engagement and Economic Development, Manager, Strategy and Business and Senior Advisor – Business and Centres.
- (g) **Circulates** the report and Terms of Reference to Community Boards for their information.

#### **CARRIED**

Councillor Mealings noted the proposed membership of the Working Group provided a broad coverage from across the district.

Mayor Gordon noted that the Promotions Associations provided a vital role for their areas. It had been mentioned during the Long Term Plan process of the possibility of other areas in the district which may benefit from having a promotions group.

Councillor Ward expressed support for the promotion of the district and support of businesses across the district and was happy to be part of this Working Group. She noted that these are changing and challenging times for all businesses.

In reply, Councillor Mealings also acknowledged the current changing times, and that it was valuable to have this review undertaken.

#### **7.4 Customer Satisfaction Survey 2022 – H Downie (Senior Advisor – Strategy and Programme) and G Maxwell (Project and Support Coordinator)**

H Downie spoke to the report, which provided the overall findings of the 2022 Customer Satisfaction Survey. The survey was completed by the Council every three years and this survey generated more responses than any previous survey. The survey was undertaken between October and December 2022 and a total of 772 responses were received. The level of satisfaction received was consistently high at 86%. Areas of Council services that rated consistently high were libraries, online services, water supplies and waste management.

Councillor Williams questioned the accuracy of the figures from those who had completed the survey. H Downie provided information on the process used for selecting participants, which involved randomly selecting both rate payers and tenants who had previous contact with the Council. Some participants had been posted paper copies of the survey but the majority were sent links to the survey and completed it online. H Downie believed that there could be a large degree of confidence in the responses that had been received, as they were spread over a good geographic area, and highly representative of the district.

Councillor Fulton was encouraged by the results of this survey and referred to the responses in the communication and consultation part of the survey. This indicated that 67% of responders were satisfied with the quality of the information provided and only 9% dissatisfied. This left 23% with no opinion, which Councillor Fulton. H Downie advised that this was trending upwards from the previous survey. Councillor Fulton also commented on the low 13% of responders who had taken part in Council consultation in the past 12 months. In response, relating to engagement with the Council, H Downie said this was a reflection on the small percentage of the population who engage with the Council.

Councillor Redmond suggested that the information from this survey could come back to the relevant standing committees to provide an opportunity to discuss any improvements and have an outcome. S Hart said it was intended that the responses would be circulated to the relevant Council departments for Managers to consider in asset management plans or strategies and these would then come back to the relevant Standing Committees for consideration. It was agreed to amend the wording in recommendation (c) accordingly.

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

**THAT** the Council:

- (a) **Receives** report No. 230523074655.
- (b) **Receives** the Customer Satisfaction Survey 2022 report(s) and noted that the Key Findings public report (attachment ii) and Customer Satisfaction Survey 2022 Report, Opinions Market Research (attachment iii) would be made available on the Council website, and that the public report (attachment ii) would be publicly advertised.
- (c) **Refers** the Customer Satisfaction Survey 2022 reports to Unit and Department Managers for more detailed analysis for any Long Term Plan considerations and report outcomes back to relevant standing committees.
- (d) **Circulates** this report to all Community Boards for their information.
- (e) **Notes** results from the Customer Satisfaction Survey helped to inform maintenance for, and improvements to, specific facilities and activities delivered by the Council.

**CARRIED**

Councillor Ward commended staff on the positive results of the Customer Satisfaction Survey and the good service that staff provide to the community.

Councillor Redmond thanked staff for providing these results and making them easy to understand. The declining level of satisfaction of unsealed roads was noted, and as Roading Portfolio holder, Councillor Redmond was keen for the response to this trend to be referred to the appropriate staff.

Mayor Gordon believed it was humbling for the 86% approval rating and commended both staff and Councillors for this result. Council staff were committed to providing excellent customer service across all areas of the Council.

#### 7.5 **Submission: Electric Vehicle Charging Infrastructure Strategy** – T Allinson (Senior Policy Analyst)

T Allinson presented this report which enabled the Council to receive the submission to Te Manatu Waka/Ministry of Transport Draft Long-Term Electric Vehicle Charging Strategy for Aotearoa New Zealand. The tight timeframe did not allow time for the submission to be presented to a Council meeting prior to the closing of submissions on 11 May 2023. The submission had been circulated to Councillors for their review prior to being finalised by staff.

Councillor Williams enquired how the Council's submission related to the Government's EV policy. T Allinson responded that the government had set aside funding in its 2023 budget for the provision of EV chargers throughout the country to make them available for everyone.

Councillor Redmond asked how many responses had been received from Councillors and were their views incorporated. T Allinson advised that discussion was held with Councillor Mealings, as this was part of her Portfolio. This helped to shape the submission and then Councillors were also asked to provide feedback and comment. There were limited responses received from Councillors.

Councillor Fulton asked if there was consideration given to the feedback from the Greater Christchurch Transport Strategy. T Allinson advised she had not specifically referred to the Greater Christchurch Partnership but comments from Councillor Mealings included reference to the Partnership and also discussions with staff who had had engagement with the Partnership on EV.

Mayor Gordon acknowledged the timeframe had not allowed for the Council to ratify its submission on this occasion, however in future it would be the desire of the Council to include time for a workshop discussion prior to the development of its submissions.

Moved: Councillor Goldsworthy      Seconded: Councillor Fulton

**THAT** the Council:

- (a) **Receives** Report No. 230522073875.
- (b) **Receives** the attached submission on Electric Vehicle Charging Infrastructure.
- (c) **Circulates** the report and attached submission to the community boards for their information.

**CARRIED**

Deputy Mayor Atkinson noted that the report indicated there would be no cost to the Council, however he believed that this would likely change in the future, suggesting the possibility of the Council being asked to provide land to accommodate charging stations. Deputy Mayor Atkinson also reiterated the feedback from Councillor Williams that the Council did not pay for petrol stations and should not be paying for charging stations. He believed that this was where the situation was headed and his expressed concern.

Councillor Williams did not support the comments in the report and confirmed his thoughts that the provision of EV infrastructure should not be provided by the Council, noting that Councils do not fund petrol stations. Mayor Gordon reiterated his earlier comment that it was unfortunate that the timing meant constraints with consultation with all the Councillors regarding this submission.

Councillor Redmond noted that the private sector was responding to provision of infrastructure for electric vehicles, noting that both New World and BP at Ravenswood had installed EV charging stations. He suggested that the consultation from the government wasn't well focused and did not include reference to the private sector. It was hoped that feedback would be included in the Strategy.

In reply, Councillor Goldsworthy acknowledged that not all Councillors views were considered in the submission and the time constraints in meeting the closing date to get the response in had impacted on this.

#### 7.6 **Recommended Appointments as Civil Defence Emergency Management Controllers** – B Wiremu (Emergency Management Advisor)

B Wiremu and P Cull were present for consideration of this report, which sought to increase the capacity of Civil Defence Emergency Management (CDEM) Controllers for Waimakariri. The practice now was to have two Controllers on duty at the same time and to have a larger pool of Controllers available.

Following a question from Councillor Redmond, it was confirmed that T Tierney would still be a CDEM Controller for the Waimakariri district, even though she was not a resident of the district. She could still undertake the Controllers role for this district and adjoining districts in the Canterbury region.

Councillor Fulton asked if there was any succession planning in place for Controllers, and in response B Wiremu noted that there was only one course available for Controllers across New Zealand. The process took up to five months. B Wiremu advised he had undertaken some training directly with local Controllers, to strengthen the leadership and recognising that it took time to develop experienced Controllers.

The Lead Controller role was recognised as those that took the responsibility to make the decisions and would normally be appointed to the first shift of an emergency activation. Other Controllers appointed on subsequent rosters would be expected to continue with the aims of the Lead Controller.

Moved: Mayor Gordon

Seconded: Councillor Redmond

**THAT** the Council:

- (a) **Receives** Report No. 230507064639.
- (b) **Appoints** Kelly LaValley, Murray Sinclair, Sam Salthouse, Mark Buckley, Mark Maxwell and Peter Daly as Civil Defence Emergency Management Controllers.
- (c) **Delegates** the Civil Defence Emergency Management role of “*Lead Controller*” to Kelly LaValley (General Manager Planning, Regulation and Environment) on a permanent basis.
- (d) **Notes** the appointment of Civil Defence Emergency Management Controllers must subsequently be ratified by the Canterbury Civil Defence Emergency Management Group Joint Committee, which was the statutory forum of all Mayors of the Canterbury Region, as required by Section 13(4) of the CDEM Act 2002.

**CARRIED**

Mayor Gordon acknowledged the importance of having a good depth of CDEM Controllers to provide critical leadership during any Civil defence emergencies.

**7.7 Civil Defence Emergency Management (CDEM) Cadet Programme Review March 2023 – B Wiremu (Emergency Management Advisor)**

B Wiremu and P Cull were present for consideration of this report and noted that this matter had been discussed at workshops in late March and April this year. It had become untenable for the former CDEM Cadet Programme to continue, with significant staff resources required to maintain the programme. There was a desire to continue the promotion of youth involvement in Civil Defence in the district however under a more sustainable programme and the options had been discussed during the workshops. B Wiremu highlighted the options for the continuation of the Youth Development Programme. Staff believed that Option One would provide a beneficial programme to the youth of the district. This was a “Youth in Emergency Management Programme”, an eight week programme, delivered four times per year to coincide with school terms. This could be delivered to over 120 youth over a 12 month period in the district, at a similar cost to the previous Civil Defence Cadet Programme. P Cull believed this programme would have a more community led focus, working with existing youth groups and aimed at encouraging increased resilience in communities throughout the district.

Councillor Redmond questioned what civil defence education was currently provided in the district. B Wiremu advised that it was included as part of the Down the Back Paddock programme, which aimed to be presented to three different schools each school term. There were also responses to requests for presentations to groups such as St Johns Ambulance, Scouts etc. There was information on the Council website that was historically a programme known as “What’s the Plan Stan” which provided a range of education, some designed to be delivered by himself or P Cull or some delivered by teachers. There was also research material for young people to refer to.

Moved: Mayor Gordon

Seconded: Councillor Williams

**THAT** the Council:

- (a) **Receives** report 230403046649.
- (b) **Approves** replacement of the Civil Defence Emergency Management Cadet Programme by a sustainable long-term programme for Youth in Emergency Management, as described in section 4.8 of this report.

- (c) **Notes** that reduction in the Youth Development partnership, negative impacts of COVID on key support agencies, and the significant amount of time needed of our Emergency Management Officer to manage the programme were core reasons for the recommended replacement programme.

**CARRIED**

Mayor Gordon noted his support for the previous Cadet Programme that had been operating however accepted the reasoning for it not continuing and supported staff in delivering the new programme.

7.8 **Canterbury Mayoral Forum's Plan for Canterbury 2023-2025** – J Millward (Chief Executive)

G Cleary presented this report, which introduced the Canterbury Mayoral Forum's Plan for Canterbury 2023-25 and the Forum's three strategic priority issues for this triennium. The report was taken as read. The Canterbury Mayoral Forum Plan was an important forum for setting the regions direction, and for each Council.

There were no questions.

Moved: Deputy Mayor Atkinson      Seconded: Councillor Goldsworthy

**THAT** the Council:

- (a) **Receives** Report No. 230504063258.
- (b) **Supports** the Canterbury Mayoral Forum's Plan for Canterbury 2023-2025 and the Forum's three strategic priority issues for this triennium:
1. Sustainable environmental management of our habitats (land, air, water and ecosystems) – focusing on land use and freshwater management.
  2. Shared prosperity for all our communities – focusing on building our economic strengths and developing emerging sectors, growing, attracting, and retaining a skilled workforce, improving the transport network, and coordinating strategies for housing our communities.
  3. Climate change mitigation and adaptation – reducing our carbon footprint, building community resilience, and making our infrastructure as strong as it can be.

**CARRIED**

Deputy Mayor Atkinson believed this was an important Plan which provided guidance throughout the region and encouraged members to give it support.

Mayor Gordon endorsed the comments from Deputy Mayor Atkinson, also noting that as a collective of Canterbury Mayors, this forum worked well.

## 8. **HEALTH, SAFETY AND WELLBEING**

### 8.1 **Health, Safety and Wellbeing Report May 2023** – J Millward (Acting Chief Executive)

G Cleary spoke to this report for Health, Safety and Wellbeing, highlighting four matters:

- Σ Staff injuries and some damage to Council property.
- Σ Rangiora Airfield health and safety on the ground at the airfield.
- Σ Annual Staff Health Checks - completed on 17 and 18 May 2023
- Σ Active Health – providing a return-to-work package to support staff through an injury process.

Councillor Redmond asked where the distinction was for a Councillor, as an individual or as a Councillor. He suggested for example if he was attending a function in capacity as a Councillor and had an accident, would this be something to be reported back to the Council. G Cleary responded that this matter also applied to staff, for example when travelling to and from work and any such incidents would need to be given consideration at the time. Mayor Gordon requested that the Chief Executive and Governance Manager provide some guidance to elected members on this matter. There was also discussion on whether the use of Flamingo scooters needed to be included in this report. G Cleary noted that as a condition to operate, the Flamingo companies must report any accidents by users of the scooters.

Moved: Councillor Brine

Seconded: Councillor Ward

**THAT** the Council:

- (a) **Receives** Report No 230517071869.
- (b) **Notes** that there were no notifiable incidents during May 2023. The organisation was, so far as was reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

**CARRIED**

Councillor Ward advised that an appointment had been made to the Rangiora Airfield Manager role, to commence on 21 June 2023. They would be based onsite at the Airfield and it was felt this would improve the health and safety matters there.

## **9. COMMITTEE MINUTES FOR INFORMATION**

- 9.1 Minutes of a meeting of the Utilities and Roading Committee meeting of 18 April 2023
- 9.2 Minutes of a meeting of the Utilities and Roading Committee meeting of 23 May 2023

Moved: Councillor Redmond

Seconded: Councillor Ward

**THAT** Items 9.1 and 9.2 be received information.

**CARRIED**

## **10. COMMUNITY BOARD MINUTES FOR INFORMATION**

- 10.1 Minutes of the Rangiora-Ashley Community Board meeting of 12 April 2023
- 10.2 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 17 April 2023
- 10.3 Minutes of the Oxford-Ohoka Community Board meeting of 3 May 2023
- 10.4 Minutes of the Woodend-Sefton Community Board meeting of 8 May 2023
- 10.5 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 15 May 2023

Moved: Councillor Cairns

Seconded: Councillor Blackie

**THAT** Items 10.1 to 10.5 be received for information.

**CARRIED**



## 11. **MAYOR'S DIARY**

### 11.1 **Mayor's Diary May 2023**

The Mayor's Diary covering the months of May and June 2023 would be provided at the next Council meeting.

## 12. **COUNCIL PORTFOLIO UPDATES**

### 12.1 **Iwi Relationships** – Mayor Dan Gordon

Mayor Gordon noted a successful engagement which resolved an issue with the footpath outside the Urupa in Tuahiwi. Mayor Gordon acknowledged the support of Te Maire Tau in resolving this matter.

### 12.2 **Greater Christchurch Partnership Update** – Mayor Dan Gordon

The Mayor and Council representatives recently attended a meeting of the Whakawhanake Kainga Committee which the Government Ministers attended via Zoom.

### 12.3 **Government Reforms** – Mayor Dan Gordon

Waiting to hear when the Three Waters Amendment legislation would be introduced in the House and there would be a Select Committee process. The Council would have an opportunity to consider this when it was received and make sure members views were considered, in a workshop if time allows.

Resource Management Act – the Select Committee had significant amendments to consider, however unsure if it would be considered before the general elections.

### 12.4 **Canterbury Water Management Strategy** – Councillor Tim Fulton

On behalf of the Water Zone Committee, Councillor Fulton extended condolences to the Blackwell family. Michael had made a significant contribution to the community and the committee.

Councillor Fulton recently attended the first meeting of the Environment Canterbury Land and Water Committee, comprising of ECan Councillors. This was for observation purposes and expressed his concern that there appeared to be an entrenched urban/rural split around the Council table at the meeting.

Knowledge of catchments and waterflows – the Zone Committee members recently invited community stakeholders to join a meeting to follow the path of the Cust River, right through to the Main Drain. Councillor Fulton suggested that it was an invaluable exercise to attend.

### 12.5 **Climate Change and Sustainability** – Councillor Niki Mealings

Councillor Mealings provided an update on the Future Coast Project, with the Ashley River had been chosen as one of three rivers across the country to study. This group would be meeting again at the end of June.

Climate Change Risk Assessment – spoke on the Urban Intelligence programme developed by University of Canterbury, which in the event of a natural disaster and civil defence emergency, could map out for example, the safest and most direct route to safety, what schools were closed, availability of essential services and how to get to those.

Climate Change - noted that the change was being driven by Government policy and there was an increase in litigation both in New Zealand and internationally. There were challenges now with no coordination in legislation. Irrespective of what personal beliefs were, climate change was something that needed to be imbedded into everything that the Council did to address the risks.

Noted in the results from the Customer Satisfaction Survey that 84% of people thought it was either important or very important for the Council to be involved with encouraging sustainability and 75% of people thought it was either important or very important for the Council to be responding to climate change.

12.6 **International Relationships** – Deputy Mayor Neville Atkinson

The next meeting of the Waimakariri Passchendaele Advisory Group would include a Zoom call with Zonnebeke representatives to hold initial discussions on a possible trip to Belgium in November 2024 (Armistice Day). It was confirmed that if this tour did eventuate, that it would be a self-funded trip.

12.7 **Property and Housing** – Deputy Mayor Neville Atkinson

Nothing to report at the current time.

13. **QUESTIONS**

(under Standing Orders)

There were no questions.

14. **URGENT GENERAL BUSINESS**

(under Standing Orders)

There was no urgent general business.

15. **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

Moved: Deputy Mayor N Atkinson

Seconded: Councillor Blackie

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

(a) *That the public is excluded from the following parts of the proceedings of this meeting*

15.1 *Confirmation of Council public excluded minutes 2 May and 4 May 2023 meeting*

15.2 *Delta cost fluctuations and historical under charge for Contract 16/51*

15.3 *Mandeville Domain*

15.4 *Authorisation to approach landowners*

15.5 *Road and Drainage Maintenance Activities*

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
15.1	Confirmation of Council public excluded minutes 2 May 2023 meeting	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) as per LGOIMA Section 7(2)(i).
15.2	Confirmation of Council public excluded minutes 4 May 2023 meeting	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) as per LGOIMA Section 7(2)(i).
15.3	Delta cost fluctuations and historical under charge for Contract 16/51	Good reason to withhold exists under section 7	To enable Council to continue with (commercial) negotiation without prejudice or disadvantage as per LGOIMA Section 7(2)(i).
15.4	Mandeville Domain	Good reason to withhold exists under section 7	To protect information, which is subject to an obligation of confidence, avoid prejudice to measures protecting public health and maintaining legal professional privilege under Section 7(2)(c, and g) of the Local Government Official Information and Meetings Act 1987.
15.5	Authorisation to approach landowners	Good reason to withhold exists under section 7	Under Section 7(2)(i) of the Local Government Official Information and Meetings Act 1987, to "enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)".
15.6	Road and Drainage Maintenance Activities	Good reason to withhold exists under section 7	To enable Council to continue with (commercial) negotiation without prejudice or disadvantage as per LGOIMA Section 7(2)(i).

**CARRIED**

The meeting adjourned at 3.32pm and reconvened for the public excluded portion, at 4.05pm.

**CLOSED MEETING**

**OPEN MEETING**

**NEXT MEETING**

The next ordinary meeting of the Council is scheduled to commence at 1pm on Tuesday 4 July 2023, to be held in the Council Chamber, 215 High Street, Rangiora.

There being no further business, the meeting concluded at 5.03pm.

CONFIRMED

\_\_\_\_\_  
Chairperson  
Mayor Dan Gordon

\_\_\_\_\_  
Date

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

**FILE NO and TRIM NO:** DDS-06-10-02-07-01/ 230607083794

**REPORT TO:** COUNCIL

**DATE OF MEETING:** 4 July 2023

**AUTHOR:** Matthew Bacon, Development Planning Manager

**SUBJECT:** Nomination of Councillor - Greater Christchurch Spatial Plan Hearing Panel

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

  
 General Manager

  
 Chief Executive

**1. SUMMARY**

1.1. The purpose of this report is to:

- (a) seek a nomination from Council to sit on a hearings panel for the Greater Christchurch Spatial Plan Special Consultative Procedure process; and,
- (b) consider whether to pay remuneration in relation to fees related to the Greater Christchurch Spatial Plan hearings in accordance with the Local Government Members (2022/23) Determination 2022, to the nominated panel member.

Attachments:

- i. Greater Christchurch Spatial Plan Terms of Reference Hearings Panel (TRIM: 230505064518)

**2. RECOMMENDATION**

**THAT** the Council

**Receives** Report No. 230607083794.

- (a) **Nominates** Cr Brine to represent the Waimakariri District Council on the Greater Christchurch Spatial Plan hearings panel
- (b) **Approves** the remuneration of Cr Brine in relation to fees related to the Greater Christchurch Spatial Plan hearings in accordance with the Local Government Members (2022/23) Determination 2022.
- (c) **Notes** the Terms of Reference for the Greater Christchurch Spatial Plan attached as appendix (i) to this report.

**3. BACKGROUND**

- 3.1. In May 2023 Council and the Whakawhanake Kāinga Komiti (WKK) endorsed the Greater Christchurch Spatial Plan (GSCP) for public consultation utilising a special consultative procedure process under the Local Government Act 2002. As part of the special consultative procedure, a decision-making panel is proposed to be established, consisting of an independent chair, representatives of the partner councils, a mana whenua representative and a central government representative

- 3.2. At the Council meeting in May 2023 Council received the Terms of Reference for the hearing panel terms of reference. The Terms of Reference sets out the scope of the panel's activity and powers to act.
- 3.3. The Terms of Reference provides a power to make recommendations on submissions and changes to the draft GCSP in response to submissions to the WKK. Following these recommendations, the hearing panel is proposed to be discharged.
- 3.4. The consultation submission period will be held between mid-June and end of July 2023, during which feedback will be sought by submissions. This consultation will seek to leverage off the recent Huihui Mai engagement.
- 3.5. Greater Christchurch staff have considered whether to pay remuneration to Council members sitting on the panel and recommend that this decision is made by individual councils in consideration of the specific context of each territorial authority.
- 3.6. As the GCSP is a Special Consultative Procedure process under the Local Government Act 2002, panel members do not have to be accredited under the Resource Management Act 1991 *Making Good Decisions* programme; however previous experience in a hearings setting would be desirable.

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

##### *Appointment of Panel Member*

- 4.1. With regard to resolution (a) the Council has the option of appointing any member of the Council to the hearings panel. As noted in section 3 above, there are no specific pre-requisite requirements for a councillor to sit on the hearings; however, staff consider that knowledge of the district and the background to the spatial plan would be an advantage. Given that the Spatial Plan submission period has not yet ended it is difficult to predict the time commitment needed to fulfil the hearing commissioner role. It is likely that hearings will take place over a two-week period in mid- late October 2023. Deliberations will likely occur following hearings.
- 4.2. The Council also has the option of not appointing a panel member to the hearings panel. If this option is chosen, that position would sit vacant. This option is not recommended by staff as this would result in a lack of representation from the district on the panel.

##### *Remuneration of Panel Member*

- 4.3. With regard to resolution (b), the Council has the option of either paying remuneration or not. The recommendation from staff is to pay remuneration. This recommendation is consistent with the Waimakariri District Plan Review hearings that recognises the additional work hours related to pre-reading of submissions, hearing attendance and post hearing attendances that in addition to regular Council business.
- 4.4. The allowances in relation to hearings are set out in clauses 11 – 15 of the Local Government Members (2022/23) Determination 2022. While the GCSP is not a statutory hearing process listed within clause 5, Council staff consider that the Spatial Plan is a regional plan and therefore falls within the intent of clause 5(e).

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

There are not implications on community wellbeing by the issues and options that relate to the specific subject matter of this report.

- 4.5. The Management Team has reviewed this report and support the recommendations.

#### 5. **COMMUNITY VIEWS**

- 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report. It is noted that the GCSP Hearing Panel Terms of Reference provides for a Manawhenua representative to sit on the hearings panel.

**5.2. Groups and Organisations**

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

**5.3. Wider Community**

The wider community is not likely to be affected by, or to have an interest in the specific subject matter of this report.

**6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

**6.1. Financial Implications**

There are not financial implications of the decisions sought by this report. Councillor remuneration for hearing attendance and deliberations has not been budgeted within the Greater Christchurch implementation budget; however, there is sufficient budget to meet the costs.

**6.2. Sustainability and Climate Change Impacts**

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

**6.3 Risk Management**

There are not risks arising from the adoption/implementation of the recommendations in this report.

**6.3 Health and Safety**

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report.

**7. CONTEXT**

**7.1. Consistency with Policy**

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

**7.2. Authorising Legislation**

Clause 3.15(1) of the National Policy Statement for Urban Development sets the requirements for the preparation and updating of a Future Development Strategy.

**7.3. Consistency with Community Outcomes**

The Council's community outcomes are not directly relevant to the actions arising from recommendations in this report.

**7.4. Authorising Delegations**

Delegations for appointing a representative to the GCSP Hearing Panel come from the Terms of Reference approved by the Whakawhanake Kāinga Komiti.

## Greater Christchurch Spatial Plan Hearings Panel Terms of Reference

Reporting to	Whakawhanake Kāinga Komiti
Membership	<ul style="list-style-type: none"> <li>• An Independent Chair of the Hearings Panel</li> <li>• One representative from Environment Canterbury</li> <li>• One representative from Christchurch City Council</li> <li>• One representative from Selwyn District Council</li> <li>• One representative from Waimakariri District Council</li> <li>• One representative on behalf of Mana whenua</li> <li>• One Central Government representative</li> </ul> <p>The panel will have no provision for alternates</p>
Quorum	A quorum shall consist of at least five Panel members including the Independent Chair.
Objective	To consider and make recommendations on the submissions received to the Draft Greater Christchurch Spatial Plan

### Context

In 2022, an Urban Growth Partnership for Greater Christchurch was established – the Whakawhanake Kāinga Komiti. This partnership of central government, local government and mana whenua which is focused on advancing shared objectives related to affordable housing, emissions reduction, and creating liveable and resilient urban areas.

The first priority of the partnership is the development of the Greater Christchurch Spatial Plan. The purpose of the Greater Christchurch Spatial Plan is to:

- Set a desired urban form for a projected population of 700,000 (to 2051) and beyond that to 1 million people to ensure our urban form is future-proofed in the context of population growth and climate change.
- Deliver on the first priority of the Urban Growth Partnership for Greater Christchurch to develop a Spatial Plan to improve the coordination and alignment between central government, local government and mana whenua.
- Satisfy the requirements of the National Policy Statement on Urban Development for the Greater Christchurch Councils to jointly prepare a Future Development Strategy.

### **Scope of Activity**

1. To consider all submissions received in respect of the Draft Greater Christchurch Spatial Plan, including oral and/or online presentations from submitters wishing to be heard
2. To receive an officers' report (being the collective advice from the partner staff) in response to the matters raised through submissions.
3. Following the consideration of submissions, hearing from submitters, and receiving of an officers' report the Panel will hold deliberations and make recommendations, in a written report, to the Whakawhanake Kāinga Komiti on responses to submissions and changes to the Draft Greater Christchurch Spatial Plan as a result of the public consultation process.
4. The Independent Chair shall run the hearings, managing submitter presentation time, questions from the Panel and any procedural matters or communications.

### **Power to Act**

1. Adopt and provide to submitters, appropriate procedures for hearing submissions and undertaking deliberations, including but not limited to determining appropriate:
  - a. Locations for the Panel to hear from submitters
  - b. Timings allocated to submitters wishing to be heard
  - c. Any grouping of submissions to assist consideration by the Panel.
2. To conduct meetings for the purpose of hearing and considering submissions made on the Draft Greater Christchurch Spatial Plan.
3. Following the consideration of submissions, hearing from submitters, and receiving of an officers' report, the Panel will hold deliberations and make recommendations to the Greater Christchurch Partnership Committee in a written report on responses to submissions and changes to the Draft Greater Christchurch Spatial Plan as a result of the public consultation process.
4. The panel may seek legal advice from the Partnership's legal counsel as necessary to assist deliberations and enable it to make recommendations.
5. In the event that considerations on any particular submission or issues are not unanimous then the majority view of the panel shall be reflected as the Panel's recommendation. However, the dissenting view shall also be outlined in the recommendation report.

### **Power to Recommend**

1. To make recommendations to the Whakawhanake Kāinga Komiti on responses to submissions and changes to the Draft Greater Christchurch Spatial Plan as a result of the public consultation process.

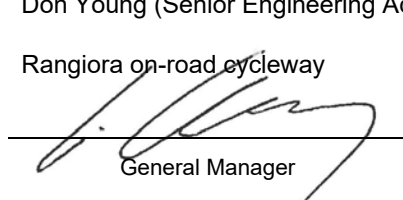


**Discharge**

1. The Greater Christchurch Spatial Plan Hearings Panel will be discharged at the point the final Greater Christchurch Spatial Plan is adopted by the Whakawhanake Kāinga Komiti Partners.

**Hearing Panel administrative support**

The Panel will be provided administrative and logistical support as appropriate in order to fulfil its function and terms of reference. Where this is not able to be provided by partner staff, external temporary resourcing will be provided.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-32-115-03/230619089921**REPORT TO:** COUNCIL**DATE OF MEETING:** 4<sup>th</sup> July 2023**AUTHOR(S):** Kieran Straw (Civil Projects Team Lead)  
Don Young (Senior Engineering Advisor)**SUBJECT:** Rangiora on-road cycleway**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Chief Executive**1. SUMMARY**

- 1.1. This report is to request a decision on the way forward with the on-road cycleway along Ashley St, Ivory St, Percival St and Southbrook Rd.
- 1.2. This particular cycleway is one of the projects that was approved by Waka Kōtahi under the Transport Choices funding. At the time, the intention was to upgrade the route to a completed Grade 3 cycleway by adding road markings between the existing markings, and ensuring clarity at the intersections and traffic lights. This was intended as a relatively low cost, low impact solution which would provide a safer route on the main north / south route through the town.
- 1.3. It was on this basis that the initial Council approval to proceed was sought and given (Report 230322039620 considered on 4<sup>th</sup> April 2023)
- 1.4. However, once the concept design was discussed in more detail with the Waka Kōtahi design staff, it became apparent that this approach was not in keeping with the underlying principles of the Transport Choices funding. The funding under the “Delivering Strategic Cycling Networks” is subject to a number of design criteria including:
  - 1.4.1. The infrastructure should be designed for children and people with visual, mobility, or cognitive impairments. If the infrastructure works for them, it will work for a wider spectrum of the population who are interested in walking and cycling but concerned for their safety.
  - 1.4.2. The design should prioritise pedestrians, people cycling, and people taking public transport.
  - 1.4.3. The project(s) should be a step towards building a walking, cycling, and/or public transport network that connects to places where people want to go for everyday needs.
- 1.5. Due to the urgency with which the applications were made (and reviewed by Waka Kōtahi) this inconsistency was not picked up at the time that the initial application was made and approved, and was not in fact identified as an issue until the scheme plan (previously approved by the Committee) was sent to the Waka Kōtahi design team.
- 1.6. Since that time, intense discussions have taken place with Waka Kōtahi staff to try to resolve the issue. The outcome of this is effectively the Council have two choices:

- 1.6.1. To change to a more comprehensive cycleway implementation that provides a separated cycle path, and for it to be funded under the Transport Choices funding.
- 1.6.2. To withdraw this project from Transport Choices and include it in the Council's LTP separately. Note if the Council chose this option, it is not clear whether the cost would be subsidised or not.

Attachments:

- i. Original Design Drawing set (as previously approved by U&R) (Trim No 230216020671[v1])
- ii. Revised Drawing set (to match Waka Kōtahi requirements) (Trim No 230216020671[v4])
- iii. Summary of estimates and budgets (Trim No 230419055218).

## 2. RECOMMENDATION

**THAT** the Council:

- (a) **Receives** Report No. 230619089921.

EITHER

- (b) **Proceeds** with a separated cycleway along Ashley St, Ivory St, Percival St and Southbrook Rd.
- (c) **Allocates** an additional \$1.7million to cover the shortfall in the Strategic Cycling projects in 2023/24.
- (d) **Notes** the loss of 224 carparks.

OR

- (e) **Does not proceed** with a separated cycleway along Ashley St, Ivory St, Percival St and Southbrook Rd.
- (f) **Requests** that Waka Kōtahi reallocates the budget allocated for this project to offsetting predicted cost over-runs in the other three Strategic Cycleway projects.
- (g) **Requests** that staff provide a report on options to provide a Grade 3 cycleway along Ashley St, Ivory St, Percival St and Southbrook Rd to be considered as part of the 2024-34 LTP deliberations.

## 3. BACKGROUND

- 3.1. In 2022, Waka Kōtahi requested proposals under a Transport Choices funding category. The Council applied and were successful in getting a number of projects approved, including four under the 'Delivering Strategic Cycling Networks' category.
- 3.2. One of those projects was Rangiora On-road cycleway, which was intended as an upgrade and completion of the existing markings on Ashley St, Ivory St, Percival St and Southbrook Rd, to achieve a complete on-road cycleway suitable for grade 3 users (high confidence). (note for the sake of clarity, this cycleway will now be referred to as the Rangiora North-South cycleway)
- 3.3. This was the basis for a report to the Utilities and Roading Committee on 8<sup>th</sup> March, which resulted in the Committee approving the concept design as per Attachment i).
- 3.4. Since that time, more detailed discussions have taken place with Waka Kōtahi design staff, where it has become apparent that the original concept as submitted to Waka Kōtahi for approval was not in keeping with their underlying design requirements. The application material did not state the need to be suitable for all users was a mandatory requirement, and so the previous report was submitted to the Utilities and Roading Committee in good

faith. However, it is now clear that the basis for all projects under the Strategic Cycling funding category must deliver the following outcomes:

- 3.4.1. The infrastructure should be designed for children and people with visual, mobility, or cognitive impairments. If the infrastructure works for them, it will work for a wider spectrum of the population who are interested in walking and cycling but concerned for their safety.
- 3.4.2. The design should prioritise pedestrians, people cycling, and people taking public transport.
- 3.4.3. The project(s) should be a step towards building a walking, cycling, and/or public transport network that connects to places where people want to go for everyday needs.
- 3.5. In order to resolve this situation, the staff have continued working with Waka Kōtahi, and the outcome is that Waka Kōtahi will not accept the original on-road painted cycleway as suitable for funding under the Transport choices funding package. Therefore, it has now reached a point where the Council needs to decide on which of two options it chooses:
  - 3.5.1. Confirm the concept design for the Rangiora North-South cycleway to be an on-road cycleway as previously adopted by the Utilities and Roding Committee in accordance with Attachment i), noting that it will not be funded by Transport Choices funding.
  - 3.5.2. Amend the concept design for the Rangiora North-South cycleway to be an off-road cycle path in accordance with Attachment ii), noting that it will then be funded with a 67% subsidy by Transport Choices funding.

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

- 4.1. **Option 1** - Confirm the concept design as per original design previously adopted by the Utilities and Roding Committee.
- 4.2. This option would entail confirming the cycleway as on-road, and acknowledging that it would not deliver a cycling solution suitable for all levels of confidence, and would not prioritise cyclists over other users.
- 4.3. This would effectively mean that it would no longer be eligible for Transport Choices funding, and therefore would need funding separately.
- 4.4. If this option was chosen, the effect on parking is as previously advised (i.e. a loss of 38 parks out of a total of 393 parks available on these four roads).
- 4.5. This option would cost approximately \$745,000 (including approx. 20% contingency). To get this project funded it would need to be allowed for in the 2024-34 Long Term Plan as part of the Cycling Network Plan implementation. At this stage it is not certain as to whether subsidy would be payable, and if so to what level. (The Council will recall that in previous LTPs up until 2020, Waka Kōtahi subsidised cycling implementation at the usual rate of 51%, but that this subsidy was not offered in the 2021-31 LTP due to funding constraints).
- 4.6. It is worthwhile noting that this length of roadway is part of the proposed Wheels to Waipara cycling route which is now published on maps and publications, and so it is expected that there will be an increase in cyclists using these roads (although the majority of these will be confident cyclists).
- 4.7. The advantages of this option are:
  - 4.7.1. It minimises the loss of parking on these main routes.
  - 4.7.2. It minimises the disruption to the road users on these busy routes.
  - 4.7.3. It means the Council stays under budget.

- 4.7.4. It is in keeping with the scheme plan previously approved.
- 4.7.5. It is in keeping with the approved Walking and Cycling Network Plan
- 4.7.6. It utilises the existing on-road cycle lanes that are present at various locations along the length of the route.
- 4.8. The disadvantages of this option are:
  - 4.8.1. It does not provide a fully safe option for all cyclists, and so there would be a lesser level of service provided.
  - 4.8.2. It retains a number of difficult areas for cyclists, including the four traffic lights (High St, Southbrook Rd, Torlesse and PaknSave) and the Ashley/Blackett roundabout.
  - 4.8.3. It does not meet Waka Kōtahi design criteria and so would not be eligible for transport choices funding.
  - 4.8.4. There is uncertainty about the future level of subsidy that will apply to 'stand-alone' cycling projects in the future.
- 4.9. Therefore, due to the lower cost, less disruption to traffic and less loss of parking, this option is recommended.
- 4.10. **Option 2** - Amend the concept design for the Rangiora North-South cycleway to be an off-road cycle path in accordance with Attachment ii), noting that it will then be funded with a 67% subsidy by Transport Choices funding.
- 4.11. This option would cost approximately \$1,585,000. It would separate out the cyclists from the road users by providing a separated path along these streets, and by providing dedicated routes around the Ashley/Blackett roundabout, and through the four traffic light intersections.
- 4.12. The scheme plan that gives effect to this has been shared with Waka Kōtahi design staff and they have confirmed that it is generally acceptable to them as meeting the design criteria for Transport Choices and therefore would be funded. However, this would be subject to a more comprehensive review.
- 4.13. The advantages of this option are:
  - 4.13.1. It would provide a safer cycling route along the Ashley/Ivory/Percival/Southbrook route through Rangiora.
  - 4.13.2. It would comply with the Transport Choices design criteria.
- 4.14. The disadvantages of this option are:
  - 4.14.1. It would result in the removal of 224 car parks out of a total of 393, along this route.
  - 4.14.2. Although it is funded through the Transport Choices funding criteria, it would require an additional \$1.7million of Council funding due to the over-expenditure across the whole programme.
  - 4.14.3. It may require a reconsideration of the previously approved Cycle Network Plan that proposed a comparable facility on the nearby and parallel route of King Street.
- 4.15. Therefore, on balance, this option is not recommended.

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

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

- 4.16. The Management Team has reviewed this report and support the recommendations.

## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

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

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Cycling groups, local residents and road users will all be affected to some extent by this decision.

### 5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. Increasing the extent, and standard of cycleways was a strong message that came through from previous consultation on the Cycle Network Plan.

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

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report.

The budget for the Ashley/Ivory/Percival/Southbrook cycleway is \$730,000. The cost for a fully complying separated cycleway is \$1,585,000, resulting in an overspend of \$855,000.

The total budget for all four strategic Cycleways projects is \$5,861,000 (\$4,861,000 from Transport Choices and a further \$1,000,000 from better off funding). An additional budget of \$275,000 is currently assumed for drainage improvements and additional landscaping and cultural signage, (giving a total assumed budget of \$6,136,000) although this will require further consideration by staff and the Council as part of the detailed design.

The total cost for all four projects (including a complying separated path along Ashley/Ivory/Percival/Southbrook) comes to \$7,811,000, meaning a total overspend of approximately \$1.7million.

If the Ashley/Ivory/Percival/Southbrook cycleway was not implemented, but the available budget was able to be used to cover over expenditure on the other three projects, then this results in a buffer of approx. \$20,000. Given the three projects include a 20% contingency totaling \$980,000, and given there are a number of discretionary provisional items included in the price, this is within the margin of error.

Note that Waka Kōtahi have not yet confirmed that transferring this budget to cover over expenditure within the other three projects is acceptable. This request is being applied for and will require careful consideration on their behalf. This includes consideration of why cost over-runs have occurred on the other three projects, and whether the total funding remains value for money. They have an internal process to progress, and so are not in a position to advise. This will be verbally updated at the meeting.

The Council contribution of 33% towards the Transport Choices budget is already included in the Annual Plan/Long Term Plan.

Any overspend on the Transport Choices budget is not included in the Annual Plan/Long Term Plan.

Additional discretionary funding of approx. 4275,000 for landscaping an additional signage is not included in the annual Plan and will be applied for separately.

Any future funding towards an Ashley/Ivory/Percival/Southbrook cycleway (either on-road or separated path) is not included in the Annual Plan/Long Term Plan.

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

The recommendations in this report do have sustainability and/or climate change impacts. Increased use of cycling and walking reduces vehicles travelled and therefore carbon emissions, and increases community health and well-being.

## 6.3 **Risk Management**

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

If the project is not funded by Transport Choices, there is a risk that any planned future works would not be subsidised, meaning the costs would be 100% funded by the ratepayer.

## 6.3 **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. Implementation of a fully separated path would provide better mitigation for risks associated with cycling in the district.

# 7. **CONTEXT**

## 7.1. **Consistency with Policy**

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

## 7.2. **Authorising Legislation**

This decision can be made under the Local Government Act

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

The Council's community outcomes are relevant to the actions arising from recommendations in this report.

In particular

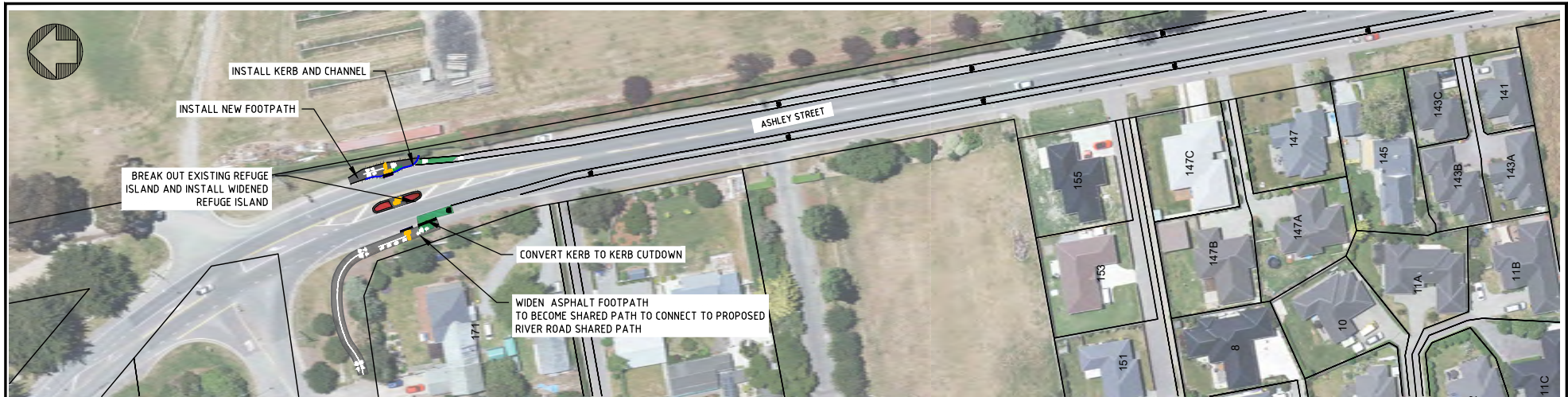
*There is a safe environment for all.*

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

## 7.4. **Authorising Delegations**

The Utilities and Roading has delegated authority to make decisions on the cycleways. However, as this issue has budget implications, it is best considered by the full Council.





REV	REVISION DETAILS	DRN	CHK	APP	DATE
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APPROVED	JM	22/02/2023	VERTICAL	

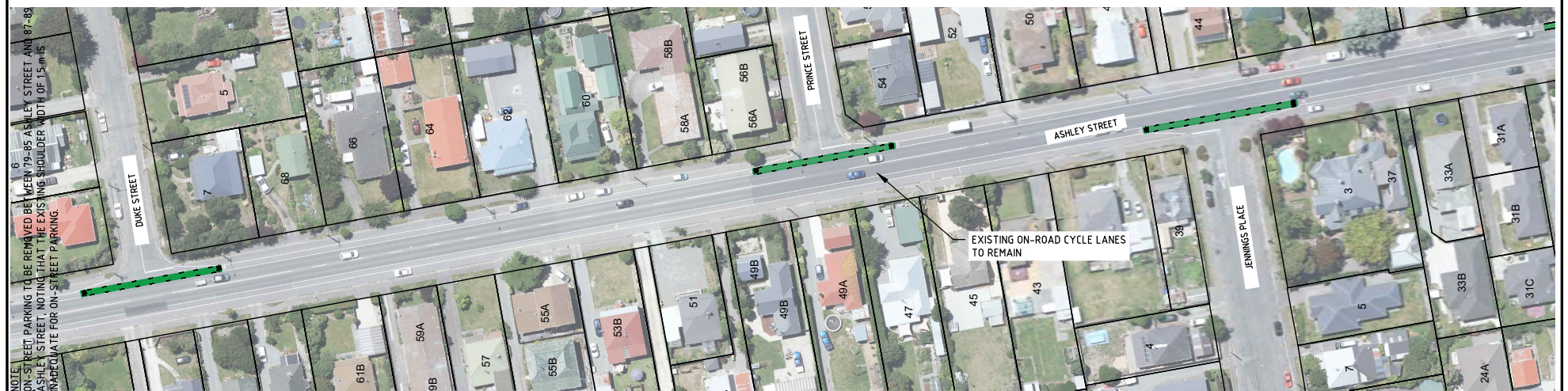
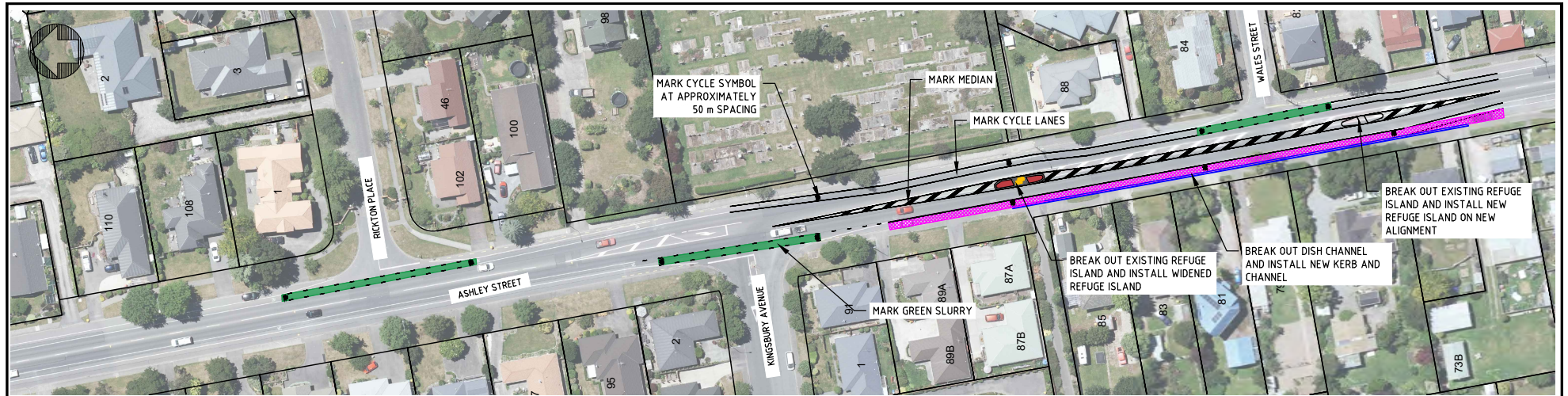


PROJECT	TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES
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FOR APPROVAL NOT FOR CONSTRUCTION	
DRAWING	4351
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REVISION	A





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DESIGNED CHKD	HORIZONTAL NZTM GD2000	
APPROVED	VERTICAL	



PROJECT
TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES

SHEET TITLE
ASHLEY STREET RICKTON PLACE TO JENNINGS PLACE

FOR APPROVAL
DRAWING NOT FOR CONSTRUCTION
4351
SHEET 002
REVISION A





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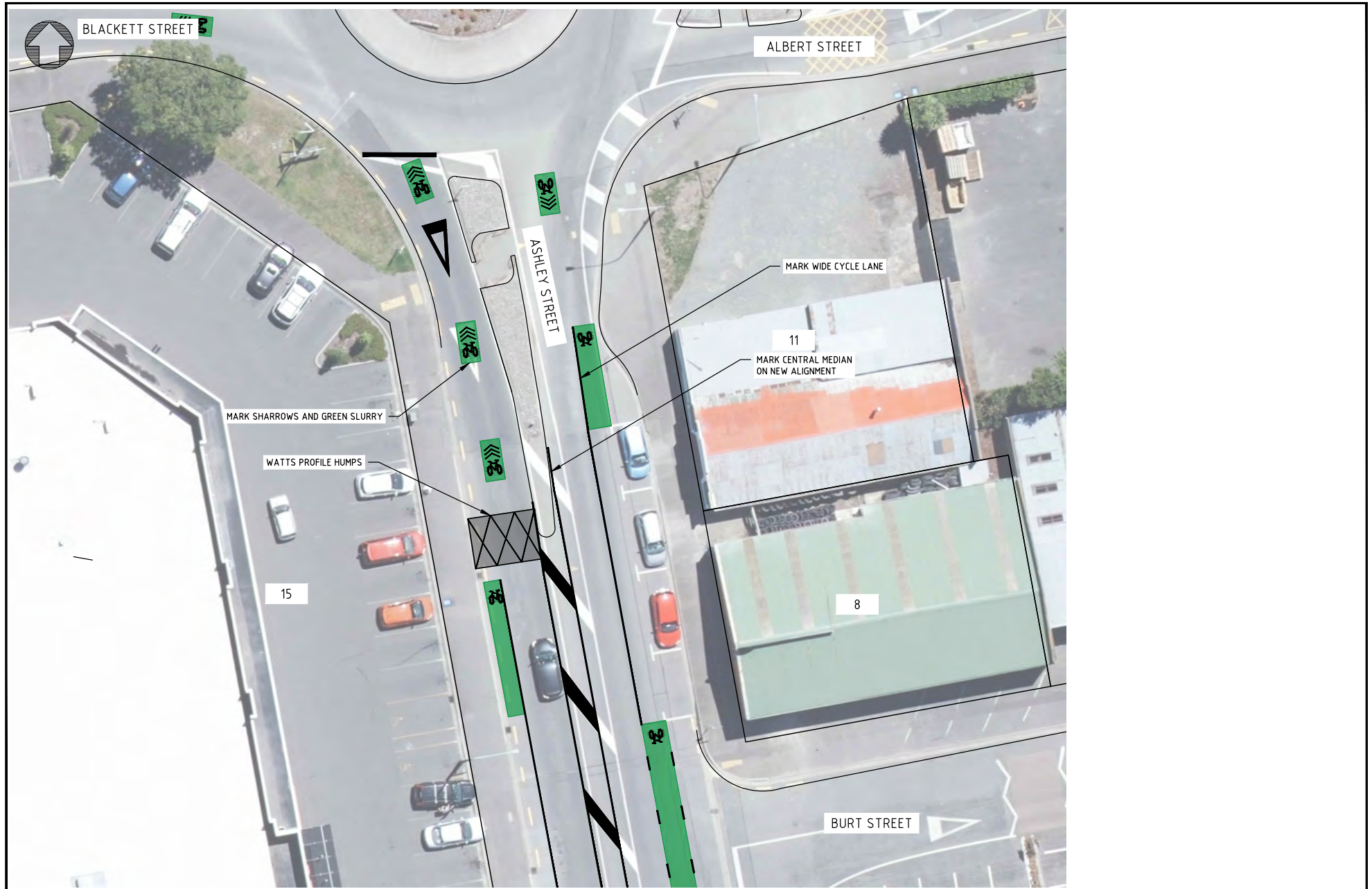


PROJECT
TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES

SHEET TITLE
ASHLEY STREET BLACKETT STREET ROUNDABOUT

FOR APPROVAL
NOT FOR CONSTRUCTION
DRAWING
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REV	REVISION DETAILS	DRN	CHK	APP	DATE
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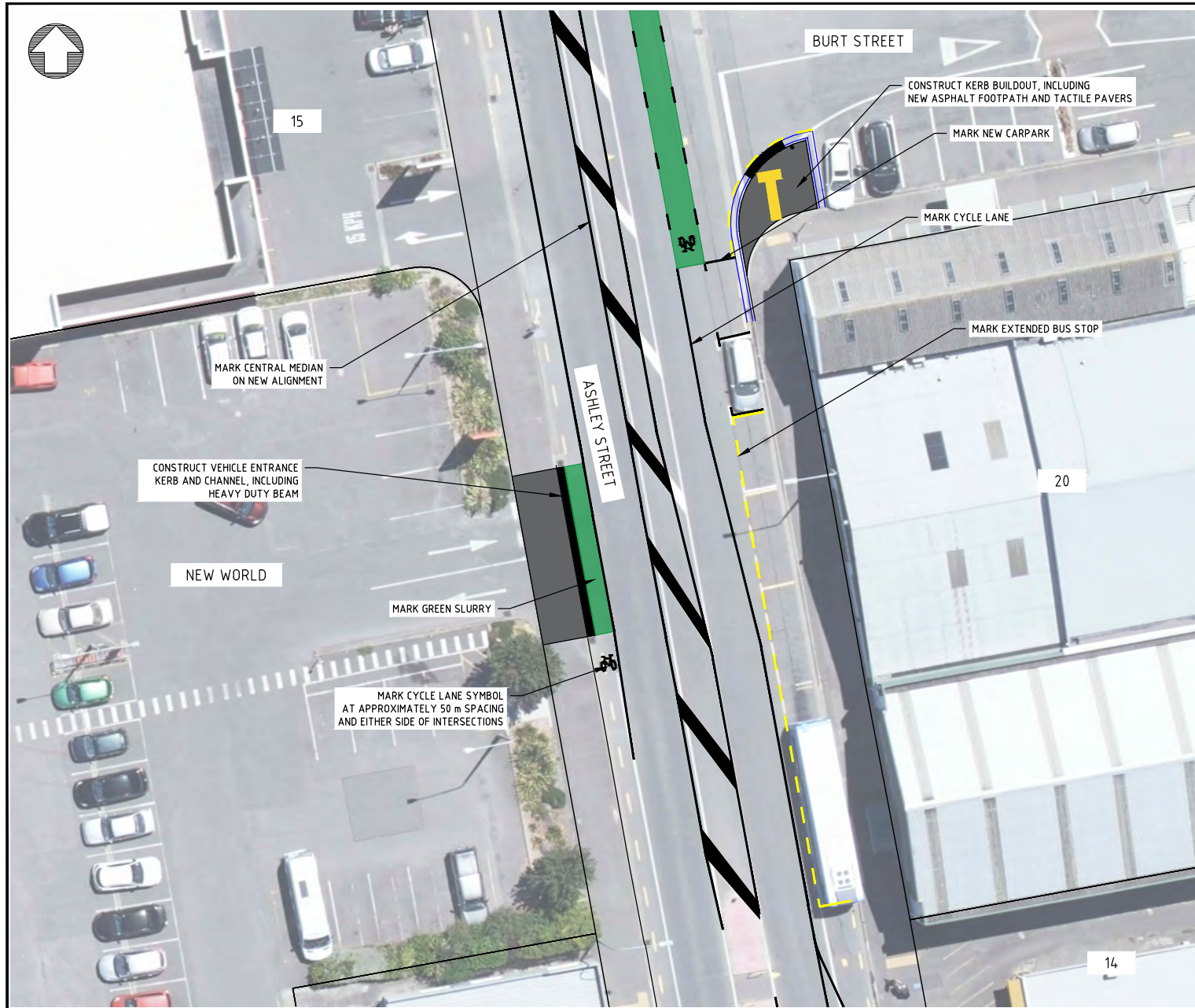
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APPROVED	JM	22/02/2023	VERTICAL	



PROJECT	TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES
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SHEET TITLE	ASHLEY STREET BLACKETT STREET TO BURT STREET
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FOR APPROVAL NOT FOR CONSTRUCTION	
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SHEET	004
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REV	REVISION DETAILS	DRN	CHK	APP	DATE
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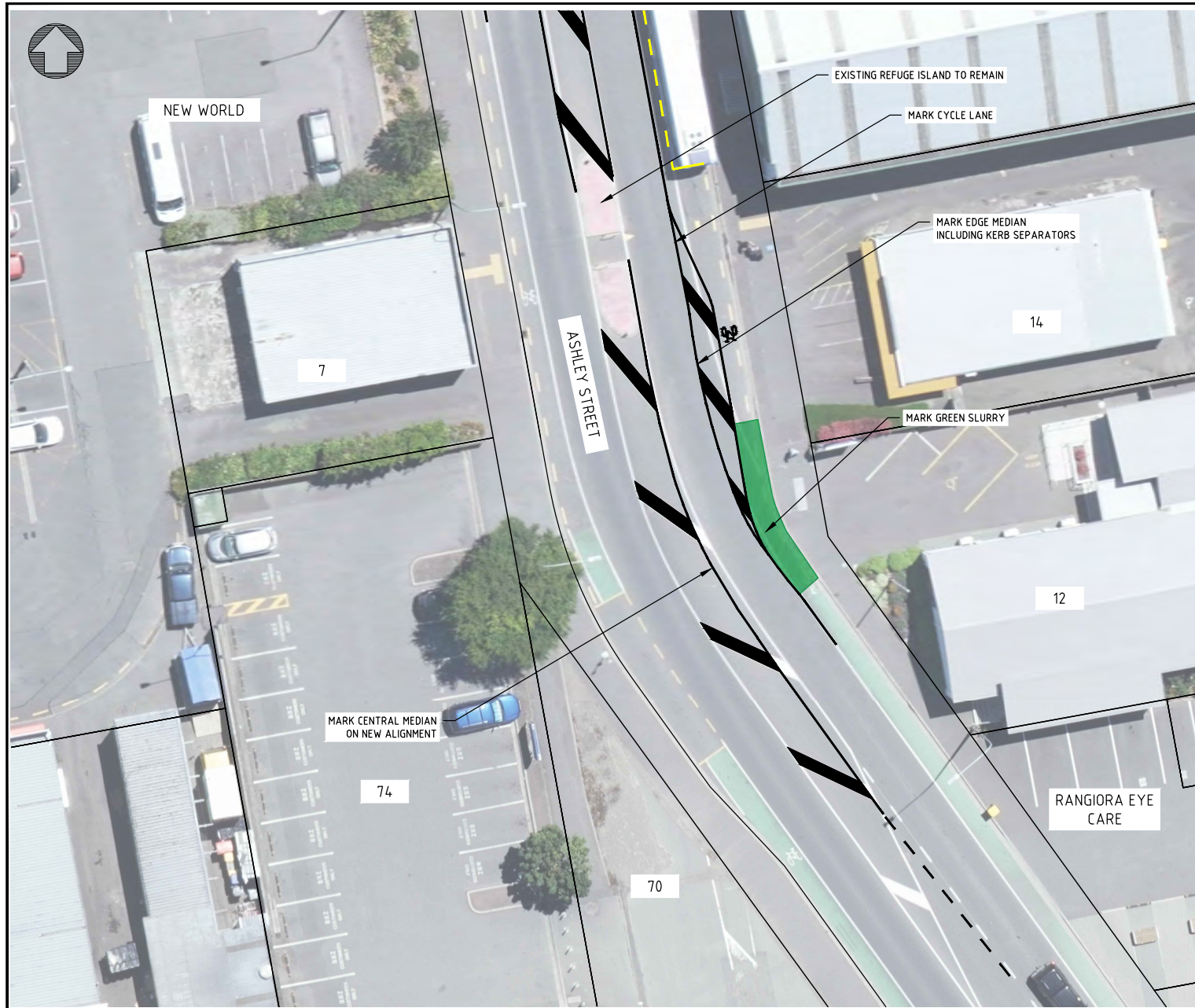


PROJECT	
TRANSPORT CHOICES PROJECTS	
RANGIORA CYCLE LANES	

SHEET TITLE	
ASHLEY STREET	
BURT STREET TO NEW WORLD	

FOR APPROVAL	
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SHEET	005
REVISION	A





REV	REVISION DETAILS	DRN	CHK	APP	DATE
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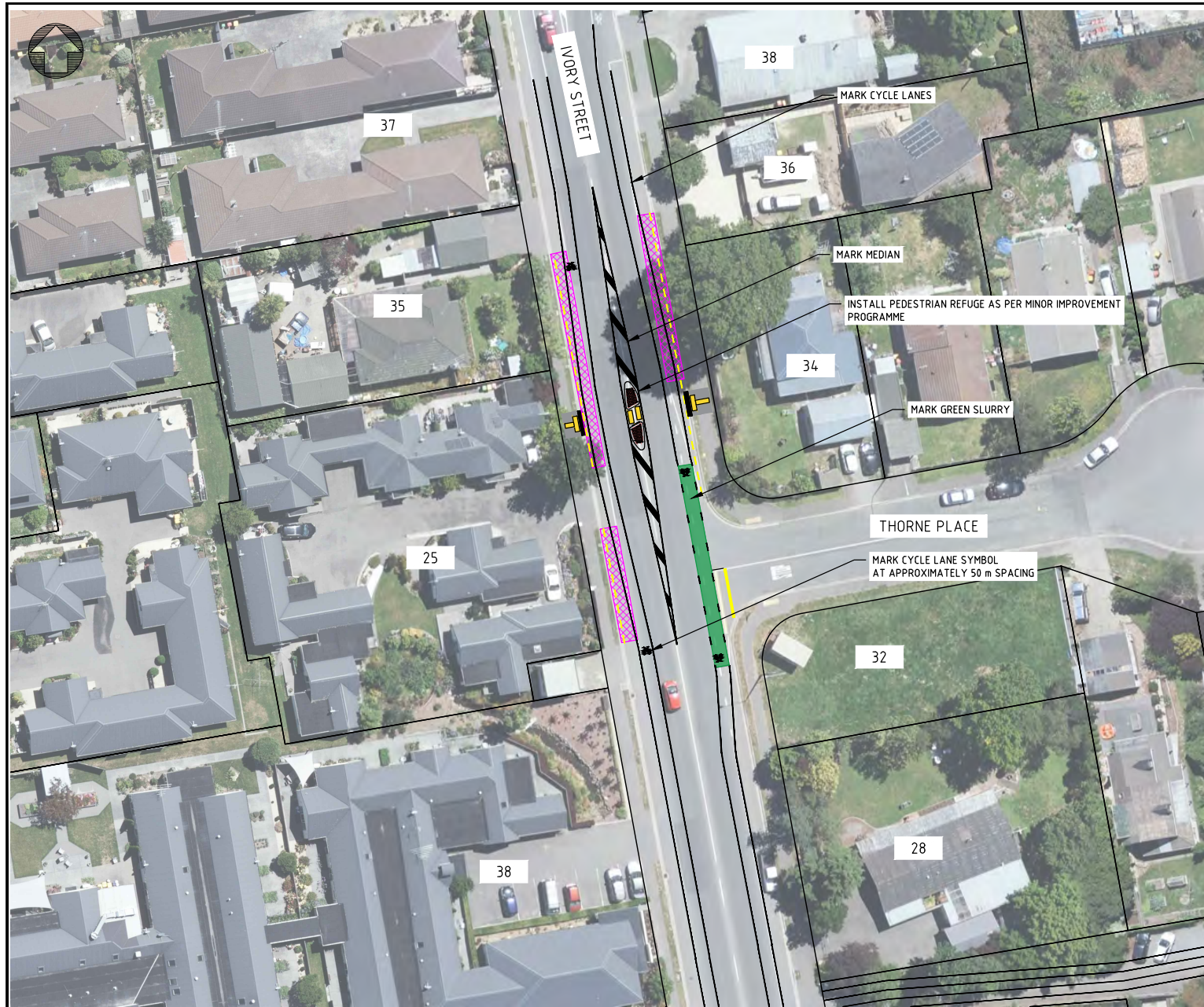


PROJECT
TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES

SHEET TITLE
ASHLEY STREET NEW WORLD TO RANGIORA EYE CARE

FOR APPROVAL
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DRAWING
4351
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006
REVISION
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NOTE:  
ON-STREET PARKING IS TO BE REMOVED AS SHOWN TO ALLOW FOR  
INSTALLATION OF PEDESTRIAN REFUGE ISLAND AS PER MINOR  
IMPROVEMENT PROGRAMME.

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023

SURVEYED	PROJECT No
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PROJECT
TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES

SHEET TITLE
IVORY STREET 38 IVORY STREET TO 28 IVORY STREET

PRELIMINARY NOT FOR CONSTRUCTION
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4351
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NOTE:  
ALL ON STREET PARKING IS RETAINED

REV	REVISION DETAILS	DRN	CHK	APP	DATE
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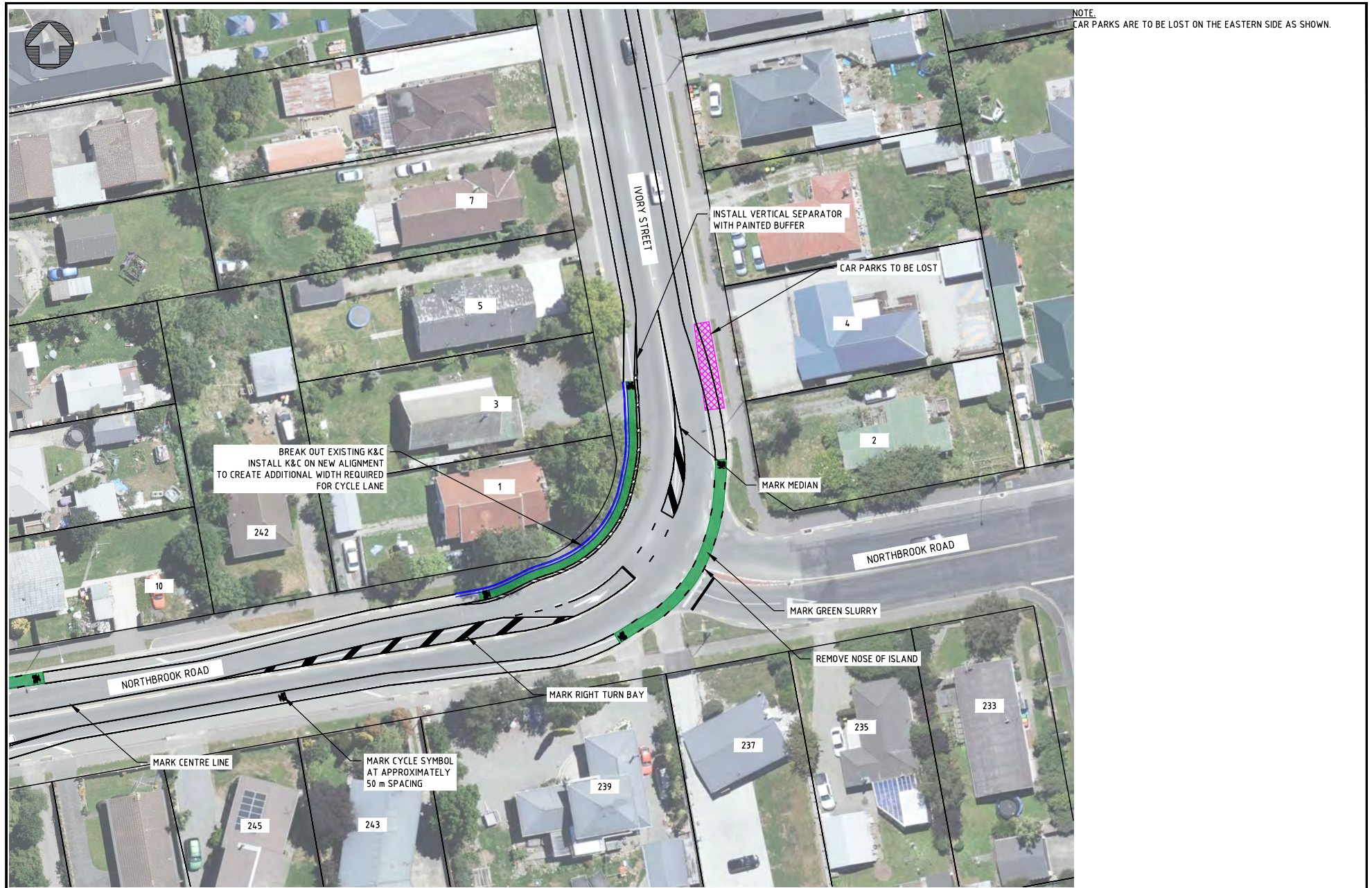


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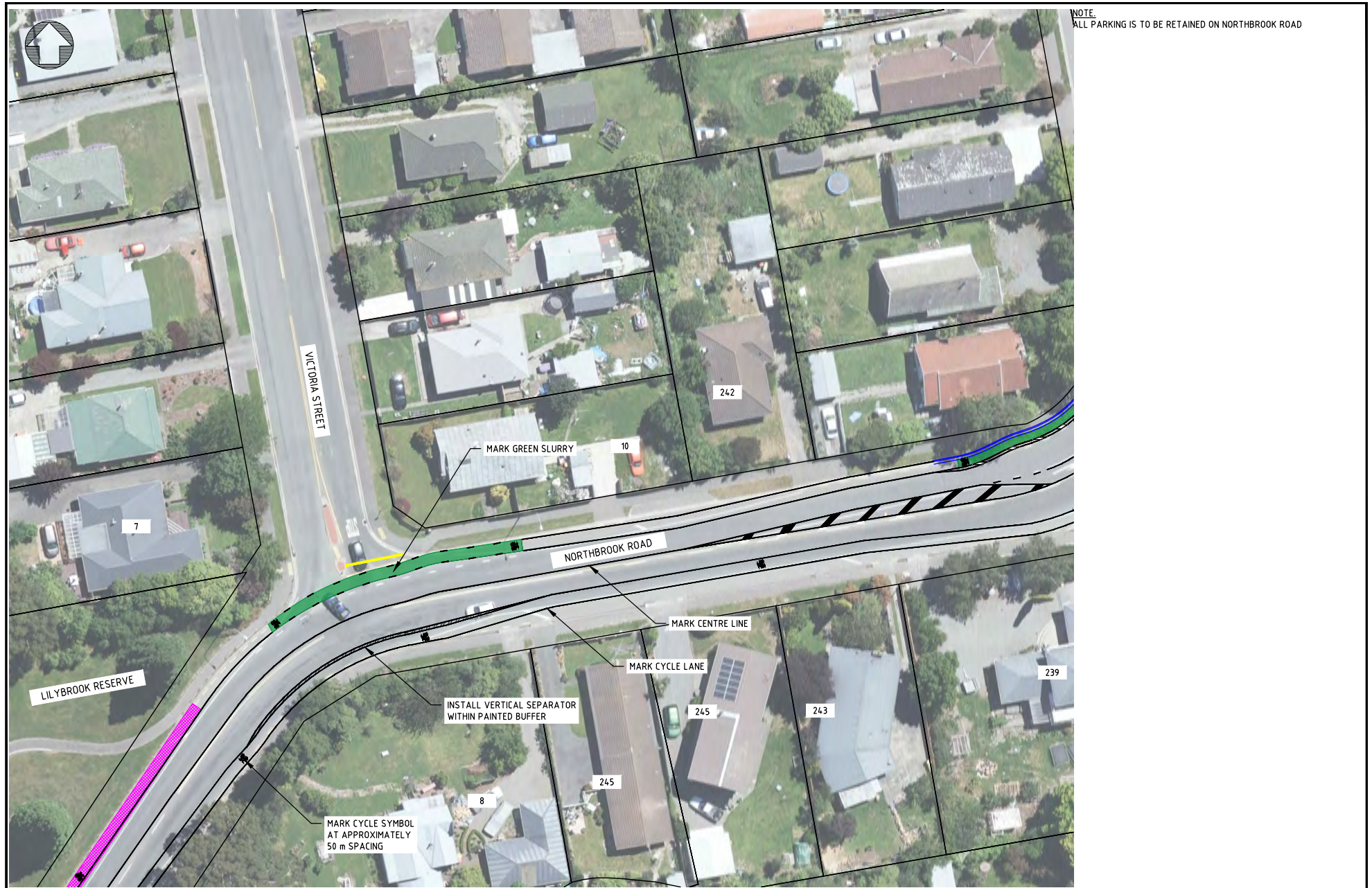


PROJECT	TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES
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SHEET TITLE	IVORY STREET AND NORTHBROOK ROAD INTERSECTION
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PRELIMINARY NOT FOR CONSTRUCTION	
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SHEET	009
REVISION	A





REV	REVISION DETAILS	DRN	CHK	APP	DATE
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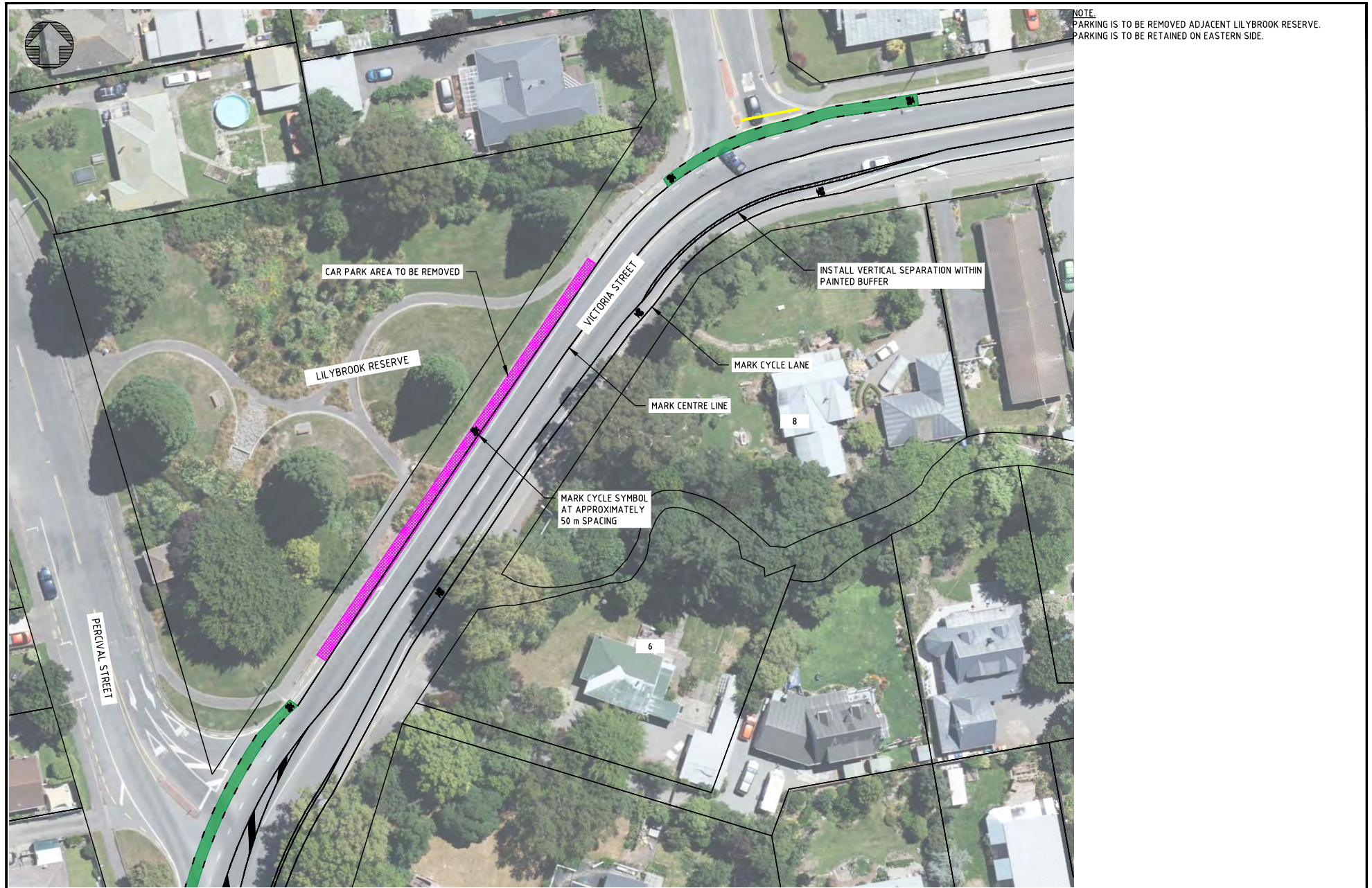


PROJECT	TRANSPOPT CHOICES PROJECTS RANGIORA CYCLE LANES
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SHEET TITLE	VICTORIA STREET & NORTHBROOK ROAD INTERSECTION
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PRELIMINARY	NOT FOR CONSTRUCTION
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SHEET	010
REVISION	A





REV	REVISION DETAILS	DRN	CHK	APP	DATE
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DESIGNED CHKD	KS	HORIZONTAL NZTM GD2000	
APPROVED	JM	VERTICAL	

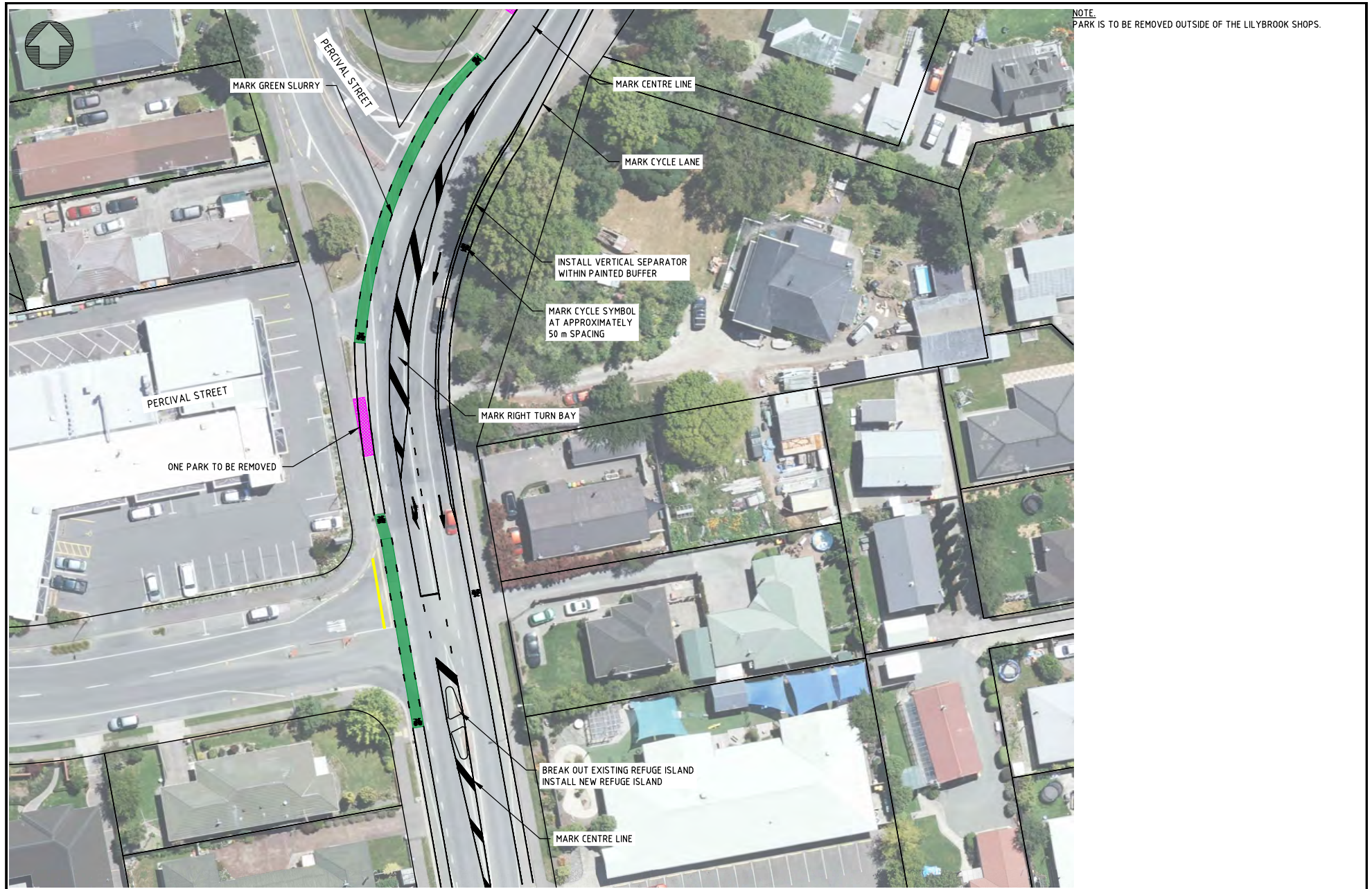


PROJECT	
TRANSPORT CHOICES PROJECTS	
RANGIORA CYCLE LANES	

SHEET TITLE	
VICTORIA STREET	

PRELIMINARY	
NOT FOR CONSTRUCTION	
DRAWING	4351
SHEET	011
REVISION	A





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023

SURVEYED	PROJECT No	PD001952
DRAWN	CON No	CON2020--
DRAWING CHKD	SCALE (A3)	1:500
DESIGNED	DATUM ORIGIN	
DESIGNED CHKD	HORIZONTAL NZTM GD2000	
APPROVED	VERTICAL	

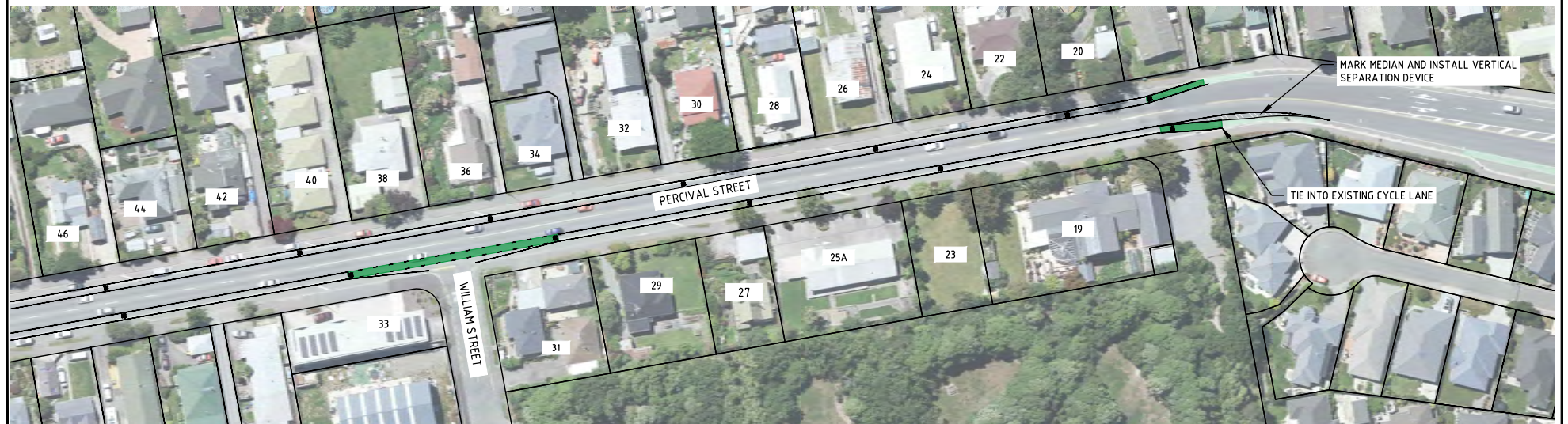
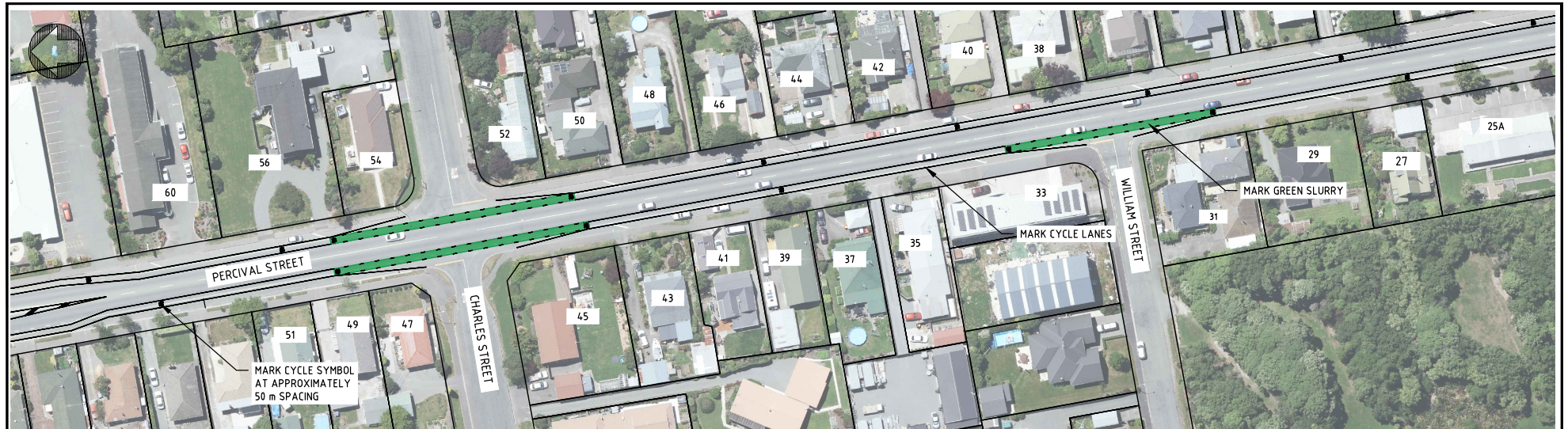


PROJECT	TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES
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SHEET TITLE	PERCIVAL STREET AND JOHNS ROAD INTERSECTIONS
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<b>PRELIMINARY</b> NOT FOR CONSTRUCTION
DRAWING 4351
SHEET 012
REVISION A





NOTE  
ALL PARKING IS TO BE RETAINED.

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023

SURVEYED		PROJECT No	PD001952
DRAWN	AMC	CON No	CON2020--
DRAWING CHKD	KS	SCALE (A3)	1:1000
DESIGNED	AMC	DATUM ORIGIN	
DESIGNED CHKD	AMC	HORIZONTAL NZTM GD2000	
APPROVED	JM	VERTICAL	

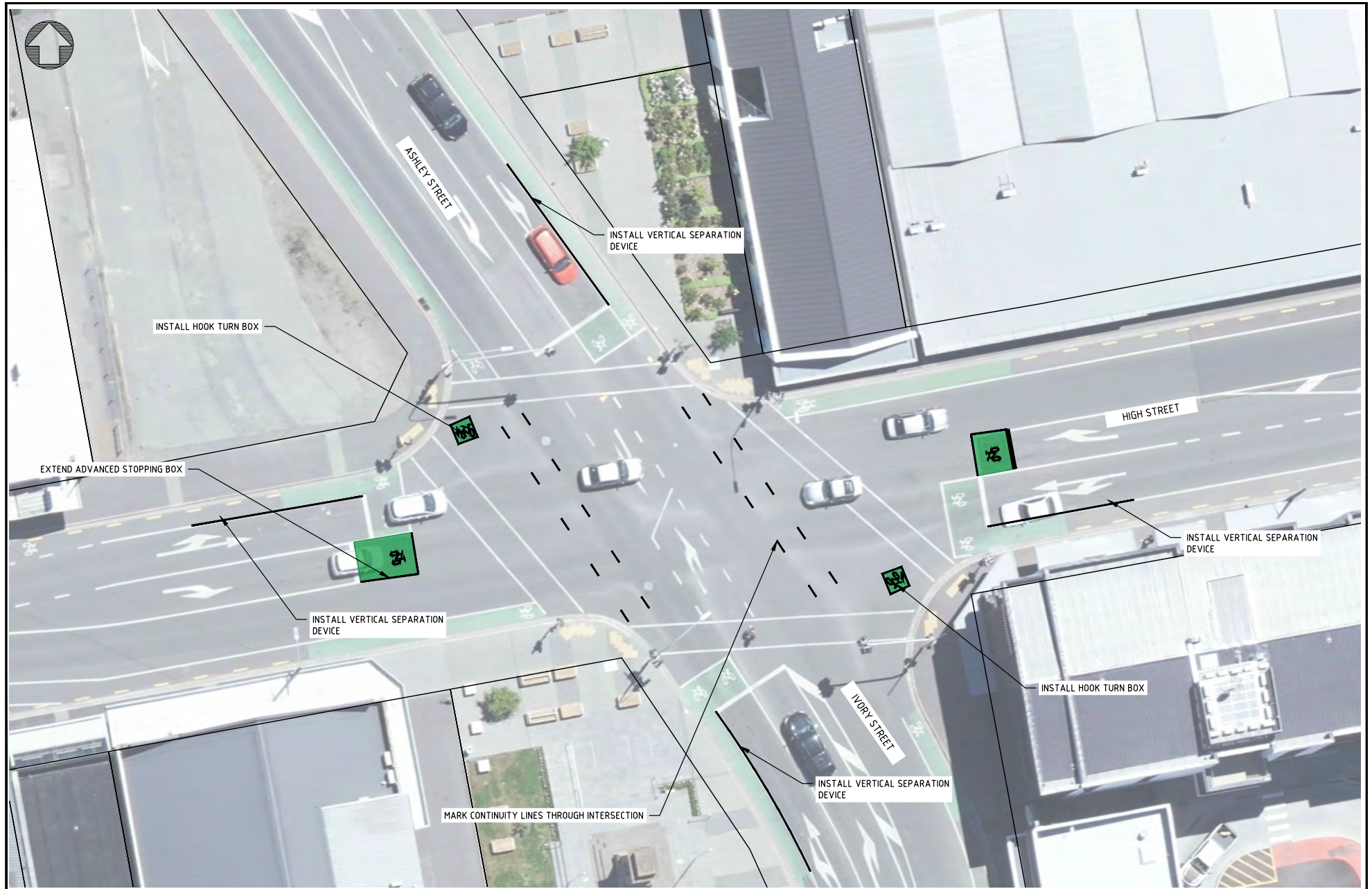


PROJECT	
TRANSPORT CHOICES PROJECTS	
RANGIORA CYCLE LANES	

SHEET TITLE	
PERCIVAL STREET	
JOHNS ROAD TO SOUTH BELT	

PRELIMINARY	
NOT FOR CONSTRUCTION	
DRAWING	4351
SHEET	013
REVISION	A





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023

SURVEYED		PROJECT No	PD001952
DRAWN	AMC	CON No	CON2020--
DRAWING CHKD	KS	SCALE (A3)	1:250
DESIGNED	AMC	DATUM ORIGIN	
DESIGNED CHKD	KS	HORIZONTAL NZTM GD2000	
APPROVED	JM	VERTICAL	



PROJECT	TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES
---------	--

SHEET TITLE	HIGH STREET AND ASHLEY STREET INTERSECTION
-------------	---

<b>PRELIMINARY</b> NOT FOR CONSTRUCTION	
DRAWING	4351
SHEET	014
REVISION	A





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023

SURVEYED			PROJECT No	PD001952
DRAWN	AMC	22/02/2023	CON No	CON2020--
DRAWING CHKD	KS	22/02/2023	SCALE (A3)	1:250
DESIGNED	AMC	22/02/2023	DATUM ORIGIN	
DESIGNED CHKD	KS	22/02/2023	HORIZONTAL NZTM GD2000	
APPROVED	JM	22/02/2023	VERTICAL	



PROJECT	TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES
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SHEET TITLE	SOUTH BELT AND PERCIVAL STREET INTERSECTION
-------------	--

<b>PRELIMINARY</b> NOT FOR CONSTRUCTION	
DRAWING	4351
SHEET	015
REVISION	A





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023

SURVEYED		PROJECT No	PD001952
DRAWN	AMC	CON No	CON2020-
DRAWING CHKD	KS	SCALE (A3)	1:500
DESIGNED	AMC	DATUM ORIGIN	
DESIGNED CHKD	KS	HORIZONTAL NZTM GD2000	
APPROVED	JM	VERTICAL	



PROJECT	TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES
---------	--

SHEET TITLE	SOUTHBROOK ROAD OFF-ROAD/ON-ROAD TRANSITION
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<b>PRELIMINARY</b> NOT FOR CONSTRUCTION	
DRAWING	4351
SHEET	016
REVISION	A





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023

SURVEYED		PROJECT No	PD001952
DRAWN	AMC	CON No	CON2020--
DRAWING CHKD	KS	SCALE (A3)	1:250
DESIGNED	AMC	DATUM ORIGIN	
DESIGNED CHKD	KS	HORIZONTAL NZTM GD2000	
APPROVED	JM	VERTICAL	

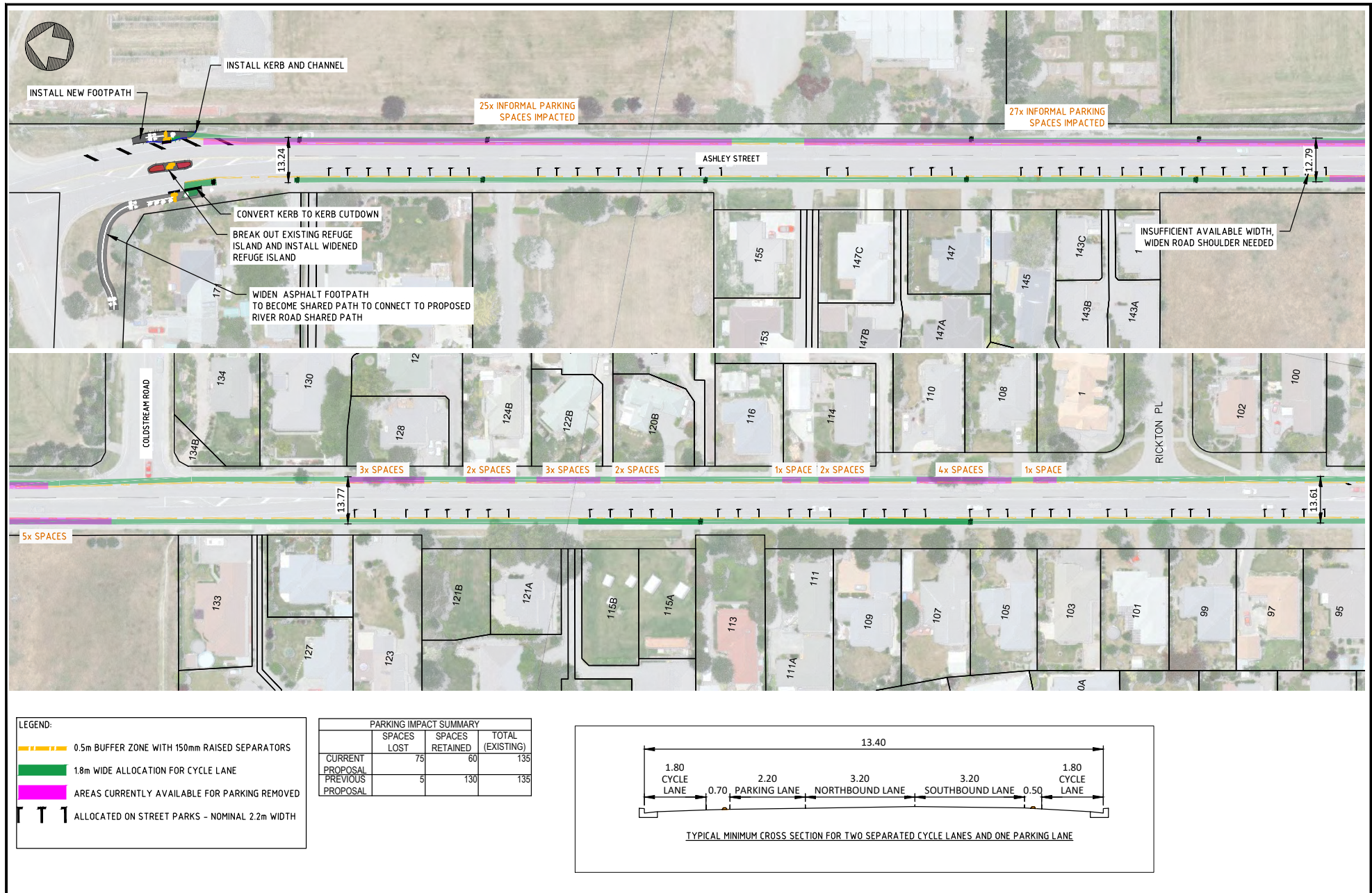


PROJECT	TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES
---------	--

SHEET TITLE	MITRE 10 AND SOUTHBROOK ROAD INTERSECTION
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FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4351
SHEET	017
REVISION	A





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023
B	REVISED SCHEME DESIGN FOR INCREASED SEPARATION	AK	KS	DY	19/06/2023

SURVEYED		PROJECT No	PD001952
DRAWN	AMC	CON No	CON2020--
DRAWING CHKD	KS	SCALE (A3)	1:1000
DESIGNED	AMC	DATUM ORIGIN	
DESIGNED CHKD	KS	HORIZONTAL NZTM GD2000	
APPROVED	JM	VERTICAL	

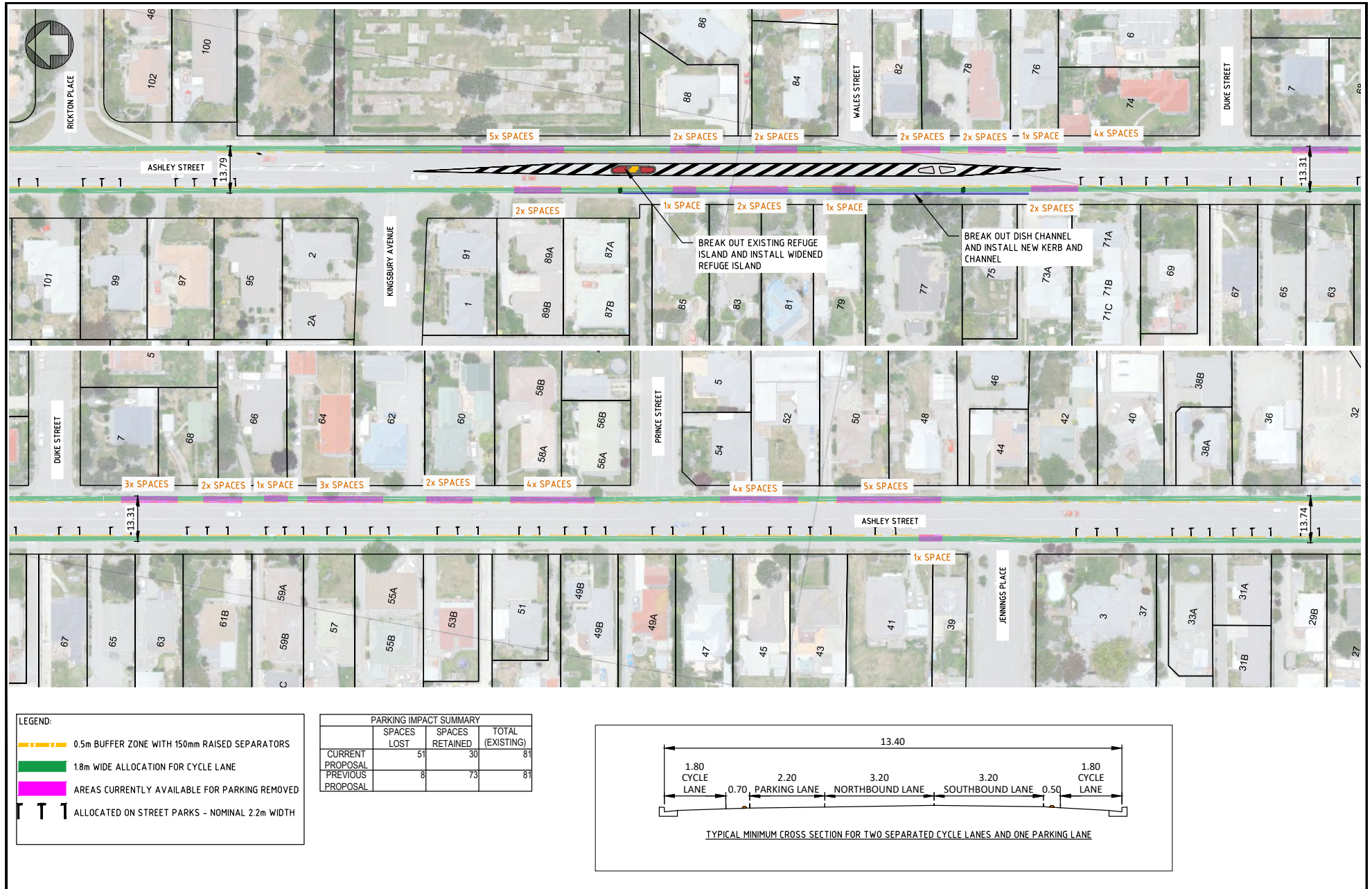


PROJECT	TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES
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SHEET TITLE	ASHLEY STREET RIVER ROAD TO COLDSTREAM ROAD
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FOR APPROVAL NOT FOR CONSTRUCTION	4351
DRAWING	REVISION
SHEET 001	REVISION B





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023
B	REVISED SCHEME DESIGN FOR INCREASED SEPARATION	AK	KS	DY	19/06/2023

SURVEYED			PROJECT No	PD001952
DRAWN	AMC	22/02/2023	CON No	CON2020-
DRAWING CHKD	KS	22/02/2023	SCALE (A3)	1:1000
DESIGNED	AMC	22/02/2023	DATUM ORIGIN	
DESIGNED CHKD	KS	22/02/2023	HORIZONTAL NZTM GD000	
APPROVED	JM	22/02/2023	VERTICAL	

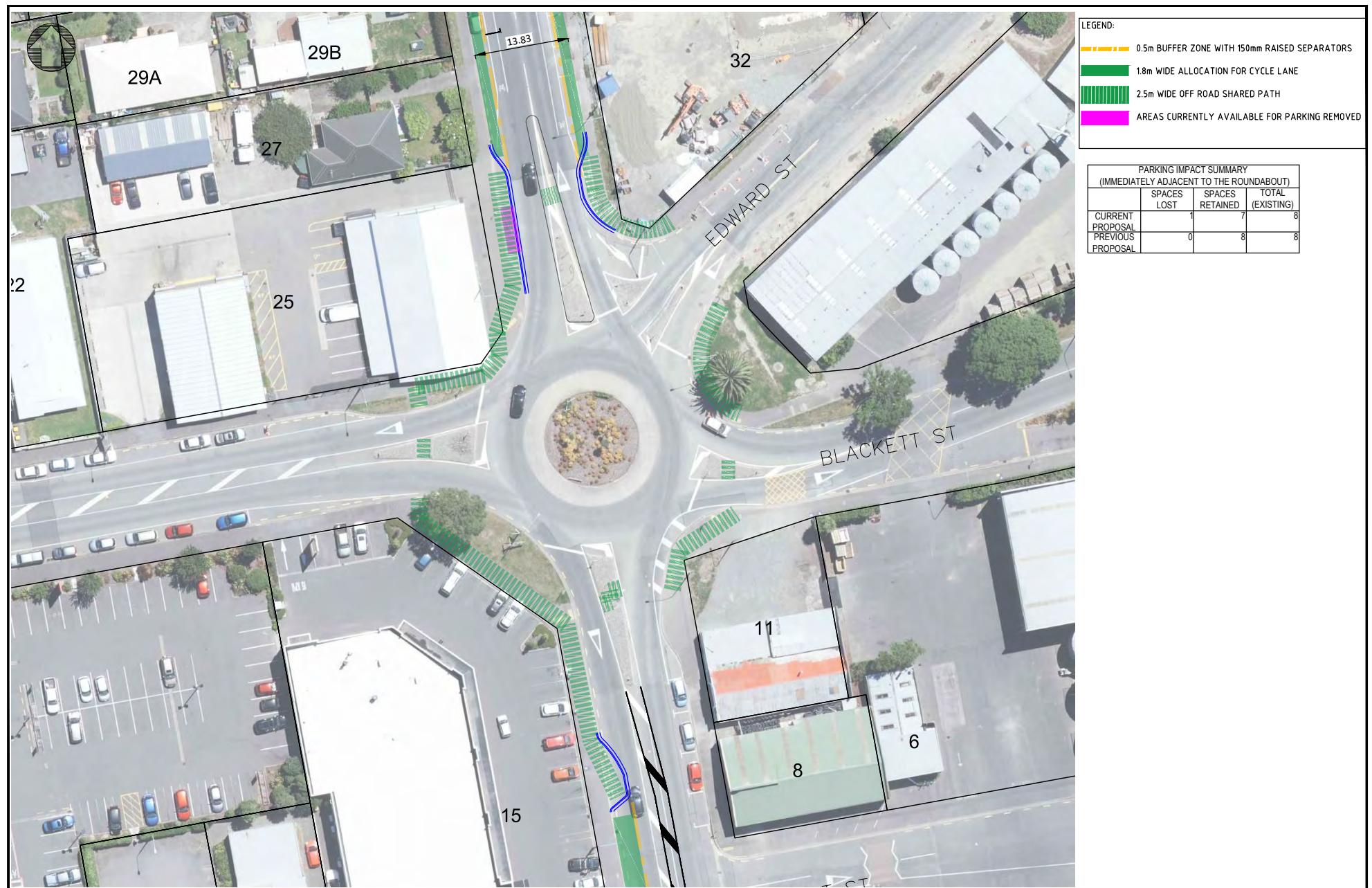


PROJECT	
TRANSPORT CHOICES PROJECTS	
RANGIORA CYCLE LANES	

SHEET TITLE	
ASHLEY STREET	
RICKTON PLACE TO JENNINGS PLACE	

FOR APPROVAL	
NOT FOR CONSTRUCTION	
DRAWING	4351
SHEET	002
REVISION	B





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023
B	REVISED SCHEME DESIGN FOR INCREASED SEPARATION	AK	KS	DY	19/06/2023

SURVEYED	PROJECT No	PD001952
DRAWN	CON No	CON2020--
DRAWING CHKD	SCALE (A3)	1:500
DESIGNED	DATUM ORIGIN	
DESIGNED CHKD	HORIZONTAL NZTM GD2000	
APPROVED	VERTICAL	

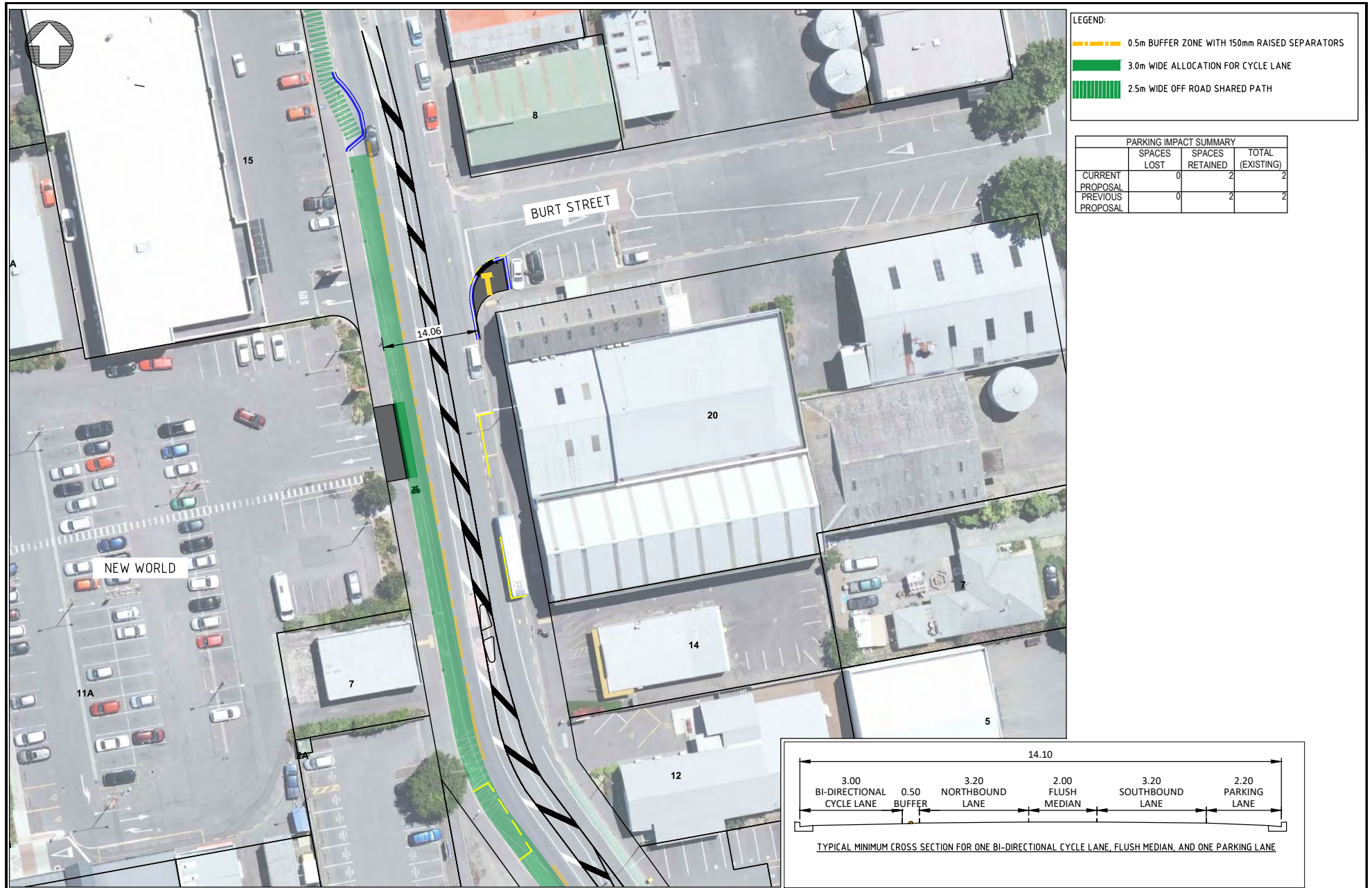


PROJECT
TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES

SHEET TITLE
ASHLEY STREET BLACKETT STREET ROUNDABOUT

FOR APPROVAL NOT FOR CONSTRUCTION
DRAWING 4351
SHEET 003
REVISION B





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023
B	REVISED SCHEME DESIGN FOR INCREASED SEPARATION	AK	KS	DY	19/06/2023

SURVEYED	PROJECT No	PD001952
DRAWN	CON No	CON2020--
DRAWING CHKD	SCALE (A3)	1:250
DESIGNED	DATUM ORIGIN	
DESIGNED CHKD	HORIZONTAL NZTM GD2000	
APPROVED	VERTICAL	



PROJECT
TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES

SHEET TITLE
ASHLEY STREET BURT STREET / NEW WORLD SECTION

FOR APPROVAL
NOT FOR CONSTRUCTION
DRAWING
4351
SHEET
004
REVISION
B





LEGEND:

	0.5m BUFFER ZONE WITH 150mm RAISED SEPARATORS
	3.0m WIDE ALLOCATION FOR CYCLE LANE
	2.5m WIDE OFF ROAD SHARED PATH

PARKING IMPACT SUMMARY			
	SPACES LOST	SPACES RETAINED	TOTAL (EXISTING)
CURRENT	0	0	0
PROPOSAL	0	0	0
PREVIOUS	0	0	0
PROPOSAL	0	0	0

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023
B	SCHEME DESIGN - REVISED	AMC	KS	DY	07/03/2023
C	REVISED SCHEME DESIGN FOR INCREASED SEPARATION	AK	KS	DY	19/06/2023

SURVEYED	PROJECT No	PD001952
DRAWN	CON No	CON2020--
DRAWING CHKD	SCALE (A3)	1:250
DESIGNED	DATUM ORIGIN	
DESIGNED CHKD	HORIZONTAL NZTM GD2000	
APPROVED	VERTICAL	

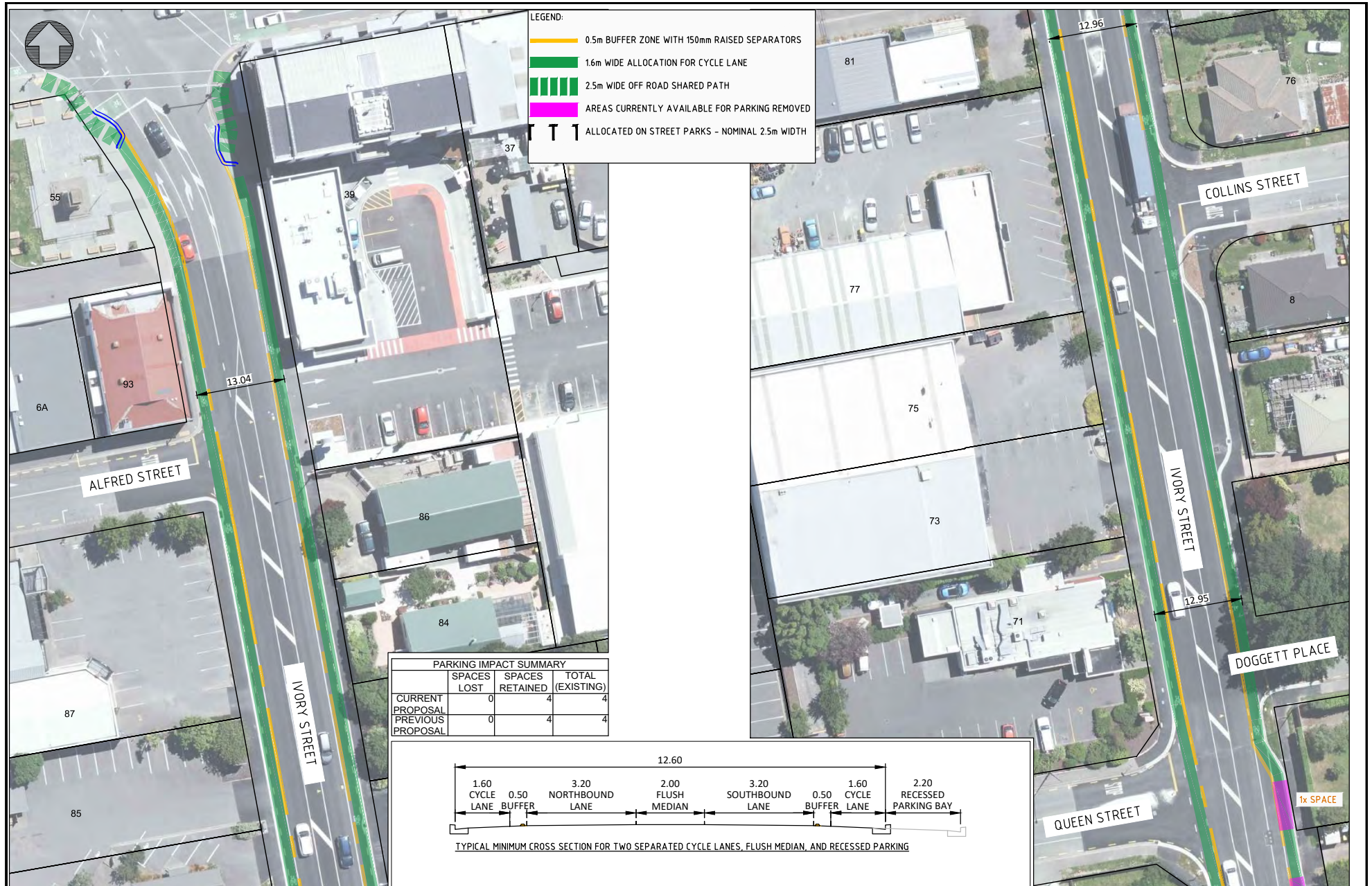


PROJECT
TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES

SHEET TITLE
ASHLEY STREET BURT STREET TO NEW WORLD

FOR APPROVAL
DRAWING
4351
SHEET
005
REVISION
C





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023
B	REVISED SCHEME DESIGN FOR INCREASED SEPARATION	AK	KS	DY	19/06/2023

SURVEYED	PROJECT No	PD001952
DRAWN	AMC	08/02/2023
DRAWING CHKD	KS	08/02/2023
DESIGNED	AMC	08/02/2023
DESIGNED CHKD	KS	08/02/2023
APPROVED	JM	22/02/2023



PROJECT	TRANSPORT CHOICES PROJECTS
	RANGIORA CYCLE LANES

SHEET TITLE	IVORY STREET
	HIGH STREET TO QUEEN STREET

PRELIMINARY	NOT FOR CONSTRUCTION
DRAWING	4351
SHEET	006
REVISION	B





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023
B	REVISED SCHEME DESIGN FOR INCREASED SEPARATION	AK	KS	DY	19/06/2023

SURVEYED	DRAWN	DESIGNED CHKD	DESIGNED CHKD	APPROVED
AMC	AMC	AMC	AMC	JM
KS	KS	KS	KS	
KS	KS	KS	KS	
JM	JM	JM	JM	

PROJECT No	PD001952
CON No	CON2020--
SCALE (A3)	1:500
DATUM ORIGIN	
HORIZONTAL NZTM GD2000	
VERTICAL	

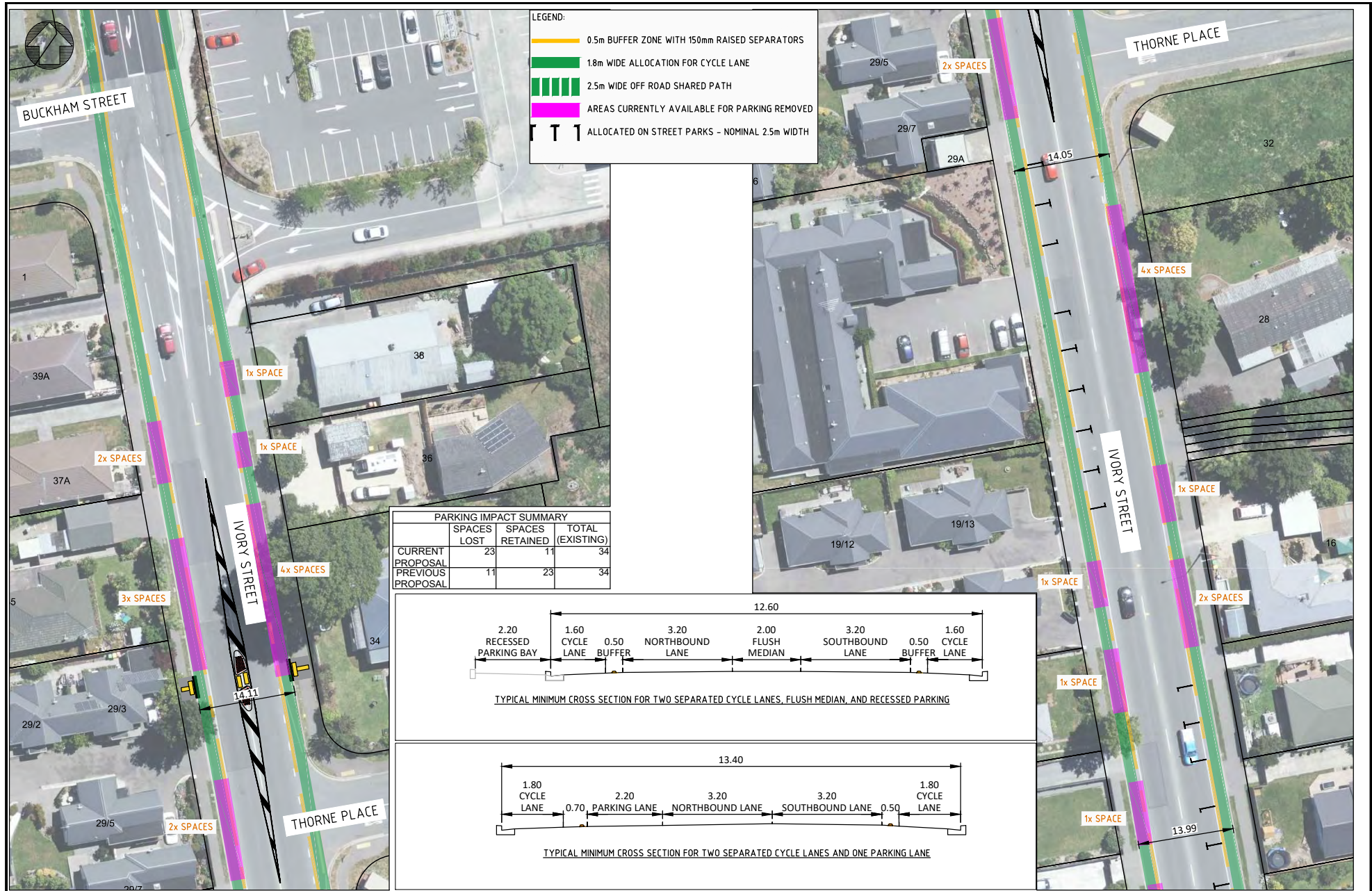


PROJECT	TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES
---------	--

SHEET TITLE	IVORY STREET QUEEN STREET TO BUCKHAM STREET
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PRELIMINARY NOT FOR CONSTRUCTION	
DRAWING	4351
SHEET	007
REVISION	B





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023
B	REVISED SCHEME DESIGN FOR INCREASED SEPARATION	AK	KS	DY	19/06/2023

SURVEYED	PROJECT No	PD001952
DRAWN	CON No	CON2020-
DRAWING CHKD	SCALE (A3)	1:500
DESIGNED	DATUM ORIGIN	
DESIGNED CHKD	HORIZONTAL NZTM GD2000	
APPROVED	VERTICAL	

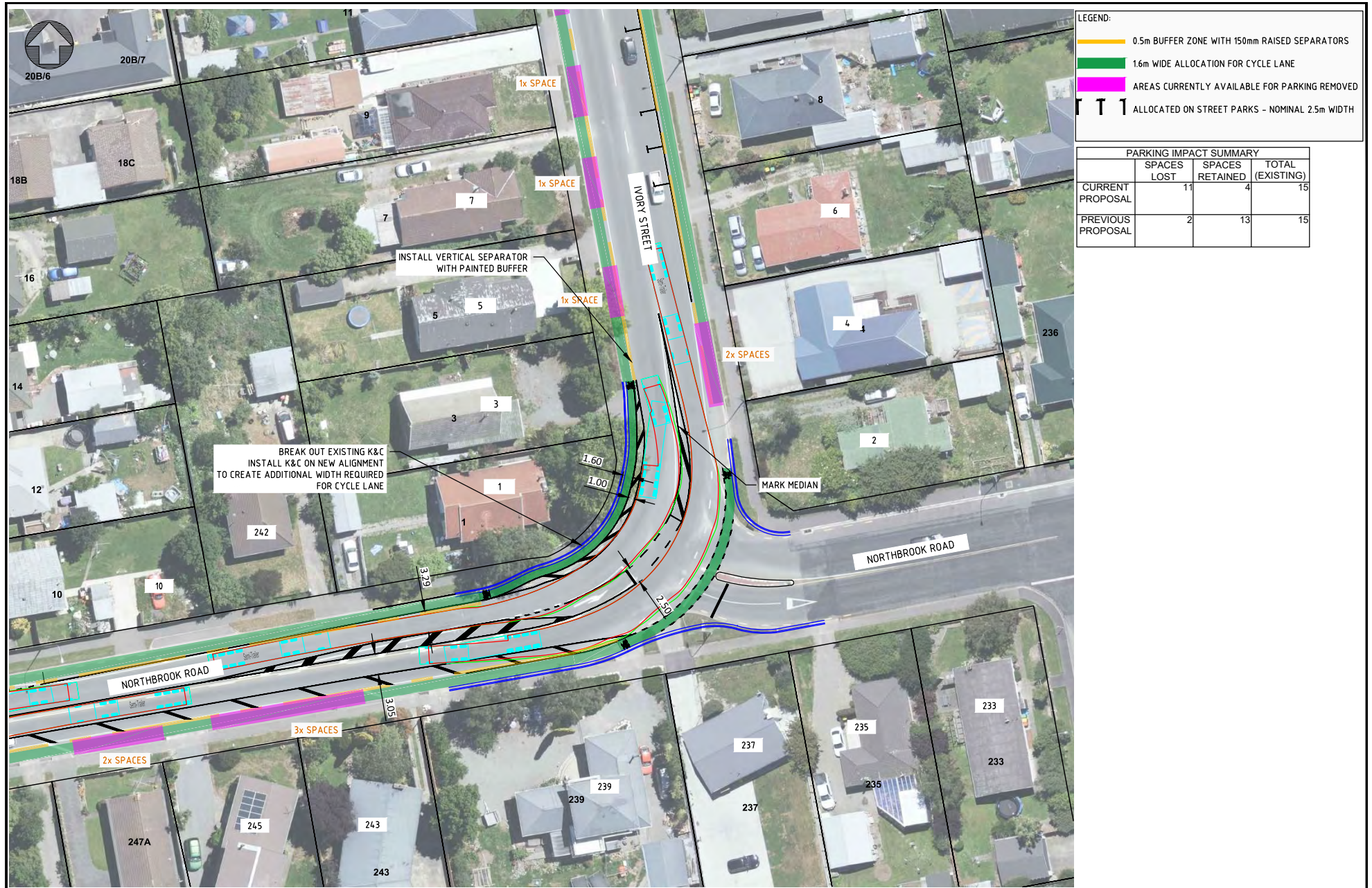


PROJECT
TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES

SHEET TITLE
IVORY STREET BUCKHAM STREET TO NORTHBROOK ROAD

PRELIMINARY NOT FOR CONSTRUCTION
DRAWING 4351
SHEET 007
REVISION B





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023
B	REVISED SCHEME DESIGN FOR INCREASED SEPARATION	AK	KS	DY	19/06/2023

SURVEYED	DRAWN	DATE	PROJECT No
AMC	AMC	22/02/2023	PD001952
DRAWING CHKD	KS	22/02/2023	CON No
DESIGNED	AMC	22/02/2023	CON2020--
DESIGNED CHKD	KS	22/02/2023	SCALE (A3)
APPROVED	JM	22/02/2023	DATUM ORIGIN
			HORIZONTAL NZTM GD2000
			VERTICAL

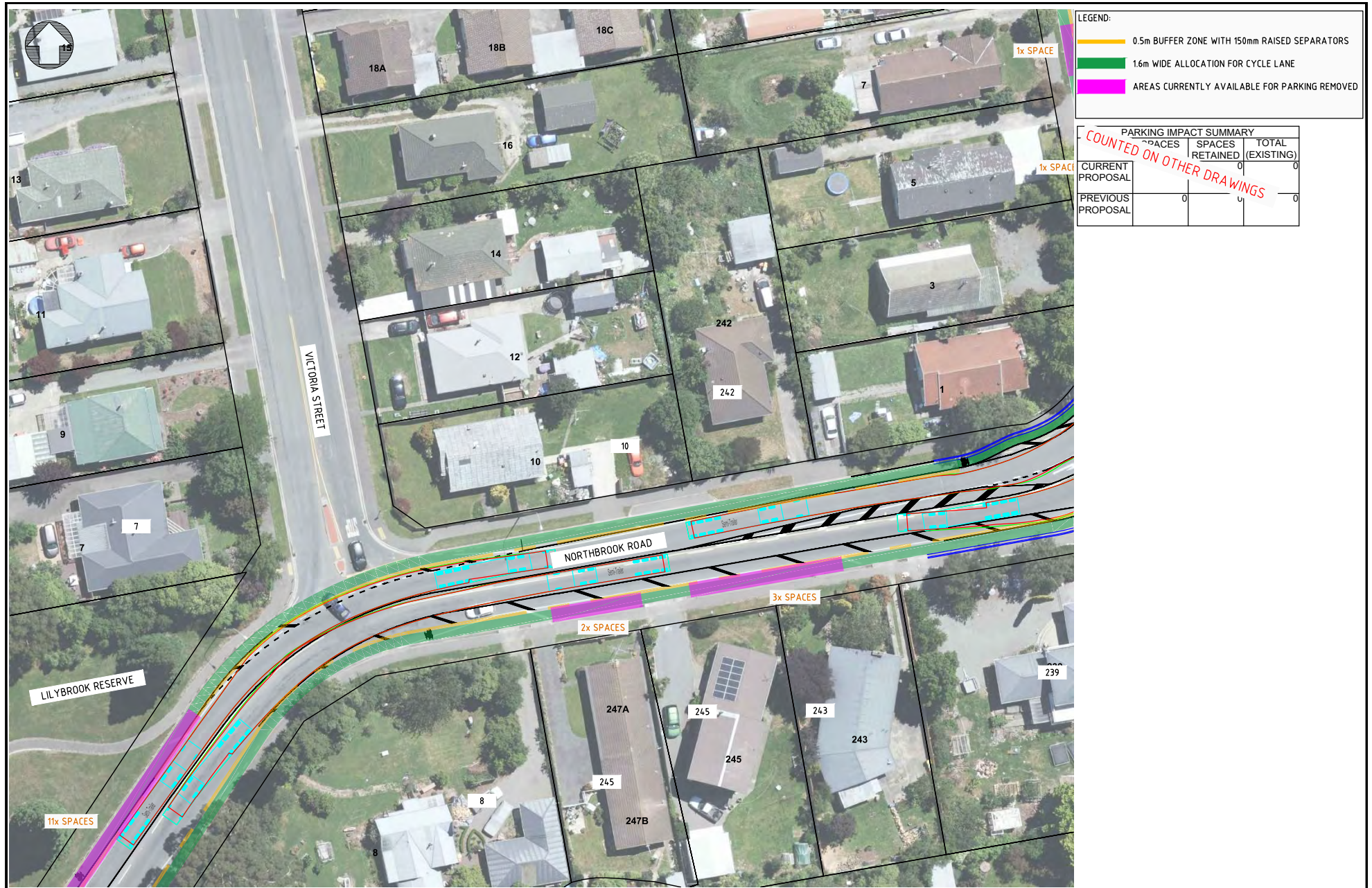


PROJECT
TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES

SHEET TITLE
IVORY STREET AND NORTHBROOK ROAD INTERSECTION

PRELIMINARY NOT FOR CONSTRUCTION
DRAWING
4351
SHEET
009
REVISION
B





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023
B	REVISED SCHEME DESIGN FOR INCREASED SEPARATION	AK	KS	DY	19/06/2023

SURVEYED	PROJECT No	PD001952
DRAWN	CON No	CON2020--
DRAWING CHKD	SCALE (A3)	1:500
DESIGNED	DATUM ORIGIN	
DESIGNED CHKD	HORIZONTAL NZTM GD2000	
APPROVED	VERTICAL	

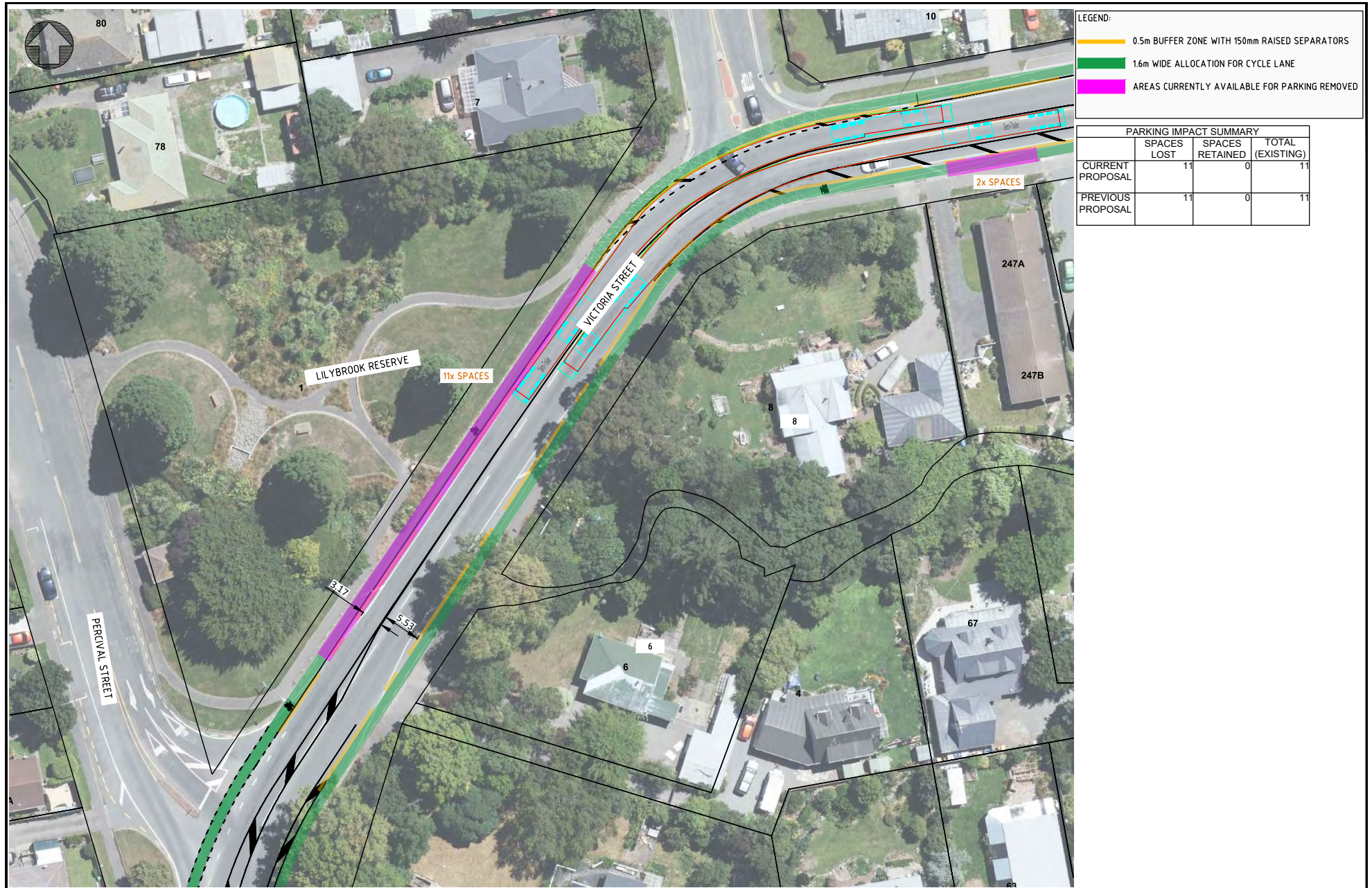


PROJECT
TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES

SHEET TITLE
VICTORIA STREET & NORTHBROOK ROAD INTERSECTION

PRELIMINARY
NOT FOR CONSTRUCTION
DRAWING
4351
SHEET
010
REVISION
B





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023
B	REVISED SCHEME DESIGN FOR INCREASED SEPARATION	AK	KS	DY	19/06/2023

SURVEYED	PROJECT No	PD001952
DRAWN	CON No	CON2020--
DRAWING CHKD	SCALE (A3)	1:500
DESIGNED	DATUM ORIGIN	
DESIGNED CHKD	HORIZONTAL NZTM GD2000	
APPROVED	VERTICAL	



PROJECT
TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES

SHEET TITLE
VICTORIA STREET

PRELIMINARY NOT FOR CONSTRUCTION
DRAWING
4351
SHEET
011
REVISION
B





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023
B	REVISED SCHEME DESIGN FOR INCREASED SEPARATION	AK	KS	DY	19/06/2023

SURVEYED	PROJECT No	PD001952
DRAWN	CON No	CON2020--
DRAWING CHKD	SCALE (A3)	1:500
DESIGNED	DATUM ORIGIN	
DESIGNED CHKD	HORIZONTAL NZTM GD2000	
APPROVED	VERTICAL	

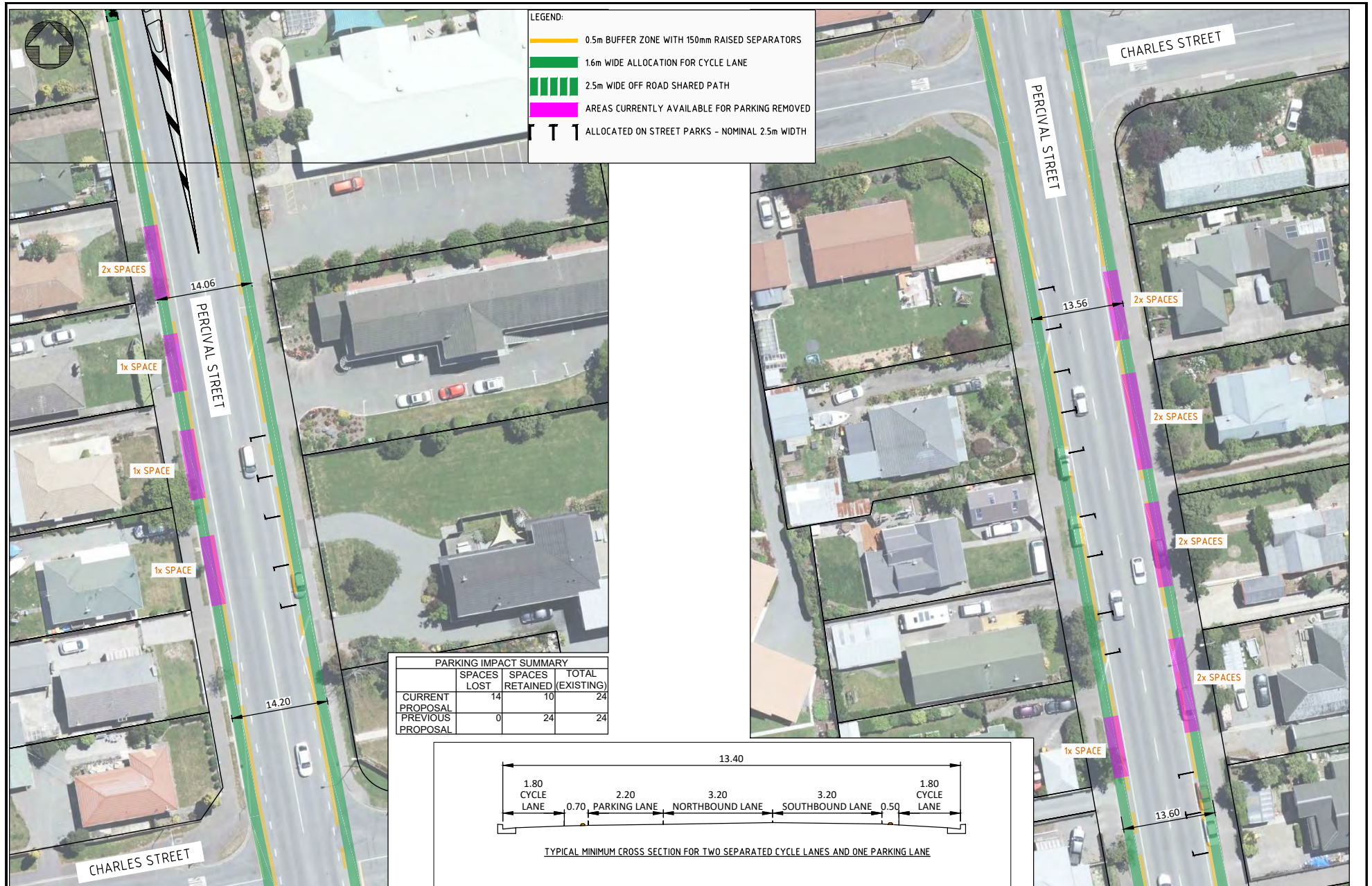


PROJECT
TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES

SHEET TITLE
PERCIVAL STREET AND JOHNS ROAD INTERSECTIONS

PRELIMINARY NOT FOR CONSTRUCTION
DRAWING
4351
SHEET
012
REVISION
A





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023
B	REVISED SCHEME DESIGN FOR INCREASED SEPARATION	AK	KS	DY	19/06/2023

SURVEYED			PROJECT No	PD001952
DRAWN	AMC	08/02/2023	CON No	CON2020--
DRAWING CHKD	KS	08/02/2023	SCALE (A3)	1:1000
DESIGNED	AMC	08/02/2023	DATUM ORIGIN	
DESIGNED CHKD	KS	08/02/2023	HORIZONTAL NZTM GD2000	
APPROVED	JM	22/02/2023	VERTICAL	

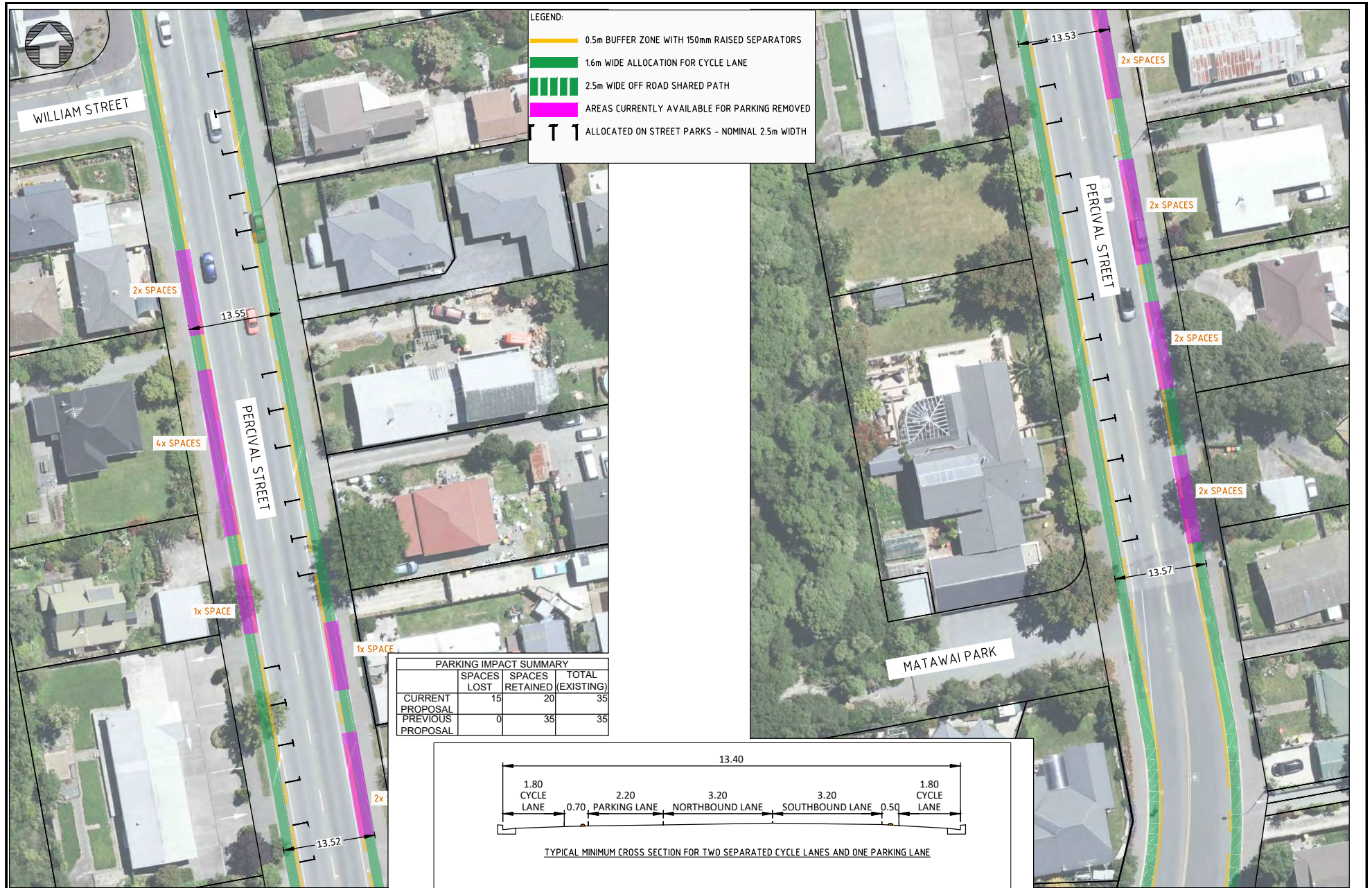


PROJECT	TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES
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SHEET TITLE	PERCIVAL STREET CHARLES STREET TO WILLIAM STREET
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PRELIMINARY NOT FOR CONSTRUCTION	4351
DRAWING	REVISION
SHEET 013	REVISION B





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023
B	REVISED SCHEME DESIGN FOR INCREASED SEPARATION	AK	KS	DY	19/06/2023

SURVEYED	DRAWN	DESIGNED CHKD	DESIGNED CHKD	APPROVED	PROJECT No	CON No	SCALE (A3)	DATUM ORIGIN	HORIZONTAL NZTM GD2000	VERTICAL
AMC	KS	AMC	KS	JM	PD001952	CON2020-	1:500			



PROJECT
TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES

SHEET TITLE
PERCIVAL STREET WILLIAM STREET TO MATAWAI PARK

PRELIMINARY NOT FOR CONSTRUCTION
DRAWING 4351
SHEET 014
REVISION B





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	JM	22/02/2023
B	REVISED SCHEME DESIGN FOR INCREASED SEPARATION	AK	KS	DY	19/06/2023

SURVEYED	AMC	08/02/2023	PROJECT No	PD001952
DRAWN	AMC	08/02/2023	CON No	CON2020--
DRAWING CHKD	KS	08/02/2023	SCALE (A3)	1:500
DESIGNED	AMC	08/02/2023	DATUM ORIGIN	
DESIGNED CHKD	KS	08/02/2023	HORIZONTAL NZTM GD2000	
APPROVED	JM	22/02/2023	VERTICAL	



PROJECT	TRANSPORT CHOICES PROJECTS RANGIORA CYCLE LANES
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SHEET TITLE	PERCIVAL STREET MATAWAI PARK TO SOUTH BELT INTERSECTION
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PRELIMINARY NOT FOR CONSTRUCTION	
DRAWING	4351
SHEET	015
REVISION	B







Currently Projects Beign Considered (at Stage 1)	Estimated Total Cost	Council Share	Comments	Total	Transport Choices Share	Council Share	Total	Schedule 1 Approved Value	Schedule 1 Total	Schedule 2 Approved Value
<b>Delivering strategic cycling / micro mobility networks</b>					67%	33%				
Woodend to Kaiapoi Cycleway	\$ 2,000,000	\$ 1,000,000	Key connection between Kaiapoi & Woodend. Woodend zoned for Kaiapoi High School. Possible Better Off Funding \$1M	\$ 3,000,000	\$ 2,000,000	\$ 1,000,000	\$ 3,000,000	\$ 250,149	\$ 490,800	\$ 2,749,851
Railway Road/Torlesse Street/Coronation Street/Ellis Road	\$ 950,000	\$ 465,500	Connections Passchendale Path into urban area of Rangiora & avoids Southbrook Rd. Links to schools.	\$ 1,416,100	\$ 944,067	\$ 472,033	\$ 1,416,100	\$ 118,079		\$ 1,298,021
Woodend to Pegasus (SH1)	\$ 450,000	\$ 220,500	Connects Woodend to Ravenswood including commercial area	\$ 670,000	\$ 446,667	\$ 223,333	\$ 670,000	\$ 55,867		\$ 614,133
Ashley Street/Ivory Street/Percival Street	\$ 490,000	\$ 240,100	Completes gaps in on road cycle lanes	\$ 730,000	\$ 486,667	\$ 243,333	\$ 730,000	\$ 60,870		\$ 669,130
Wayfinding signage	\$ 50,000	\$ -	Supports cycling by providing clearer directions for cyclists & pedestrians	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ 4,169		\$ 45,831
Cycle stands	\$ 20,000	\$ -	Supports end of facilities to encourage cycling as a mode	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 1,668		\$ 18,332
<b>Supporting safe green and healthy school travel</b>							\$ 5,886,100	\$ 490,800	\$ 490,800	\$ 5,395,300
Tram Road (Mandeville to Swannanoa School path)	\$ 300,000	\$ 147,000	Supports alternate modes of transport in an area very dependent on car travel	\$ 447,300	\$ 298,200	\$ 149,100	\$ 447,300	\$ 52,887	\$ 82,800	\$ 394,413
Mandeville Road (McHughs Road to Mandeville Sports Ground)	\$ 70,000	\$ 34,300	Supports alternate modes of transport in an area very dependent on car travel	\$ 103,000	\$ 68,667	\$ 34,333	\$ 103,000	\$ 12,178		\$ 90,822
Southbrook Schools Traffic Calming	\$ 100,000	\$ 50,000	Supporting a safer and lower speed environment to allow alternate modes of travel to schools	\$ 150,000	\$ 100,000	\$ 50,000	\$ 150,000	\$ 17,735		\$ 132,265
<b>Creating Walkable Neighbourhoods</b>							\$ 700,300	\$ 82,800	\$ 82,800	\$ 617,500
New footpath programme	\$ 400,000	\$ 200,000	Currently unsubsidised with Council funding \$100,000 per annum for urbans streets which have no footpaths. Assumed doubling the current programme for a period of two years to speed delivery.	\$ 600,000	\$ 400,000	\$ 200,000	\$ 600,000	\$ 41,400	\$ 41,400	\$ 558,600
							\$ 600,000	\$ 41,400	\$ 41,400	\$ 558,600
				\$ 7,186,400			\$ 7,186,400	\$ 615,000	\$ 615,000	\$ 6,571,400
<b>Deliverability Ranking</b>										
1 - Easy to deliver										Check
2 - Medium difficulty to deliver										
3 - Challenging to deliver										\$ 7,186,400

**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

**FILE NO and TRIM NO:** WAT-03 / TRIM 230621092693

**REPORT TO:** COUNCIL

**DATE OF MEETING:** 4 JULY 2023

**AUTHOR(S):** Caroline Fahey, Water and Wastewater Asset Manager

**SUBJECT:** Turbidity Issues at Oxford Rural No. 1 Water Supply

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. This report seeks Council approval for additional unplanned emergency works at the Rockford Road River Intake backup supply site and also approval to bring forward budget for a second well at the McPhedrons Road WTP site.
- 1.2. An additional budget of \$120,000 for unplanned emergency works (installation of new pumps and analyser equipment) at the Rockford Road River Intake site and Rockford Road Deep Well site is requested. This work is already underway and is necessary to ensure there is an operational backup supply available to be turned on if required to take the primary well at the McPhedrons Road WTP site offline for re-development and also that they will be compliant with the new Drinking Water Quality Assurance Rules (DWQAR). This work was commenced as emergency works because in the event of failure of the main supply well there would not be capacity to provide water for households and stock reliant on this supply.
- 1.3. It is also planned to bring forward the works for the installation of a second well at the McPhedrons Road WTP. The existing capital budgets (\$600,000) that have been allocated in 2024/25 and 2025/26 for the installation of a second well at McPhedrons Road is requested to be brought forward to 2023/24 and 2024/25. This will reduce the risk of having to turn on the emergency backup supply at Rockford Road River Intake if a further turbidity issue incident triggers the need for McPhedrons Well to be turned off for unplanned re-development.

**Attachments:**

- i. Presentation U&R Workshop 20 June 2023 – Turbidity Issues at Oxford Rural No. 1 Water Supply (TRIM 230622092792)

**2. RECOMMENDATION**

**THAT** the Council

- (a) **Receives** Report No. TRIM 230621092693.
- (b) **Approves** an additional budget of \$120,000 under the Oxford Rural No.1 water supply account for unplanned emergency works on the Rockford Road River Intake and the Rockford Road Deep Well sites.
- (c) **Notes** that these works are required to make the emergency and backup sources operational and also to ensure that they will be compliant with the new Drinking Water Quality Assurance Rules (DWQAR).

- (d) **Approves** bringing forward the existing capital budgets of \$600,000 that have been allocated for the installation of a second well at McPhedrons Road WTP in 2024/25 (\$10,000) and 2025/26 (\$590,000), to 2023/24 (\$300,000) and 2024/25 (\$300,000).
- (e) **Notes** that of the \$600,000 allocated for the installation of the second well, \$300,000 will be spent in 2023/24 on well consenting, well drilling and well development works. The remainder \$300,000 will be spent in 2024/25 on well pump installation and connecting to the McPhedrons Road WTP.
- (f) **Notes** that the second well at McPhedrons Road is expected to be operational in late 2024 which will enable the existing McPhedrons Well to be taken offline for re-development.
- (g) **Notes** that the rating implication of the additional \$120,000 budget will increase the Oxford Rural No.1 water rate by 1.1% or by \$9.65 for a standard 2 unit connection, from \$909.20 to \$918.85, from July 2024.
- (h) **Notes** that the maintenance budgets for the Oxford Rural No. 1 water supply will likely be overspent in 2022/23 and 2023/24 due to additional unplanned works required to bring the secondary Rockford Road Deep Well back in service as a secondary well source and to make Rockford Road River Intake operational.
- (i) **Circulates** this report to the Oxford-Ohoka Community Board for their information.

### 3. **BACKGROUND**

- 3.1. There was a high turbidity water quality incident at the McPhedrons Road water treatment plant (WTP) site on 31 May 2023. Turbidity levels of the source water were over the Drinking Water Quality Assurance Rules (DWQAR) compliance limit of 2 NTU for approximately 9.5 hours. The high turbidity levels were measured through continuous monitoring analyser equipment at the site.
- 3.2. As part of the incident response to the turbidity issue, a Boil Water Notice was issued as a precautionary measure for the Oxford Rural No. 1 water supply scheme. Staff have carried out checks to confirm if there was a contamination issue with the water due to the high turbidity. The checks included biological and chemical sampling of the water in different parts of the water supply. In addition, the primary well was extensively flushed to reduce the turbidity levels of the source water. After several days of sampling, flushing and monitoring, the primary well stabilised and returned to producing compliant water.
- 3.3. Staff made a decision to lift the Boil Water Notice on 13 June 2023 after all sampling test results had returned clear confirming that the high turbidity water that had been supplied during the 9.5 hours on 31 May 2023 from McPhedrons Road WTP was free from contamination.
- 3.4. The high turbidity incident is an indication that the well may require re-development at some stage. As the McPhedrons Well is the primary source for the scheme, a backup source will need to be used when it is taken offline for re-development.
- 3.5. The backup source at Rockford Road Deep Well is only able to supply approximately 16% of the scheme's flow demand. This well had not been operating as the primary well at McPhedrons Road is able to supply 100% of the scheme's flow demand. Since the turbidity incident at the McPhedrons WTP, the Rockford Road Deep Well has been turned on to supplement the flow demand of the scheme. This helps to reduce well pumping at McPhedrons Road Well, which in turn reduces the risk of turbidity issues occurring again.
- 3.6. The emergency backup source for Oxford Rural No.1 is the Rockford Road River Intake. This site is currently non-operational and requires new equipment (pumps and analysers) to be installed before it can be turned on. Once operational, the river intake will be able to supply the full flow demand of the scheme if required. The estimated timeframe for this site to become operational is approximately 4 weeks. Historically the river intake has produced poor quality water and is unlikely to be compliant with the Drinking Water Quality Assurance Rules (DWQAR) and therefore a Boil Water Notice will need to be issued for the duration that it will be in use.

- 3.7. There is also a project to install a second well at McPhedrons Road WTP currently planned for in the 2024/25 and 2025/26 financial years. A total of \$600,000 has been budgeted for this work, \$10,000 allocated in 2024/25 for consenting and \$590,000 allocated in 2025/26 for well drilling, development and connecting to the McPhedrons Road WTP.
- 3.8. The new DWQAR that came into effect in November 2022 are much more stringent compared to the old Drinking Water Standards (DWSNZ 2005 (revised 2008)) and this is reflected in the significant increase in the amount of monitoring and sampling reporting required of Council to demonstrate compliance of the water supplies.

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

- 4.1. While the existing McPhedrons Road Well has stabilised and returned to normal turbidity levels, the high turbidity event has indicated that the well will need to be re-developed at some stage. The options are:
  - 4.1.1. Re-develop the primary well at McPhedrons Road as soon as possible as there is a possibility of further turbidity issues occurring even though it has now stabilised. This will require the well to be taken offline and the scheme be supplied by the emergency backup source at Rockford Road River Intake. Due to the poor water quality of the river intake, a boil water notice will need to be issued for the duration of using this backup supply.
  - 4.1.2. Bring forward the project to install a second well at McPhedrons Road before taking the existing McPhedrons Road Well offline for re-development. This will ensure that the scheme continues to be supplied with good quality water with minimal disruptions to the customers. As the McPhedrons Well has stabilised after the turbidity incident and has been operating at normal levels for several weeks, there is a good possibility of it being able to continue operating in conjunction with Rockford Road Deep Well until the second well is available. This is the recommended option.
- 4.2. The Rockford Road River Intake is currently non-operational and requires new equipment (pumps and analysers) to be installed before it can be turned on. The estimated timeframe for getting the station operational is approximately 4 weeks. As the Rockford Road Deep Well will continue to operate as a secondary source to supplement flow from McPhedrons Road Well until the primary well has been re-developed, it requires additional water quality monitoring equipment to be installed in order to comply with the DWQAR. The total cost of works required at the Rockford Road River Intake and Rockford Road Deep Well is estimated to be in the order of \$120,000, which will be funded under emergency works due to the works being unplanned. This work was commenced as emergency works because in the event of failure of the main supply well there would not be capacity to provide water for households and stock reliant on this supply.
- 4.3. The project to install a second well at McPhedrons Road will be carried out over the 2023/24 and 2024/25 financial years. Well consenting, well drilling and well development works will be carried out in the first year. The process for obtaining a consent for the new well is expected to take up to 6 months. Well pump installation and works to connect to the McPhedrons Road WTP will be carried out in the second year, and the new well is expected to be operational in late 2024 which will enable the existing McPhedrons Well to be taken offline for re-development at the time. It is intended for the project to be resourced internally through staff from the 3 Waters and PDU teams.



### **Implications for Community Wellbeing**

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

The McPhedrons Road Well is the primary source for the Oxford Rural No.1 water supply and the unplanned emergency works at Rockford Road River Intake and Rockford Road Deep Well are required to ensure there is a backup supply available for when the McPhedrons Road Well is unavailable, and also to ensure that the water supply is compliant with the DWQAR.

A second well at McPhedrons Road being installed sooner will ensure minimal disruption to the water supply at Oxford Rural No. 1.

- 4.4. The Management Team has reviewed this report and support the recommendations.

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. The provision of safe and reliable drinking water is of great cultural importance and the recommendations of this report seek to achieve this outcome.

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

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The water services regulator Taumata Arowai have been notified of the high turbidity incident and the recommendations of this report will ensure that the Oxford Rural No.1 water supply is compliant with the new DWQAR.

### **5.3. Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

The community was advised of the Boil Water Notice via the Council's website and social media that triggered by the high turbidity incident at McPhedrons Road WTP on 31 May 2023. There were several concerns raised about the need for the Boil Water Notice and the risk of contamination of the water on the scheme. While we have not asked the community, it is expected that their preference would be to avoid the need for any future boil water notices.

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

### **6.1. Financial Implications**

There are financial implications of the decisions sought by this report.

Budget in the order of \$120,000 are required to fund the unplanned emergency works required at Rockford Road River Intake and Rockford Road Deep Well sites. This budget is not included in the Annual Plan/Long Term Plan.

The rating implication of this additional budget will increase the Oxford Rural No.1 water rate by 1.1% or by \$9.65 for a standard 2-unit connection, from \$909.20 to \$918.85, effective from July 2024.

Capital budgets of \$600,000 that have been allocated for the installation of a second well at McPhedrons Road WTP in 2024/25 (\$10,000) and 2025/26 (\$590,000) are required to be brought forward to 2023/24 (\$300,000) and 2024/25 (\$300,000).

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

The recommendations in this report have direct sustainability and/or climate change impacts. With the impacts of climate change and increasing occurrence of high intensity

rainfall events, the water quality of the Rockford Road River Intake may become less reliable with time. This emphasises the need in the longer term to transition away from any reliance on this source.

### 6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report. The emergency budgets are intended to mitigate risks of not completing the works to bring the River Intake back to operational state, and risk of Deep Well not being compliant with the DWQAR.

The budgets brought forward for the project to install a second well at McPhedrons Road is to mitigate risks of having to use the River Intake and having to issue a Boil Water Notice for the water supply while that is being used.

Until the emergency works are complete there is a risk that in the event of failure of the primary well there will not be adequate water available to supply the scheme. This risk has been mitigated by commencing the emergency works with urgency.

### 6.3 Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. The provision of safe and reliable drinking water is required in order to protect the health of consumers on the Oxford Rural No.1 water scheme and the recommendations in this report aim to ensure that a reliable water supply will always be available.

## 7. CONTEXT

### 7.1. Consistency with Policy

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

### 7.2. Authorising Legislation

The Water Services Act and Local Government Act are relevant in the subject matter of this report.

### 7.3. Consistency with Community Outcomes

The Council's community outcomes are relevant to the actions arising from recommendations in this report.

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

### 7.4. Authorising Delegations

The Council has the authority to authorise additional budgets and make amendments to existing budgets.





# **Turbidity Issues at Oxford Rural No.1 Water Supply**

**U&R Committee Briefing – 20 June 2023**



# Presentation Overview

- Background – high turbidity water quality incident
- Issues arising from incident
- Options considered and associated risks
- Approach for mitigating risks
- Summary

# Background

- High turbidity measured in source water at McPhedrons Road WTP (primary well site)
  - Turbidity > 2 NTU for 9.5hrs
  - Non-compliance with DWQAR





# Background

- **Incident response**
  - issued Boil Water Notice (31 May - 13 June 2023)
  - sampling - biological and chemical
  - extensive well flushing
- **High turbidity issue reduced and stabilised after few days of flushing, returned to normal levels.**
- **High turbidity indication that the well requires re-development**
  - investigation of backup source options
  - better understanding of when re-development needs to occur
  - project for 2<sup>nd</sup> well at McPhedrons Road WTP budgeted for 24/25 & 25/26

# Issues

- **McPhedrons Road Well - primary well for Oxford Rural No.1**
  - will need to be taken completely offline for re-development
- **Rockford Road Deep Well - secondary well for Oxford Rural No.1**
  - insufficient to supply scheme (~5L/s vs ~20L/s avg demand)
- **Backup water supply source will be required in order to take the well offline for redevelopment**

# Issues

- **Backup water supply options investigated:**

1. Rockford Road River Intake

- currently non-operational
- requires pump replacement & new water quality monitoring equipment (approx. \$120k to be funded under emergency works + additional maintenance cost to return emergency backup source to operational state)
- approximately 4 weeks to become operational
- this work currently being organised

2. Connecting to Oxford Rural No.2 / Oxford Urban water supply

- insufficient flow to meet demand with only minor upgrades
- major upgrade not economically viable (est. \$1.6mil vs \$0.6mil budget for 2<sup>nd</sup> well)

3. Kiri Kiri Farm Well

- not available in summer seasons
- not registered as community water supply



# Options considered and associated risks

## 1. Re-develop McPhedrons Road Well as soon as possible

- even though well has stabilised and does not need immediate remediation works, chance of further turbidity issues at any time
- option requires use of the Rockford Road River Intake, to allow for planned shutdown of primary well. Risk issues with using river intake, i.e. poor water quality will require BWN to be issued

## 2. Continue monitoring primary well and delay re-development

- monitor until 2<sup>nd</sup> well at McPhedrons Road WTP is drilled and operational which will enable primary well to be taken offline
- option to turn on backup supply and re-develop well if another turbidity incident occurs before 2<sup>nd</sup> well is available. Avoids using river intake unnecessarily
- **Recommended Option**

# Approach for Mitigating Risks

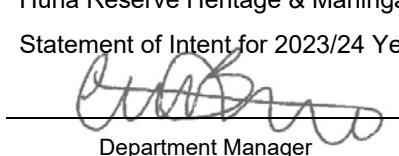
- **Progress with 2<sup>nd</sup> well at McPhedrons Road WTP as soon as possible**
  - bring forward project - from 24/25 & 25/26 to 23/24 & 24/25
  - requires budgets to be brought forward
    - \$300,000 in 2023/24 for consenting and well drilling / development
    - \$300,000 in 2024/25 for well pump installation and connection to treatment plant
  - the 2<sup>nd</sup> well at McPhedrons Road WTP may be operational in late 2024, which will enable the first well to be taken offline and redeveloped without a BWN.
- **Continue to monitor and manage future turbidity incidents operationally**
  - Incident Response Plan
  - Boil Water Notice

# Summary

- Turbidity Issues with primary well at Oxford Rural No.1 scheme
- Indication that well requires re-development at some stage
- Works being carried out to bring backup Rockford Road river source back to operational (emergency funding, expected to be approx. \$120,000 + maintenance costs involved with getting station operational)
- Recommendation to delay re-development of McPhedrons Road 1<sup>st</sup> well until 2<sup>nd</sup> well is installed – project now planned for 23/24 & 24/25
- Budgets for 2<sup>nd</sup> well project to be brought forward to expedite works
- Continue to monitor and manage future turbidity issues operationally



# Questions?

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** RGN-05-27 / 230619090949**REPORT TO:** COUNCIL**DATE OF MEETING:** 4 July 2023**AUTHOR(S):** Duncan Roxborough, Implementation Project Manager – District Regeneration.**SUBJECT:** Huria Reserve Heritage & Mahinga Kai Area  
Statement of Intent for 2023/24 Year**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
Department Manager  
Chief Executive**1.****SUMMARY**

- 1.1 The purpose of this report is to seek Council approval of the Statement of Intent proposed by Te Kōhaka o Tūhaitara Trust (TKTT) for the 2023/24 financial year for the Huria Reserve Heritage & Mahinga Kai (HMK) development; and to authorise staff to transfer a portion of the 2023/24 year budget to the Trust.
- 1.2 Following previous engagement with the Mahi Tahi Joint Development Committee and Council, it was resolved that co-governance for the project would be provided via the existing partnership between Waimakariri District Council (WDC) and Ngāi Tūāhuriri through the Te Kōhaka o Tūhaitara Trust. A lease agreement has now been entered into between WDC and TKTT, for the reserve area.
- 1.3 A Joint Working Group (JWG) was also established, comprised of representatives from each of the key stakeholders, to undertake the planning and design of the reserve, and report and provide advice and recommendations to Te Kōhaka o Tūhaitara Trust for key decision making. The Joint Working Group has been functioning since October 2021, and prepared the attached Statement of Intent.
- 1.4 This will be the first year that project budget will be transferred to TKTT. Due to delays in the signing of the lease agreement; the project works undertaken to date (capital and operational) have been directly paid by WDC from the existing project budget. Future years works will be paid for directly by TKTT using these transferred funds.
- 1.5 The annual Statement of Intent (and associated Accountability Report) would normally be submitted by TKTT to the Audit & Risk Committee for approval each year around March. For reasons of expediency; this year's report is being submitted to Council, to enable transfer of budget as close as possible to the start of the new financial year.

**Attachments:**

- i. Draft Statement of Intent (Trim: 230615088552)

## 2. **RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** Report No. 230619090949.
- (b) **Approves** the Statement of Intent prepared by Te Kōhaka o Tūhaitara Trust for the Huria Reserve Heritage & Mahinga Kai reserve for the 2023/24 financial year.
- (c) **Notes** that the project is now over 2 years into physical implementation works and at the time of writing this report the forecast expenditure as at the end of the 2022/23 year is \$721,000, which is in line with current year-to-date budget of \$721,540; and this expenditure was made directly by WDC to suppliers. The project has overall approximate \$1.8m budget with approximately \$1.1m forecast remaining at the end of this financial year.
- (d) **Approves** Staff transferring the 2023/24 year budget of \$390,000 (rounded figure) from the project ledger to the Te Kōhaka o Tūhaitara Trust bank account, for the purposes of their implementation of the project over the coming financial year; noting that this is within the existing 2023/24 year budget allowance of \$397,940, and in line with Council's previously approved approach to delivery of the HMK project and the lease terms.
- (e) **Notes** that future years Statement of intent and Accountability reports will be submitted to Audit and Risk Committee, for the staged transfer of the forecast remaining Regeneration Activity budgets for the Heritage & Mahinga Kai project, and that this provision is included in the previously approved terms of the lease (subject to ongoing ratification of future years' spend in future Annual Plan processes).
- (f) **Notes** that a WDC staff member is retained on the Joint Working Group and part of that responsibility is to assist with the monitoring of progress and expenditure of the transferred project budget in accordance with the Statement of Intent and the Terms of Reference for the Joint Working Group.
- (g) **Circulates** this report to the Kaiapoi-Tuahiwi Community Board.
- (h) **Circulates** this report to the Mahi Tahi Joint Development Committee.

## 3. **BACKGROUND**

- 3.1 The full background to the Heritage & Mahinga Kai project is covered in previous reports to Council, including Trim records 210908143458 & 220720123275[v2].
- 3.2 The Heritage & Mahinga Kai Area (HMK) is a partnership between the Waimakariri District Council and mana whenua, Ngāi Tūāhuriri, and is considered to be a key regeneration project. The Recovery Plan Implementation Framework (prepared by Land Information New Zealand in June 2017) requires that the Council "work with mana whenua to confirm governance and management arrangements" for the HMK Area and then to work "to prepare concept plans, detailed design work and costings".
- 3.3 Previous report to Council (Trim: 220720123275[v2]) covered the proposed co-governance arrangements in order to give effect to the Recovery Plan; and the associated lease agreement between WDC and TKTT, for the HMK Area. The lease agreement has now been signed, with a notional commencement date from July 2023, being the start of 2023/24 financial year.



3.4 Key elements of the lease agreement were outlined in previous reports to Council. Some of those items most relevant to the subject matter in this report are:

- TKTT take responsibility for implementation of the project – including planning, consenting/regulatory, design, procurement, construction, project management, and handover
- TKTT take responsibility for the operation of the reserve area (with minor exception around open areas grass mowing)
- WDC retain ownership of the land
- WDC retain ownership of the assets created by the project
- WDC transfer the existing project budget, in a staged fashion year by year. TKOT take responsibility for planning and budgeting, in accordance with their staged development plan
- TKTT are required to provide annual statement of Intent and Accountability reporting
- The budget that WDC transfer to TKTT for the project must be used exclusively for the project and not other areas of TKTT operations.
- Public access to the reserve is assured – with minor exception (e.g. for safety during construction works)
- TKTT may seek additional external funding for the development and operation of the reserve.
- WDC interests in the design and implementation of a quality development, and monitoring of expenditure of project budget by the Trust, are maintained through ongoing representation via WDC staff on the Joint Working group, and WDC representation at the Trust.
- The views of the Kaiapoi Tuahiwi Community Board will be represented via the WDC rep on the Joint Working Group.

3.5 The purpose of the Joint Working Group is covered in those previous reports to Council, and in the approved Terms of Reference for the Joint Working Group. Through the WDC representative on the Joint Working Group; staff will be able to submit addendum to the regular quarterly Capital Works Progress reports to Audit & Risk Committee to track expenditure progress during the year.

3.6 Further information regarding the site, the objectives and scope of the project, and summary of planning works to date was provided in a previous report (Trim: 210908143458).

3.7 Design and physical works commenced on the project two years ago, in advance of the lease agreement being formalised. These first stage works were implemented by WDC staff, with oversight by the Joint Working Group, using the existing WDC capital project budget and the WDC standard processes. These works are funded from the existing WDC capital project budget (\$1.81m multi-year budget – refer to section 6.1), and will effectively reduce the amount of overall remainder project budget that is ultimately transferred to TKTT under the lease agreement.

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

##### **Summary of Main Progress to date**

4.1. As at the end of the 2022/23 year, they main key elements of work completed include:

- Joint Working Group established and meeting regularly
- Lease established
- Masterplan developed
- First three planting stages completed, including community planting days
- Stage 1 & 2 pathways and landscape features constructed (over two contracts).

### Statement of Intent for 2023/24 year

- 4.2. Under the terms of the lease, TKTT are required to submit an Annual Statement of Intent for the forthcoming year, and an accountability report for the year concluding.
- 4.3. The Joint Working Group have produced an outline masterplan, including key work stages and expenditure by year, which forms the basis of the Statement of Intent for the coming 2023/24 year. The Statement of Intent is attached to this report (Trim: 230615088552)
- 4.4. The TKTT Statement of Intent was reviewed by the Trustees and approved at their full meeting on Monday 12 June 2023.
- 4.5. The Statement of Intent shows a forecast expenditure of \$387,238 for the 2023/24 year, including suitable contingencies.
- 4.6. The terms of the lease include some flexibility provisions for what each year's budget is actually spent on (i.e. minor departures from Statement of Intent are permissible so long as expenditure is solely on HMK project delivery). This is to allow for potential minor changes in scope breakdown as detailed design progresses for each year.
- 4.7. Options are to:
  1. Approve the Statement of Intent for 2023/24 year from TKTT for the Huria Reserve Heritage & Mahinga Kai Area, and transfer budget of **\$390,000** (rounded figure) to the TKTT bank account for the purposes of implementation of the 2023/24 year plans
  2. Not approve the Statement of Intent (presumably to request further changes).
- 4.8. The staff recommendation is option 1 – to Approve the Statement of Intent and transfer \$390,000 of next year's budget to TKTT. The Statement of Intent provided is considered to meet the objectives of the project and the terms of the lease, and the budget is already set aside for this purpose.
- 4.9. If the Statement of Intent is not approved, or that budget is not transferred, then WDC would need to directly engage suppliers and fund the ongoing works. This does not give full effect to the agreed partnership model for the project.

### Other Actions by WDC

- 4.10. Regardless of the outcomes of the decision above; other ongoing actions by WDC (in addition to JWG duties) include:
  - Close out existing physical works contracts – including finalising contract matters at the expiry of the Defects Notification periods
  - Close out 2022/23 professional services contracts
  - Complete routine as-built information capture, and capitalisations of expenditure (both on-going)
  - Annual reporting to Council
  - Declare Heritage and Mahinga Kai Area as reserve under the Reserves Act, utilising the work of the Joint Working Group.
- 4.11. Council staff have ongoing involvement on the Joint Working Group. This role's purpose is to represent WDC views, monitor progress (including expenditure vs budget) and reporting, quality control to ensure assets built and maintained to expected standards, and to continue to capture asset information and work in with operations teams.

- 4.12. Council staff on time activities generally outside of these duties is subject to a charge-back to the Trust based on hours spent and any direct expenditure.
- 4.13. Future years reports submissions and Statement of Intent will be submitted to Audit & Risk Committee as originally intended; most likely tied in with other TKTT Statement of Intent and Accountability reporting for the wider Trust operations. This will typically occur around March each year. The Audit and Risk Committee would receive, review and approve the Annual Statement of Intent; and Council would monitor annual budget and expenditure in accordance with the Statement of Intent. Any approvals of ongoing future years' budget transfer would be subject to budget re-confirmation through the Council's Annual Plan process.

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

- 4.14. There are not implications on community wellbeing by the issues and options that are the subject matter of this report. Community Wellbeing implications have generally been considered through previous decision making regarding the Recovery Plan development and the HMK project planning and co-governance establishment.
- 4.15. The Management Team has reviewed this report and support the recommendations.

### **5. COMMUNITY VIEWS**

#### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. Mana whenua are a key partner in the HMK project.

For the purposes of this specific report, mana whenua interests have been represented by the views of TKTT, through previous delegation.

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

- 5.2.1. No groups and organisations are considered likely to be affected by, or to have an interest in the specific subject matter of this report.
- 5.2.2. Within council there are a number of other working groups, initiatives or committees that may have an interest in the HMK project due to other synergies, including for example:
  - Arohatia Te Awa programme
  - Walking and cycling Strategy
  - Indigenous and native biodiversity
  - Adjacent Regeneration Projects
- 5.2.3. The Joint Working Group will need to consider the views and appropriate level of engagement with all of these (and any other relevant) groups or organisations.

#### **5.3. Wider Community**

- 5.3.1. The wider community is considered not likely to be affected by, or to have an interest in the subject matter of this report.
- 5.3.2. Extensive consultation was undertaken with the community during the 'Lets Talk' and 'Lets Plan' phases of the on the Recovery Plan development. Further community consultation was undertaken during the development of the Kaiapoi Regeneration areas Reserves Master Plan, which was adopted in 2018. These consultations included the HMK area.



- 5.3.3. Decisions around and responsibility for ongoing community consultation as the HMK reserve design progresses will now be within the remit of TKOT. If any element of development extends to adjoining reserve areas (e.g. NCF Park, Courtenay drainage reserve), then different decision-making process applies and it is likely that community consultation make be required or desirable, and WDC would be more specifically involved in this case.
- 5.3.4. The Kaiapoi-Tuahivi Community Board retain a significant interest in the project and continue to be a key stakeholder on behalf of the local community and as the entity providing key governance of the remainder of the regeneration projects. The community board will be consulted and kept informed of design decision making through the design phase of the project.

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

### 6.1. **Financial Implications**

- 6.1.1. There are financial implications of the decisions sought by this report, although the decisions within this report do not commit council to additional expenditure beyond existing approved budgets.
- 6.1.2. Council already have budget assigned to the project for development of the HMK reserve, and initial maintenance during the development phase of the project. This sits in project ledger PJ101407.

The WDC budgets (originally set in the 2018/28 Long Term Plan) are shown in Table1. The budgets were retained in the 2023/24 Annual Plan, with no changes except for inflation and carryovers between years.

*Table 1: Current WDC AP budgets for HMK*

Year	2022/23	2023/24	2024/25	2025/26	Total
Budget	\$721,540	\$397,940	\$344,940	\$344,940	\$1,809,360

- 6.1.3. As at the time of writing this report; the costs to date on the budget (in the 2022/23 financial year) are shown in the table below. Allowing also for WDC current purchase orders, contract commitments, and work in progress expected to be paid in the next month; the total expenditure forecast for current WDC-engaged works is approximately forecast to be \$721,000 (= [B] + [C]).

The overall total budget remaining to transfer (all future years) to TKOT is therefore forecast approximately **\$1,088,360** (= \$1,809,360 - \$721,000).

*Table 2: Summary of current FY budget and expenditure estimate before handover*

Year	Budget	Actuals to date	Estimated further commitments to end of 22/23 year	Forecast exp at completion of 22/23 year
	[A]	[B]	[C]	[D]
2022/23	\$721,540	\$666,671	\$54,329	\$721,000
	<i>Includes carryover from 21/22</i>	<i>Includes WIP carryover from 21/22</i>	<i>Includes current contract 23/07 completing in June 2023</i>	<i>(Within budget)</i>

- 6.1.4. There is \$397,940 in next year's budget, available to transfer to the Trust, before final carryovers at year end (any carryover this year expected to be insignificant). The proposed budget transfer included within this report in section 4 does not commit the Council to any additional expenditure outside of currently approved budgets.
- 6.1.5. There remains the ability to carryover unspent budgets between financial years, or to bring forward small amounts of budget between years where this is reasonable; and the lease agreement makes provision for this. At the moment there is no significant carryover or budget adjustment expected in the coming year. It is noted however that the Statement of Intent does propose to spread the expenditure over more years toward the end of the programme. This will need to be addressed in future annual reports, so that the means of budget payment from WDC to TKTT can be established.
- 6.1.6. As landowner, WDC will assume responsibility for rates payments on the lands. WDC will continue to undertake mowing of open grass areas within the HMK area, in conjunction with our adjoining reserves and open spaces. This is already included in existing WDC Recreation budgets. Any other operational costs for the HMK area are the responsibility of TKTT under the terms of the lease. Once the land is vested as reserve, the rates payments will reduce.
- 6.1.7. As managers of the HMK area, TKTT would be responsible for promotions and management of any events that occur in the reserve.
- 6.1.8. There will likely be ongoing opportunities for seeking external funding to support the development of the reserve, its management, and for promotion and holding of events in the reserve areas. This will be one of the TKTT aims and responsibilities through the proposed agreement.

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

- 6.1.9. The recommendations in this report do not have sustainability and/or climate change impacts.
- 6.1.10. The HMK development will involve a large degree of planting of native trees and shrubs. As such; there will be a number of environmental and biodiversity benefits. There may also be opportunities for carbon credits for the owner (in this case WDC would retain the rights to any carbon credits arising from the reserve development).
- 6.1.11. The area is vulnerable to flooding from the adjacent Courtenay Stream including potential surcharge also from the tidal Kaiapoi River. Long-term climate change effects could potentially result in increased occurrence of flood events (due to sea level rise and changes in weather patterns), and increased ground water levels and salinity. The design for the reserve will take the flood risk into account, for example when selecting suitable species

#### **6.2. Risk Management**

- 6.2.1. There are risks arising from the adoption/implementation of the recommendations in this report. The risks have been discussed in previous reports regarding the project and the co-governance proposals.
- 6.2.2. The lease terms have specific provisions around risk allocation and management, and responsibilities and obligations of TKTT in implementing and operating the reserve development. The lease also includes provisions for winding up of the agreement, default, and the like; to protect the respective interests of the parties to the agreement.

- 6.2.3. Implementation of the lease agreement involves a degree of transfer of project risk to TKTT. Development of the HMK area through the lease arrangement is a conscious departure from usual business by WDC. In this case there is no obligation for TKTT to follow all of the WDC standard processes and policy that would normally apply if WDC were leading the project (e.g. procurement, contract management, safe working in the field etc). Some elements of WDC 'policy' still apply however, such as the WDC Engineering Code of Practice where applicable – e.g. to built civil infrastructure works.
- 6.2.4. As custodians and managers of the HMK area (under the lease), TKTT would take overall responsibility for health and safety management of activities within the reserve, during both construction phase and ongoing operations. TKTT would become the PCBU for the HMK reserve.
- 6.2.5. Construction phase risks would need to be considered TKTT and by the Joint Working Group during design phase. Risks associated with construction and development works in the general regeneration areas have been managed by the district Regeneration team, and the assessments scheduled in the WDC Risk Register will be shared with TKTT via the Joint Working Group.
- 6.2.6. The lease has specific terms requiring suitable levels of public liability insurance to be held by the Trust.
- 6.2.7. WDC ongoing interest in terms of value for money, and quality construction outcomes, are aimed to be achieved via the WDC representative's ongoing involvement on the Joint Working Group, including the WDC rep undertaking their own construction monitoring on behalf of WDC (as the project funder and assets owner).
- 6.2.8. Commitment of future years planned budgets (and transfer to TKTT) beyond the first two years will be subject to ongoing future Council Annual Plan processes, and this is also noted within the terms of the lease.

### **Health and Safety**

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report.

## **7. CONTEXT**

### **7.1. Consistency with Policy**

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

### **7.2. Authorising Legislation**

Local Government Act 2002



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

The Council's community outcomes are relevant to the actions arising from recommendations in this report.

- Effect is given to the principles of the Treaty of Waitangi
- There are wide ranging opportunities for people to contribute to the decision making that affects our District
- There is a healthy and sustainable environment for all
- Indigenous flora and fauna, and their habitats, especially Significant Natural Areas are protected and enhanced
- The community's cultures, arts and heritage are conserved, developed and celebrated
- Public spaces and facilities are plentiful, accessible and high quality, and reflect cultural identity
- The distinctive character of our takiwā - towns, villages and rural areas is maintained, developed and celebrated

### 7.4. **Authorising Delegations**

- 7.4.1. The Council or alternatively Audit & Risk Committee hold the delegation for approval of the annual Statement of Intent from Te Kōhaka o Tūhaitara Trust.

**HURIA RESERVE, HERITAGE AND MAHINGA KAI PROJECT**  
**STATEMENT OF INTENT (SOI) FOR TE KÒHAKA Ò TUHAITARA TRUST (TKTT) FOR THE YEAR ENDING**  
**30 JUNE 2024**

**OBJECTIVES AND PERFORMANCE TARGETS 2022-2023 HURIA RESERVE - STATUS**

The Draft SOI presented to the Audit and Risk Committee on the 14<sup>th</sup> March 2023 included the following objectives and performance targets for the 2022-2023 year:

- 1) Complete the installation of the pathway network.
- 2) Order plants for the Spring 2023 and Autumn 2024 plantings.
- 3) Plant a 1000m2 area in forest wetland species.
- 4) Commence installation of interpretive signage and materials.

Since that report was presented, the SOI has been refined and actual implementation progress can be more accurately reported.

It is forecast that at the end of the 2022-2023 year the following outcomes will have been achieved:

- 1) The main pathway network will have been completed. Implementation was staged under two separate contracts so that construction could be done when weather and ground conditions were most appropriate, and works did not impact upon the operation of the Aqualand facility.
- 2) Plants will be ordered for the Spring 2023 and Autumn 2024 plantings.
- 3) 18,950 m2 will have been planted in forest establishment species. These species are suitable to planting in open ground and will over time provide necessary shelter for enrichment planting and trees later.
- 4) Co-design of landscape elements and features (which will include signage) is underway between the project landscape architects and Makarini Rupene, representing Ngai Tuahuriri. This includes planning to involve a mana whenua artist for input to the main entrance design.

**OBJECTIVES AND PERFORMANCE TARGETS 2023-2024 HURIA RESERVE**

**Objective:** Improve the visual quality of the reserve edge and better manage vehicle and pedestrian access.

**Performance Target:** Replace the existing temporary wire fence along road boundaries with permanent bollard and cable type barriers. The design is intended to include details to bring a distinct character to the Heritage and Mahinga Kai area. Fences would include pedestrian access points and removable timber bollards to manage vehicle access.

**Objective:** Create a formal entrance for the Reserve and make explicit the Heritage and Mahinga Kai activity.

**Performance Target:** Install a main entrance structure which reflects the Heritage and Mahinga Kai activity. The design and materials would be the result of co-design between the project landscape architects and the mana whenua representatives. As a key feature of the reserve, the structure

would be high quality in terms of design, materials and construction. Install some associated landscaping around the main entrance.

**Objective:** Increase the overall area of native plantings.

**Performance Target:** Continue establishment species planting over a total area of 14,900m<sup>2</sup>. Areas chosen would be adjacent to existing planted areas to maintain visual continuity and concentrate plant maintenance activity.

**Objective:** Maintain the health and visual quality of the planted areas.

**Performance Target:** Maintain planted areas by monitoring and undertaking weed control, irrigation and mulching as required. The areas should be mass planted without any major open areas with replacement planting if needed due to deaths or theft.

**Objective:** Stabilise the soils batters on the newly constructed raised paths

**Performance Targets:** Soil batters on raised paths to be mass planted with appropriate ground cover plants. The raised paths north of the Aqualand area would be planted in Spring 2023 and the remainder in Autumn 2024.

**Objective:** Provide more accessible pedestrian access from the raised paths to the lake edge.

**Performance Target:** In places grassed earth ramps would be installed from the raised path down towards the lake edge. These would be permanent installations. Construction would take place as soon as the Aqualand season ended, in early 2024.

#### **FINANCIAL IMPLICATIONS**

A summary budget forecast for 2023 – 2024 as follows:

SUMMARY HMK BUDGET FORCAST 2023-2024	
Planting and Maintenance	\$99,354
Professional Fees and Management	\$9479
Planting and Maintenance 15% Contingency	\$16,325
Fencing	\$54,000
Main Entrance	\$90,000
Landscaping	\$38,000
Professional Fees and Management	\$36,400
Fencing, Main Entrance and Landscaping 20% Contingency	\$43,680
<b>Implementation Total</b>	<b>\$387,238</b>
Available Budget 23/24	\$397,940



Based on the above forecast and in accordance with this SOI, TKTT and the Joint Working Group request transfer of the full amount of the available budget, that being \$387,238, for the proposed 2023/24 activities.

#### **OVERALL BUDGET FORECAST**

A summary overall budget forecast as follows:

SUMMARY OVERALL BUDGET FORECAST	
PERIOD	FORCAST EXPENDITURE
To Year End 2023	\$700,000
2023 - 2024	\$387,238
2024 - 2025	\$351,492
2025 - 2026	\$165,125
Sub Total to Year End 25/26	<b>\$1,603,855</b>
Budget remaining to be carried over to 2026-2031	\$205,505
2026 - 2027	\$97,564
2027 - 2028	\$47,914
2028 - 2029	\$33,630
2029 - 2030	\$32,480
2030 - 2031	\$32,480
Implementation Total including Contingencies	<b>\$1,847,923</b>
Total Available Budget	\$1,809,360

The current Long Term Plan Budget ends at the end of 25/26. Due to the nature of this project it is not possible to successfully implement all the planting within the budget timeframe. This is because enrichment planting should only be done once some canopy cover is established. The forecast has enrichment planting starting in the 25/26 year with the assumption that conditions are suitable for this to happen. Current growth rate of plants to date suggest this may be possible, however will need to be confirmed prior to ordering plants.

At Year End 25/26 the remaining budget of \$205,505 would need to be carried over to fund the enrichment planting planned for the years 26/27 to 30/31. An alternative would be transfer all remaining budget to TTKT at the end of 25/26.

Time/labour costs for TKTT management are included in the estimates for Profession Fees and Management.

Note: This budget forecast is for the establishment of planting (up to 2031) and installation of hard landscape, landscape features and structures. It does not include estimates for current and ongoing operation and maintenance of the reserve. These ongoing activities will need to be funded by TTKT.

Refer to attached Budget Forecast to Financial Year End 30/31.

**UNFUNDED PROPOSED WORKS**

The Heritage and Mahinga Kai Masterplan as developed by the HMK Joint Working Group includes proposed features that would not be able to be delivered within the existing WDC budget.

Refer to the attached High Level Cost Estimates for Unfunded Works for detail.

The determination and efficacy to deliver these proposed works/features would require further investigation and deliberation by TTKT.

**ATTACHMENTS**

IMPLEMENTATION STAGING PLAN – 31 MAY 2023

BUDGET FORCAST - 31 MAY 2023

HIGH LEVEL COST ESTIMATES FOR UNFUNDED WORKS – 25 MAY 2023

## HURIA RESERVE, HERITAGE AND MAHINGA KAI IMPLEMENTATION STAGING PLAN - 31 MAY 2023

### PLANTING STAGES BY FINANCIAL HALF YEAR / SEASON

#### ESTABLISHMENT PLANTING 22/23 to 26/27

FHY	SEASON	AREA (M2)	PLANTS NO.S
H1 22/23	Spring	11600	5916
H2 22/23	Autumn	7350	4410
H1 23/24	Spring	7300	4380
H2 23/24	Autumn	7600	4560
H1 24/25	Spring	8960	5376
H2 24/25	Autumn	9000	5400
H1 25/26	Spring	7439	4463
H2 25/26	Autumn	8360	4983
H1 26/27	Spring	6800	4080
H2 26/27	Autumn	4236	2541

#### TREE AND ENRICHMENT PLANTING (THROUGHOUT ESTABLISHED PLANTING) 25/26 to 30/31

AREA (M2)	TREES	PLANTS
62300	1869	4000

NOTE: ALL FUNDING FOR PLANTING AND PLANT ESTABLISHMENT MAINTENANCE TO YEAR END 3031 IS PROPOSED TO BE FROM THE WDC BUDGET SUBJECT TO APPROVAL

### HARD LANDSCAPE AND FEATURES BY FINANCIAL HALF YEAR

FHY	DESCRIPTION	PROPOSED FUNDING
① H1 22/23	STAGE 1 PATHS - COMPLETED	WDC BUDGET
② H2 22/23	STAGE 2 PATHS - UNDER CONSTRUCTION	WDC BUDGET
③ H1 23/24	FENCING AND BOLLARDS ON ROAD BOUNDARIES	WDC BUDGET
④ H2 23/24	MAIN ENTRANCE STRUCTURE AND LANDSCAPING	WDC BUDGET
⑤ H1 24/25	MINOR ENTRANCES STRUCTURE AND LANDSCAPING	WDC BUDGET
⑥ H1 24/25	AMPHITHEATER BULK EARTHWORKS AND GRASSING	WDC BUDGET
⑦ H2 24/25	INTERPRETATION SIGNS (SITE-WIDE)	WDC BUDGET
⑧ H2 24/25	ACCESSIBLE LAKE-EDGE DECK	WDC BUDGET
⑨ H1 25/26	AMPHITHEATER COMPLETION	WDC BUDGET
⑩ TBC	WAKA CARVING PLATFORM AND STONE BEACH	OTHER
⑪ TBC	POWER SUPPLY FOR FUTURE DEVELOPMENTS	OTHER
⑫ TBC	COVERED STAGE, HARDSTAND	OTHER
⑬ TBC	ART, SCULPTURE, INTERPRETATION ETC. (SITE-WIDE)	OTHER
⑭ TBC	UNDERGROUND SERVICES - POWER, WATER, SEWER	OTHER
⑮ TBC	FORMED CARPARK	OTHER
⑯ TBC	PUBLIC TOILET	OTHER

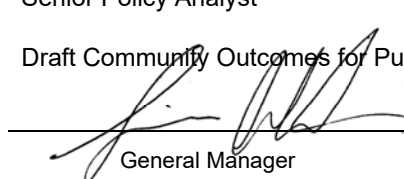
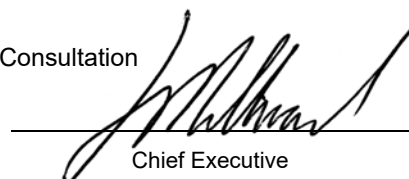




HURIA RESERVE, HERITAGE AND MAHINGA KAI - BUDGET FORECAST - 25 MAY 2023														
	PLANTING						HARD LANDSCAPE AND FEATURES							
FINANCIAL YEAR	ESTABLISHMENT PLANTING	PLANT MAINTENANCE	ENRICHMENT PLANTING AND TREES (INCLUDING MAINTENANCE)	PLANTING PROFESSIONAL FEES AND MANAGEMENT @ 10%	PLANTING CONTINGENCY @ 15%	PLANTING SUB-TOTAL	LANDSCAPING	STRUCTURES	OTHER	PROFESSIONAL FEES AND MANAGEMENT @ 20%	LANDSCAPING AND FEATURES CONTINGENCY @ 20%	SUB-TOTAL	TOTAL FORECAST EXPENDITURE	BUDGET
22/23													\$ 700,000	\$ 721,540
23/24	\$ 84,638	\$ 14,716		\$ 9,479	\$ 16,325	\$ 125,158	\$ 38,000	\$ 90,000	\$ 54,000	\$ 36,400	\$ 43,680	\$ 262,080	\$ 387,238	\$ 397,940
24/25	\$ 82,301	\$ 14,770		\$ 9,479	\$ 15,982	\$ 122,532	\$ 22,000	\$ 68,000	\$ 69,000	\$ 31,800	\$ 38,160	\$ 228,960	\$ 351,492	\$ 344,940
25/26	\$ 54,793	\$ 13,782	\$ 20,456	\$ 9,479	\$ 14,776	\$ 113,285	\$ 36,000			\$ 7,200	\$ 8,640	\$ 51,840	\$ 165,125	\$ 344,940
26/27	\$ 43,065	\$ 11,839	\$ 20,456	\$ 9,479	\$ 12,726	\$ 97,564							\$ 97,564	
27/28		\$ 11,730	\$ 20,456	\$ 9,479	\$ 6,250	\$ 47,914							\$ 47,914	
28/29		\$ 6,000	\$ 20,456	\$ 2,788	\$ 4,387	\$ 33,630							\$ 33,630	
29/30		\$ 5,000	\$ 20,456	\$ 2,788	\$ 4,237	\$ 32,480							\$ 32,480	
30/31		\$ 5,000	\$ 20,456	\$ 2,788	\$ 4,237	\$ 32,480							\$ 32,480	
													\$ 1,847,923	\$ 1,809,360

**HURIA RESERVE, HERITAGE AND MAHINGA KAI - HIGH LEVEL COST ESTIMATES FOR UNFUNDED WORKS - 25 MAY 2023**

ITEM	DESCRIPTION	COST ESTIMATE	PROFESSIONAL FEES AND MANAGEMENT @ 20%	CONTINGENCY @ 20%	SUB-TOTAL	ESTIMATE TOTAL
10	WAKA CARVING PLATFORM	\$ 24,000	\$ 4,800	\$ 5,760	\$ 34,560	
	AQUALAND AREA PATHS AND LANDSCAPING	\$ 10,800	\$ 2,160	\$ 2,592	\$ 15,552	
	STONE BEACH	\$ 18,000	\$ 3,600	\$ 4,320	\$ 25,920	
	CONSENTS	\$ 6,000	\$ 1,200	\$ 1,440	\$ 8,640	\$ <b>84,672</b>
11	POWER SUPPLY FOR FUTURE DEVELOPMENTS	\$ 50,000	\$ 10,000	\$ 12,000	\$ 72,000	\$ <b>72,000</b>
12	COVERED STAGE	\$ 250,000	\$ 50,000	\$ 60,000	\$ 360,000	
	DESIGN, CONSENTS AND PROFESSIONAL FEES	\$ 35,000	\$ 7,000	\$ 8,400	\$ 50,400	
	HARDSTAND	\$ 11,000	\$ 2,200	\$ 2,640	\$ 15,840	
	POWER SUPPLY, ELECTRICAL, LIGHTING	\$ 25,000	\$ 5,000	\$ 6,000	\$ 36,000	\$ <b>462,240</b>
13	ART, SCULPTURE, INTERPREATION ETC.	\$ 100,000	\$ 20,000	\$ 24,000	\$ 144,000	\$ <b>144,000</b>
14	UNDERGROUND SERVICES (WATER, SEWER, POWER)	\$ 60,000	\$ 12,000	\$ 14,400	\$ 86,400	\$ <b>86,400</b>
15	CARPARK - CHIPSEAL, SW, MARKING, EDGE TREATMENT	\$ 286,950	\$ 57,390	\$ 68,868	\$ 413,208	\$ <b>413,208</b>
	DESIGN AND CONSENTS	\$ 40,000	\$ 8,000	\$ 9,600	\$ 57,600	\$ <b>57,600</b>
16	PUBLIC TOILET (SERVICES IN PLACE)	\$ 400,000	\$ 80,000	\$ 96,000	\$ 576,000	\$ <b>576,000</b>

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** POL-08-77 / 230620091156**REPORT TO:** COUNCIL**DATE OF MEETING:** 4 July 2023**AUTHOR(S):** Témi Allinson  
Senior Policy Analyst**SUBJECT:** Draft Community Outcomes for Public Consultation**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Chief Executive**1. SUMMARY**

- 1.1 Community outcomes are the outcomes that a local authority aims to achieve in order to promote the social, economic, environmental, and cultural well-being of its district or region, in the present and for the future.
- 1.2 Community outcomes describe the aspirations and priorities of New Zealand's communities and can therefore provide a guide for groups and organisations serving the community.
- 1.3 The Local Government Act (2002) (the Act) requires local authorities to always have a long-term plan. The purpose of the long-term plan is amongst other things, to describe the community outcomes of the local authority's district or region.
- 1.4 As part of the work being done towards preparing for the 2024-34 long-term plan, officers have undertaken a review of the existing community outcomes set out in Council's 2021-31 long-term plan. The purpose of this report is to seek approval to undertake public consultation using a special consultative procedure (SCP) on the draft community outcome statements and accompanying indicators.
- 1.5 It is proposed the consultation on the draft outcomes be carried out from July to August 2023, with a hearing and deliberations scheduled for August 2023.
- 1.6 It is also requested that three Councillors are nominated to the Hearings Panel.

**Attachments:**

- i. Draft Community Outcomes and Indicators (TRIM No. 230620091150)

**2. RECOMMENDATION****THAT** the Council:

- (a) **Receives** Report No. 230620091156.
- (b) **Approves** the draft community outcomes and indicators (TRIM No. 230620091150) going out for public consultation.



- (c) **Appoints** Councillors Joan Ward (as Long-term Plans Portfolio Holder), ....., and ..... to the Hearing Panel to hear any submissions to the draft community outcomes and provide recommendations to Council on any further amendments to the statements and their indicators because of feedback received.
- (d) **Circulates** this report to the Community Boards for their information; and
- (e) **Notes** that officers will seek to work with Te Ngāi Tūāhuriri representatives to get their feedback on the draft community outcomes and that there may be targeted indicator statements resulting from this process which will be tabled with Council at the meeting.

### 3. **BACKGROUND**

- 3.1. Community outcomes are important because they provide the opportunity for communities to talk about and describe a vision for their future. Achieving these desires will improve and ensure the well-being of our local communities.
- 3.2. Community outcomes inform and guide the plans of local authorities and other organisations who work in the community; helping to make sure that these groups know what is important to the communities they are serving.
- 3.3. Having clearly articulated and understandable community outcomes enables Council's business units to better align their planning and service levels with community aspirations, and to work more closely together to find effective ways of achieving these common goals.
- 3.4. Council bears responsibility for describing the community outcomes for the district in its long-term plan. However, it does not bear sole responsibility for achieving these outcomes as a wide range of groups have a part to play in improving the well-being of local communities.
- 3.5. No single organisation has responsibility for achieving community outcomes. They provide a guide to groups about what people want for their community. A wide range of organisations and groups within communities can contribute towards community outcomes.

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

- 4.1. The draft community outcomes have been reviewed and updated to ensure that they retain the aspirations that underlay the existing outcomes as well as gaps being expanded to better reflect emerging issues and aspirations.
- 4.2. While most of the draft outcomes have been derived from existing outcome statements, they have been restructured to better align with the four well-being pillars and provide greater clarity to Council units and other organisations on how to better target their activities and planning to deliver desired outcomes across all four well-being elements.
- 4.3. These draft outcomes are the results of a comprehensive process and multiple iterative meetings with Council officers, the management team and elected members to help ensure that they are as robust and comprehensive as possible.
- 4.4. However, achieving these community outcomes will involve a wide range of groups and organisations in the community working together, effectively using their range of knowledge, skills and resources.
- 4.5. It is proposed that community consultation using the SCP process be undertaken to ensure residents and organisations are aware of the new draft statements and can provide vital feedback to help inform the final shape and form of the community outcomes prior to their adoption.
- 4.6. The following options are available to Council:
- 4.7. Option One – Retain the current list of 14 community outcome statements and 55 indicators:

This option would see Council retain the current set of community outcome statements and accompanying indicators. Having so many outcome and indicator statements means there is a great deal of overlap and repetition across the statements. This option also does not address the opportunity to align the outcomes in line with community well-being responsibilities that the Local Government Act 2002 now gives Councils and local authorities responsibility for fulfilling. Most importantly, this option does not give Council the opportunity to refresh its community outcomes and have them better reflect emerging trends and community aspirations. As such this is not the recommended option.

4.8. Option Two – Amend the draft community outcomes before proceeding to consultation:

This option would see Council further amend the draft statements and indicators. A significant amount of work has already gone into the draft of these statements and indicators. A series of iterative workshops have been held with Council department heads, the management team and the Council itself to get to this stage. The draft statements are the better for having undergone such a robust process to get to this stage and have been modified to reflect emerging community aspirations. As such this is not the recommended option.

4.9. Option Three – Approves the draft community outcomes going out to consultation:

This option would see Council take the draft statements in their proposed form out to consultation. This is the recommended option.

### **Implications for Community Wellbeing**

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

- 4.10. The Act gives local authorities the broad mandate to promote community well-being, beyond merely being empowered to undertake particular tasks or activities that may contribute to well-being. Essentially, promoting and advancing community well-being is what local authorities are supposed to do.
- 4.11. Community outcomes are about improving the well-being of communities over time, and in a sustainable manner. Well-being happens when people and communities feel fulfilled and satisfied that their needs are being met.
- 4.12. Well-being is seen as being made up of four inter-related dimensions – social, environmental, economic and cultural. Promoting all four aspects of well-being is critical to sustainable development as this will not be achieved if only one or two of the four are delivered upon. Laying out the draft community outcomes in line with well-being dimensions will help to ensure appropriate focus on all aspects of well-being.
- 4.13. When adopted, the new outcomes will help to guide the development of Council's plans and strategies for inclusion in its 2024-34 long-term plan,
- 4.14. The Management Team has reviewed this report and support the recommendations.

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to have an interest in the subject matter of this report. Council officers propose to undertake consultation with the hapu on the proposed statements and indicators.

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

There are groups and/or organisations that are likely to be affected by, or to have an interest in the subject matter of this report. They will have an opportunity to be heard as part of the wider public consultation process.

### 5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. Council officers propose to undertake consultation with the wider community on the proposed statements and indicators.

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

### 6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report. Where any financial obligations of Council are referenced, these are already specifically provided for in the Annual Plan / Long Term Plan funding or fees and charges manual. This information is publicly available and has been previously consulted through these processes.

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

The recommendations in this report have sustainability and/or climate change impacts. Some of the statements reference specific sustainability and/or climate change aspirations as part of the community outcomes.

### 6.3 **Risk Management**

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

### 6.3 **Health and Safety**

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

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

This matter is a matter of significance in terms of the Council's Significance and Engagement Policy.

*"The impact or consequences of the decision or proposal will have a substantial impact on more than 5% of the resident population of the District based on estimates by Statistics New Zealand at 30 June each year."*

### 7.2. **Authorising Legislation**

*The Local Government Act 2002*

The matter comes within scope of the Council's lawful powers, including satisfying the purpose statement of Section 10 of the Local Government Act 2002. That section of the Act states that the purpose of local government is (a) to enable democratic local decision-making and action by, and on behalf of, communities; and (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

It is considered that social / cultural/ economic / environmental well-beings are of relevance to this particular matter.

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

Council's community outcomes are relevant to all the actions arising from and recommendations in this report.

### 7.4. **Authorising Delegations**

The Council has the responsibility of reviewing, amending, and approving or revoking its policies and bylaws.



## Draft Community Outcomes - 2024

<p><b>Social</b></p> <p>A place where everyone can have a sense of belonging...</p> <ul style="list-style-type: none"> <li>• Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.</li> <li>• Council commits to minimizing the risk of social harm to its communities.</li> <li>• Housing is available to match the changing needs and aspirations of our community.</li> <li>• Our community groups are sustainable and able to get the support they need to succeed.</li> <li>• Our community has access to the knowledge and skills needed to participate fully in society and to exercise choice about how to live their lives.</li> <li>• People are able to enjoy meaningful relationships with others in their families, whanau, communities, iwi and workplaces.</li> <li>• Our community has reliable access to the essential infrastructure and services required to support community wellbeing.</li> </ul>	<p><b>Cultural</b></p> <p>...where our people are enabled to thrive and give creative expression to their identity and heritage...</p> <ul style="list-style-type: none"> <li>• Public spaces express our cultural identities and help to foster an inclusive society.</li> <li>• The distinctive character of our takiwā, arts and heritage are preserved and enhanced.</li> <li>• Members of our community are able to engage in arts, culture and heritage events and activities as participants, consumers, creators or providers.</li> <li>• Waimakariri's diversity is freely expressed, respected and valued.</li> <li>• There is an environment that supports creativity and innovation for all.</li> <li>• <b>Local arts, culture and heritage are able to make a growing contribution to the community and economy. (new)</b></li> </ul>
<p><b>Environmental</b></p> <p>...that values and restores our environment...</p> <ul style="list-style-type: none"> <li>• People participate in improving the health and sustainability of our environment.</li> <li>• Land use is sustainable; biodiversity is protected and restored.</li> <li>• Our district is resilient and able to quickly respond to and recover from natural disasters and the effects of climate change.</li> <li>• Our district transitions towards a reduced carbon and waste district.</li> <li>• The natural and built environment in which people live is clean, healthy and safe.</li> <li>• Our communities are able to access and enjoy natural areas and public spaces.</li> </ul>	<p><b>Economic</b></p> <p>...and is supported by a resilient and innovative economy.</p> <ul style="list-style-type: none"> <li>• Our district is prosperous and reflects the value of both paid and unpaid work.</li> <li>• Infrastructure and services are sustainable, resilient, and affordable.</li> <li>• <b>Our district readily adapts to innovation and emerging technologies that support its transition to a circular economy. (modified and expanded)</b></li> <li>• There are sufficient and appropriate locations where businesses can set up in our District.</li> <li>• <b>There are sufficient skills and education opportunities available to support the economy. (new)</b></li> <li>• There is access to meaningful, rewarding, and safe employment within the district.</li> </ul>

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXC-57 / 230621092371**REPORT TO:** COUNCIL**DATE OF MEETING:** 4 July 2023**AUTHOR(S):** Jeff Millward – Chief Executive**SUBJECT:** Health, Safety and Wellbeing Report – June 2023**ENDORSED BY:**(for Reports to Council,  
Committees or Boards)\_\_\_\_\_  
Department Manager  
Chief Executive**1. SUMMARY**

- 1.1. This report provides an update to the Council on Health, Safety and Wellbeing matters between May 2022 and mid-June 2023. The dashboard reporting in the appendices cover trends between mid-May 2022 and mid-June 2023.
- 1.2. There were ten incidents which occurred from mid-May 2023 and mid-June 2023 which resulted in no hours lost time to the organisation. Ongoing lost time from historic incidents is reported in Appendix A. Flamingo Scooter and Rangiora Airfield incidents included within this report.
- 1.3. Training analysis has begun for all departments.
- 1.4. A Crisis Resilience working group has been established.
- 1.5. Amalgamated Health Safety and Wellbeing policies and Framework are ready for circulation and feedback.
- 1.6. Up and coming Wellbeing initiatives prepared for the organisation.

**Attachments:**

- i. Appendix A: Incidents, Accidents, Near-misses reporting
- ii. Appendix B: Contractor Health and Safety Capability Pre-qualification Assessment (drawn from the Site Wise database)
- iii. Appendix C: Health, Safety and Wellbeing Dashboard Reports.

**2. RECOMMENDATION****THAT** the Council:

- (a) **Receives** Report No 230621092371
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

### 3. **BACKGROUND**

- 3.1. The Health and Safety at Work Act 2015 requires that Officers must exercise due diligence to make sure that the organisation complies with its health and safety duties.
- 3.2. An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and the Chief Executive are considered to be the Officers of the Waimakariri District Council.

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

#### 4.1. Incidents and accidents

- 4.1.1. Mid-May 2023 to mid-June 2023 has shown an increase in Vehicle/Property Damage incidents. These have been addressed with the department Managers. Team Leaders continue to have discussions with staff on how to reduce these and what preventative measures can be implemented. Training and competencies are being considered as a priority to ensure staff are confident and well informed.
- 4.1.2. Adverse interactions continue to be a common theme with staff conducting day to day tasks out in the field, public meetings, youth in the libraries and Victoria Park. A trespass notice has been issued to a youth for abusive behaviour in a public library.
- 4.1.3. Measures are in place to help reduce the risk such as body worn cameras, communication with the High School and continued security presence.
- 4.1.4. Further trespass notices have been issued to a member of the public for continued adverse interactions via various media platforms, phone and email and meetings.
- 4.1.5. Staff continue to be supported through all interactions. Training is up to date, specialising in situational safety.
- 4.1.6. Airfield incident reporting will have more information going forward due to the recruitment of an Airfield Manager. Further growth in the Health and Safety area will come through the Safety Management System that the new Airfield Manager is going to be constructing.

#### 4.2. Training

- 4.2.1. Training analysis has begun for all departments. We are carrying out an audit of mandatory and optional training per role and department. Managers will receive a breakdown and a forecast of all HS&W training for the year ahead to help with budgeting and team scheduling.
- 4.2.2. HS&W currently have thirty training units in the training suite. We are identifying weather some of these continue to be mandatory, based on role compliance.

#### 4.3. Crisis Resilience

- 4.3.1. HS&W have created a Crisis Resilience Working Group to build a crisis resilience plan and process for possible future adverse situations, such as suicide, traumatic events, and heightened situations in the workplace.
- 4.3.2. The process and plan will provide steps to take should a situation arise. Who to contact, how to approach the situation and where to go to for support. This is a work in progress as we are guided by professionals in this field.



#### 4.4. Safety & Wellbeing Policies

- 4.4.1. The amalgamation of four policies to one Health, Safety & Wellbeing Policy, Health Hazard, Health Monitoring and Vaccination Policy and the Health, Safety and Risk Management Framework are ready for MTO feedback. These will come with a separate memo over the coming Month.
- 4.4.2. Some content has been based on current Policies, collaborating with other local Councils, and looking to other approved policies within the private sector.
- 4.4.3. By combining these policies, it simplifies for staff as they only need to draw from two policies and supporting framework as opposed to four. Responsibilities and expectations by role are clearly articulated making it easier to drive compliance to our Health, Safety & Wellbeing objectives.

#### 4.5. Wellbeing initiatives

- 4.5.1. HS&W are currently working on providing a new type of wellbeing initiative, focusing on financial Wellbeing. The initiative will be based on being able to meet financial obligations, being financially prepared for an unexpected event and to be able to save for future goals, including retirement.
- 4.5.2. We are currently meeting with a local, well established financial advisory business to offer this exciting new initiative to our staff.
- 4.5.3. Other Wellbeing initiatives currently being delivered are:
  - Staff massages
  - Bone density scans
  - Bodyscan360 body scans

#### Implications for Community Wellbeing

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

- 4.6. The Management Team has reviewed this report and support the recommendations.

### 5. COMMUNITY VIEWS

#### 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

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

There are no external groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

#### 5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

### 6. OTHER IMPLICATIONS AND RISK MANAGEMENT

#### 6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report.

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

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

### 6.3 **Risk Management**

The organisation has reviewed its health and safety risk and developed an action plan. Failure to address these risks could result in incidents, accidents or other physical or psychological harm to staff or the public.

The regular review of risks is an essential part of good safety leadership.

### 6.4 **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. Continuous improvement, monitoring, and reporting of Health and Safety activities are a key focus of the health and safety management system.

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

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

### 7.2. **Authorising Legislation**

The key legislation is the Health and Safety at Work Act 2015.

The Council has a number of Human Resources policies, including those related to Health and Safety at Work.

The Council has an obligation under the Local Government Act to be a good employer.

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

The Council's community outcomes are relevant to the actions arising from recommendations in this report.

- There is a safe environment for all.
- Harm to people from natural and man-made hazards is minimised.
- Our District has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.

The Health, Safety and Wellbeing of the organisation, its employees and volunteers ensures that Community Outcomes are delivered in a manner which is legislatively compliant and culturally aligned to our organisational principles.

### 7.4. **Authorising Delegations**

An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and Chief Executive are considered to be the Officers of WDC.

## Appendix A

### WDC Incident Reports

Date	Person type	Occurrence	Event description	Response
09/05/2023	Employee/Volunteer	Property/Vehicle Damage	Reverse truck gently into garage door corner.	A staff member was guiding a truck back and tried to signal to the driver to stop reversing, but they didn't see and kept reversing. They bumped into the digger shed. No damage just small marks. Still awaiting investigation response.
26/05/2023	Employee/Volunteer	Injury	Neck injury - Note - this an existing injury which has resulted from past trauma, not as a result of a workplace incident or accident. Incident date refers to the date that the medical assessment was undertaken.	Referred to active health for workstation assessment.
30/05/2023	Employee/Volunteer	Nearmiss	Rangiora Service Centre lift failed to open with a staff member inside.	Staff member was able to get out after the lift was manually worked on after 15 minutes. Prevention of this will be by conducting preventive maintenance on the lift control boards, specifically tighten the terminals throughout the board. Lift is back in service, and the staff member is fine.
31/05/23	Employee/Volunteer	Property/Vehicle Damage	A staff member was driving in the council carpark at 10 km/h when a member of the public reversed into the council car. The member of the public said they did not look when reversing.	Photos received of incident still awaiting investigation responses-follow up sent. Copy of claim acknowledgement also received.
02/06/2023	Employee/Volunteer	Property/Vehicle Damage	Damage to the Makinex Hose 2 Go water bottle.	The Makinex Hose 2 Go water bottle fell over in the yard breaking the tap connection. The equipment was full of water, un-balanced and placed on uneven ground resulting in it falling over.



				Staff asked to store the equipment in a safe manner in future.
02/06/2023	Employee/Volunteer	Adverse Interaction	Sill damage to the right rear door of a council vehicle occurred on the final day of a two-day 4WD Safety Course. Staff didn't notice the damage at the time. The vehicle was inspected throughout the day. The damage must have occurred during the final river crossing and soft ground navigation exercise on the banks of the Eyre, which was conducted under the instruction and supervision of the 4WD trainer.	Vehicle was fixed under insurance.
10/06/2023	Employee	Property/Vehicle Damage	Gusty wind at Oxford caused vehicle damage as the employee was opening the door from the inside. A strong gust of wind has pushed the door with great force, causing damage to the hinge.	Vehicle damage has been fixed through insurance.
02/06/2023	Employee/Volunteer	Property/Vehicle Damage	A staff member was abused while conducting a vehicle inspection. The residents of the street did not like being issued infringements. The staff member activated their body worn camera. The camera did not pick up the verbal abuse. The abusive public retreated to their property.	The street has parking issues with many residents not complying with the legal requirements of the Land Transport Act 1998 and our Traffic and Parking Bylaw rules. Prevention is difficult as Parking Officers doing their job are unfortunately a target every day. Officer walked away and recorded the incident on their body camera.
13/06/2023	Employee/Volunteer	Near Miss	A blind and cover fell from a height in a council meeting room	Reported by HSAW to Property and repairs made. No staff were injured.
19/06/2023	Employee/Volunteer	Property/Vehicle Damage	A fitting broke on a cable for the geo-impact tester.	Wear and Tear on the cable over time and the cable is old. Staff to be aware of the cable when packing it up in the case and asked not to lift the device by the cable. Ensure fittings are properly tightened at all times. Do not bend or kink the cable. Handle with care. Equipment fixed.

### Airfield Incident Reports

Date	Person type	Occurrence	Event description	Response	Airside/On ground	Agency responsible
May 2023 (exact date still to be supplied)	Non- Employee	Aircraft	Plane stalled due to fuel pump issue, landed and was on runway for a short period of time.	A 005 has been logged	Airside	CAA under investigation
25/05/2023	Non- Employee	Potential crime	7 people in hoodies disturbed acting suspiciously around Way 2 Go Complex and took off over runway to the south.	Police informed and job number logged. A police report was put forward.	On ground	Police and hangar owner. Under investigation.
30/05/2023	Non- Employee	Crime	3 persons disturbed at Western end and took over the back fence we believe. On checking with hangar contractor next morning, the Contractor had ladders, work horses and special screws/nails stolen.	Police informed and job number logged.	On ground	Police and hangar owner. Under investigation.

*\*Please note, that most airside incidents will be reported through to CAA at the very least by a 005, if not deemed to be of high enough severity for CAA consideration, it will be reported to the Airfield Manager and Safety Officer.*

#### Glossary of terms:

**CAA** = The Civil Aviation Authority of New Zealand is the government agency tasked with establishing civil aviation safety and security standards in New Zealand. The CAA also monitors adherence to those standards and is responsible for enforcement proceedings. It also undertakes an educational role and advocates for the safe use of aircraft.

**CRAC** = Canterbury Recreation Aircraft Club

**005 report** = This is an occurrence report that is to be submitted to CAA if an incident has taken place that is a safety breach of flying standards.

### Flamingo Scooter Incident Reports

Date	Location	Weather	Severity	Details	Corrective actions
22nd May at 8:21pm	Tuahiwi	Light fog, 7 degrees	Minor	The rider reported falling off a scooter because the brakes were too sensitive. Rider error - brakes stronger than expected	<p>Flamingo contacted the rider and assured that they were okay. The rider was not injured. Flamingo arranged a refund and some free riding credit which was appreciated. Flamingo also offered a refund, which was declined by the rider because they were happy with the free riding credit.</p> <p>The scooter was immediately disabled and flagged for collection. There were no issues found with the scooter and the brakes were working normally. The scooter passed a full maintenance inspection before being returned to service.</p>
23rd May at 3:31pm	Rangiora	Dry, 13 degrees	Minor	The rider reported falling off a scooter and hitting their arm. Rider error - rode into tree branch	<p>Flamingo contacted the rider and assured that they were okay.</p> <p>The rider was uninjured besides a few scrapes on their arm. Flamingo arranged a refund which was appreciated.</p>

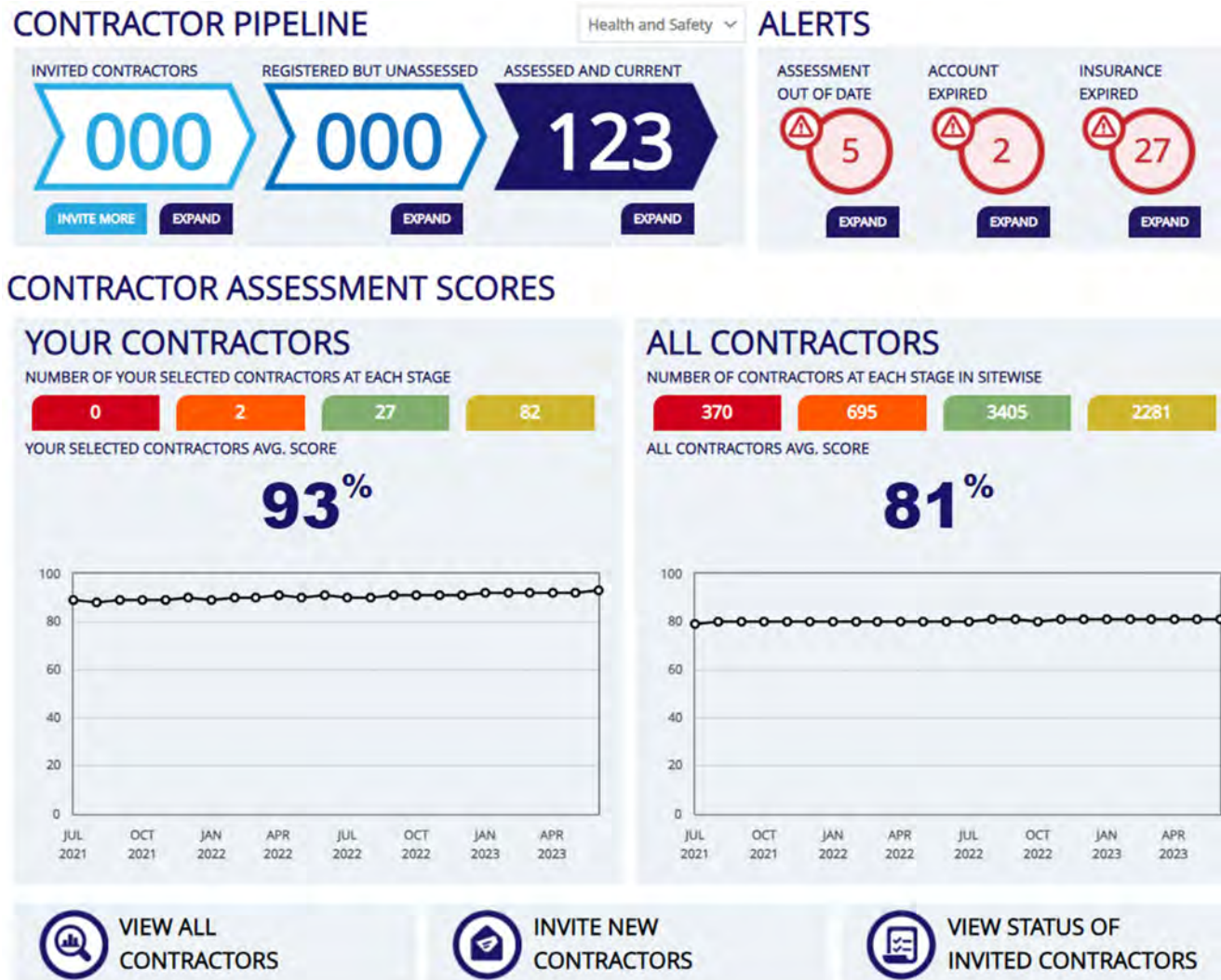
<b>Lost Time Injuries - Aquatics:</b>	2019 to current	<b>Injury One:</b> Currently fully unfit Date of injury 28 June 2019 Weekly contracted hours = 30 5,046 hrs lost to date
<b>Water Unit:</b>	2023 (current)	<b>Injury One:</b> Fully fit and returned to work. Date of injury: 23 March 2023 Weekly contracted hours = 40 840 hrs lost to date.  <b>Injury Two:</b> Currently fully unfit Date of injury: 28 April 2023 Weekly contracted hours = 40 424 hrs lost to date.

### Lead Indicators

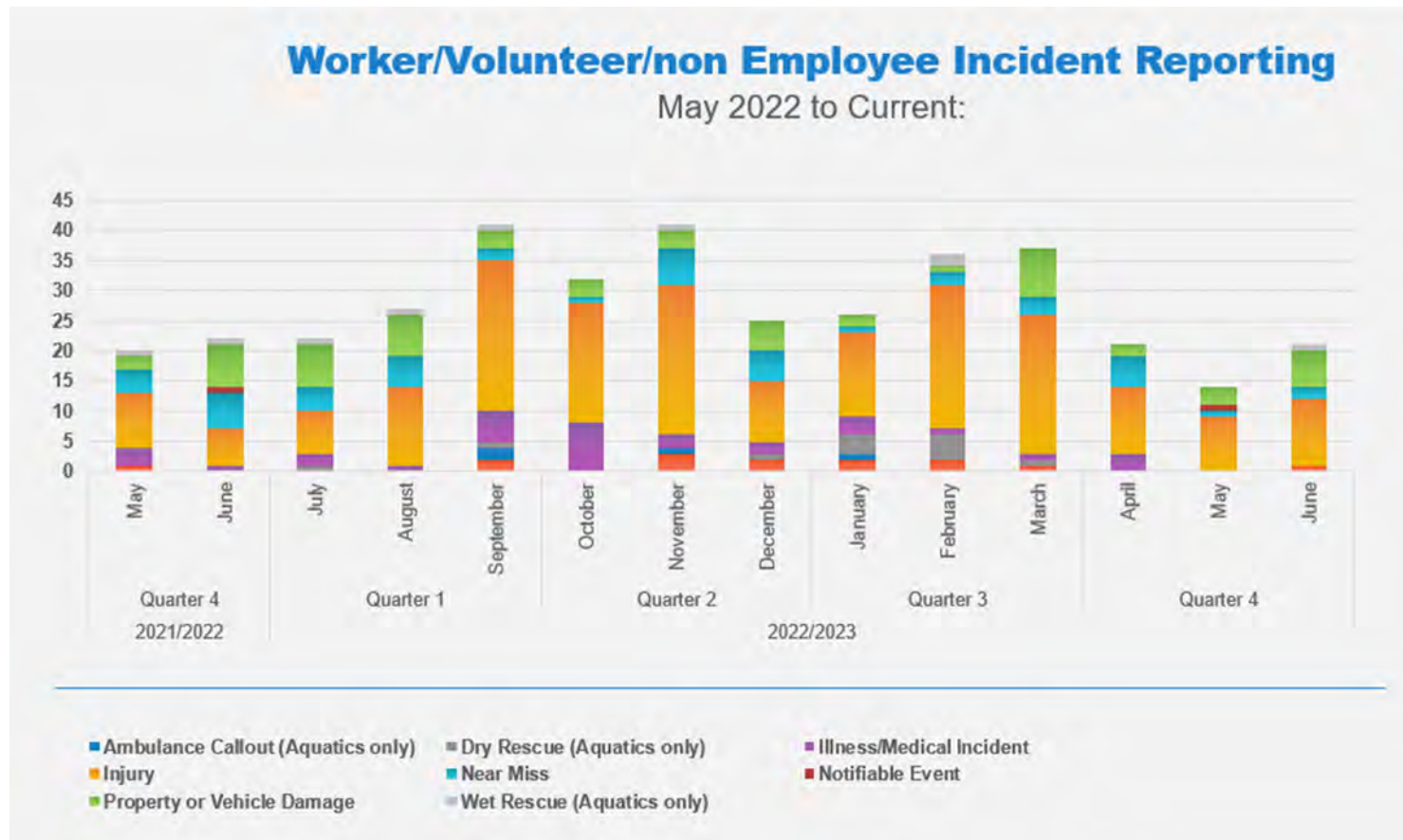
<b>Safety Inspections Completed (Workplace Walkarounds)</b>	2023	<b>Workplace Walkarounds:</b> 17 distributed for May/June. 3 returned so far. Reminders sent.
<b>Training Delivered</b>	2023	<b>People Trained:</b> May training – 3 sessions of Anti-Skid Driver training (24 staff) June training – 2 sessions of Anti- Skid Driver training (16 staff)



## Appendix B

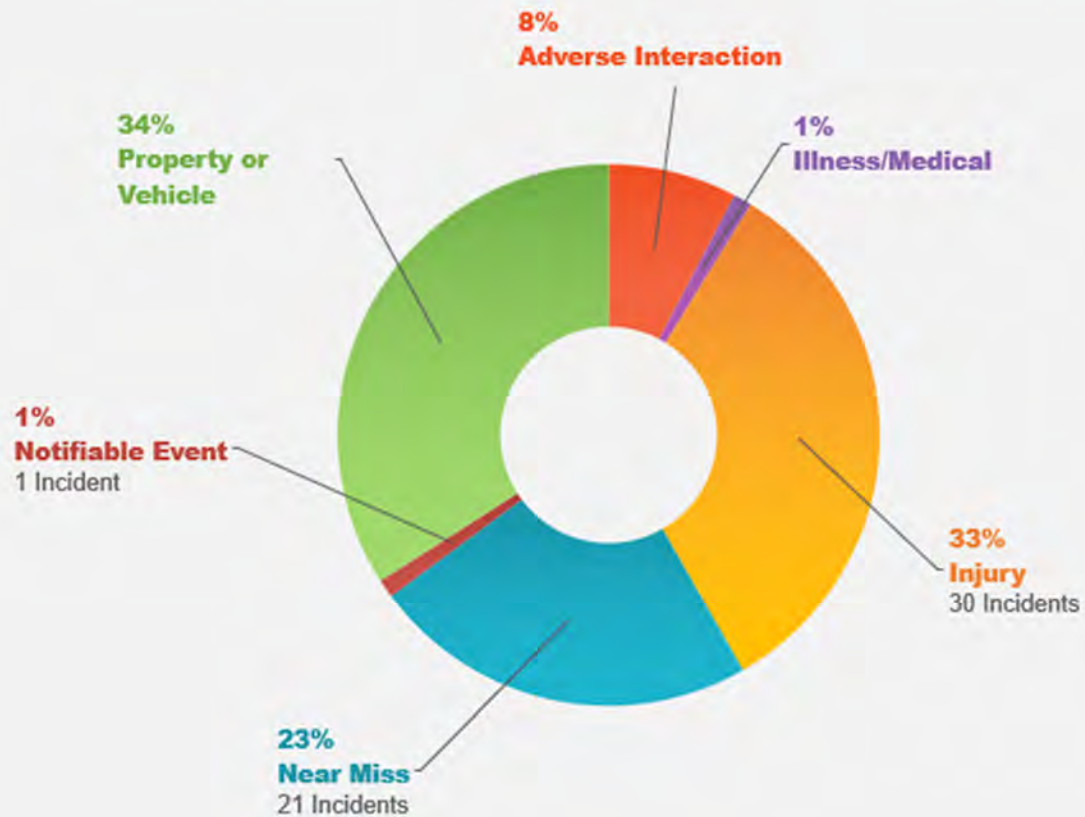


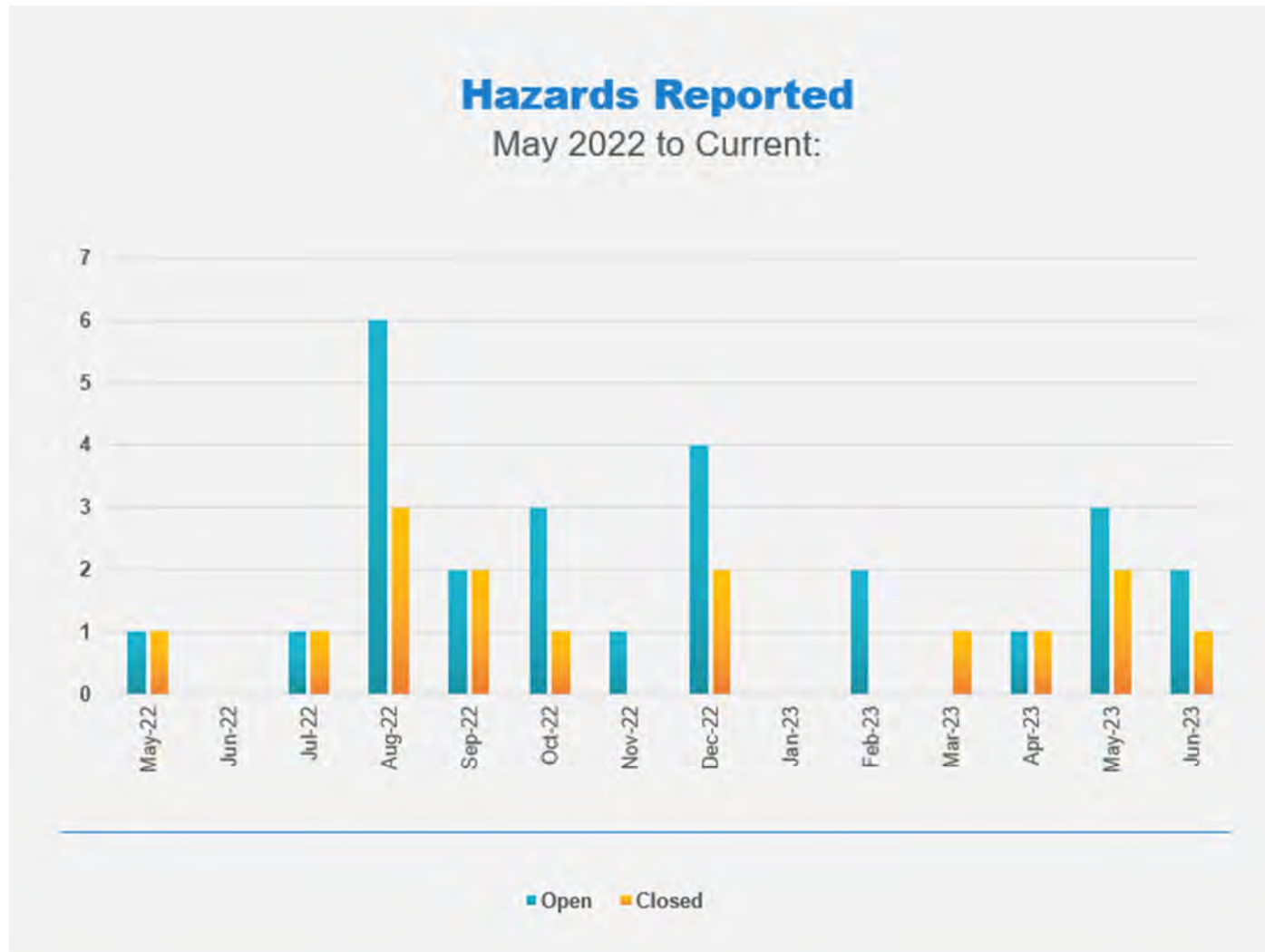
## Appendix C



## Worker/Volunteer Incident Reporting

May 2022 to Current:







**MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE  
HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY  
23 MAY 2023 AT 3:30PM.**

**PRESENT**

Councillors P Redmond (Chairperson), A Blackie, B Cairns and N Mealings.

**IN ATTENDANCE**

Councillors J Goldsworthy and P Williams.

C Brown (General Manager Community and Recreation), T Sturley (Community Team Manager), P Eskett (District Libraries Manager), M Greenwood (Aquatics Manager), E Trevathan (Mayors Taskforce for Jobs Facilitator), B Eldridge (Assistant Librarian) and C Fowler-Jenkins (Governance Support Officer).

There were 13 members of the public present.

**1 APOLOGIES**

Moved: Councillor Blackie

Seconded: Councillor Mealings

**THAT** apologies for absence be received and sustained from Mayor D Gordon and Councillor R Brine.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts declared.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the meeting of the Community and Recreation Committee held on 21 March 2023**

Moved: Councillor Blackie

Seconded: Councillor Cairns

**THAT** the Community and Recreation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Community and Recreation Committee, held on 21 March 2023 as a true and accurate record.

**CARRIED**

**3.2 Matters arising (From Minutes)**

There were no matters arising.

**4 DEPUTATIONS**

Nil.

## 5 **REPORTS**

### 5.1 **Community Team Update Report on Three Key Projects – T Sturley (Community Team Manager)**

T Sturley spoke to the report noting that it provided an overview for the period February to April 2023 of three key projects of migrants and newcomers, the Art Strategy and youth employment. The Community Team had been able to access some great external funding opportunities the results of which were detailed in the report. She highlighted recommendation (c) noting the expression of interest lodged with the Ministry of Business Innovation and Employment to be a part of the Welcoming Communities project. She was delighted to report this had been accepted into the Welcoming Communities programme which resulted in the acquisition of significant funding over a three year period to facilitate a more welcoming community.

Councillor Williams noted in item 5.1 'financial implications' in the report noted that *"there was no short term financial implications for Council in relation to its contents of the report"* and queried what the long term financial implications for Council would be. T Sturley replied that she did not foresee any long term implications however she believed it needed to be highlighted that Art Strategy development was well advanced with no clear indication of what resourcing would be required. It was most likely that external funding would be sought, therefore she thought it was unwise to say that there would be no long term implications.

Councillor Williams queried how the Committee could receive the report if they did not know what the long term goals were and how that would impact the financial situation for the Council. C Brown replied that if there were financial implications this would become apparent in time for Councillors to consider during the Councils Long Term Plan process. There were no large short term impacts, however there was potential for there to be large financial investment in arts and culture in the future which would be up to the community and Council to determine.

Councillor Redmond sought clarification if the part time position to be funded by the Ministry of Business Innovation and Employment, would be a fixed term contract. T Sturley replied that it would be and would give the Community Team increased capacity in the migrant portfolio enabling a more strategic approach to be taken. C Brown noted that the role was a fixed term position and completed it would then be up to the Council to decide, based on the evidence, whether they wanted to continue to fund the role in the future.

Councillor Redmond asked when T Sturley referred to short term impacts if that was three years. T Sturley replied that the report presented a number of opportunities and there may be some financial implications as a result of those opportunities. The Migrant portfolio was funded for three years, however the implication for the art portfolio was yet to be identified.

Councillor Cairns asked how many migrants were living in the Waimakariri district. T Sturley did not have current figures with her, however the last figure was around 7,000. She believed that the Census figures would give a better indication when they were released.

Councillor Cairns noted he had ran a food forest design course for Rangiora residents a few weeks ago and had 20-30 people eager to start a food forest. He also mentioned that Community College North Canterbury had a twelve week horticultural programme and there was the Youth Development Opportunities Trust who may be interested in assisting residents in building a food forest in Rangiora. T Sturley thought that was an opportunity to explore.

Moved: Councillor Redmond

Seconded: Councillor Blackie

**THAT** the Community and Recreation Committee:

- (a) **Receives** report No. 230512068647.
- (b) **Notes** the collaborative, community-led approach adopted in the development and delivery of the three key initiatives involving migrants and newcomers, the Arts Strategy and youth employment.
- (c) **Notes** that staff have submitted an 'Expression of Interest' to the Ministry of Business Innovation and Employment's (MBIE) Welcoming Communities fund, which, if accepted would result in three years-worth of funding for a much-needed additional 0.5FTE in staffing to ensure a broader, more strategic approach to connecting and empowering migrant newcomers into the life of the District.
- (d) **Notes** that staff await confirmation of the adoption into the programme, which is expected in early June 2023.
- (e) **Notes** that community development staff facilitate the acquisition of external funding to support these priority projects.
- (f) **Notes** that, with respect to the Arts Strategy project, a Steering Group would determine the nature of any necessary resourcing to support its delivery, including how that might be funded.
- (g) **Notes** that, following the presentation of this report, staff would present a brief overview of the Welcoming Communities model and recent successes in the Mayor's Taskforce for Jobs programme.

**CARRIED**

Councillor Redmond thanked T Sturley for her report and he believed it was an achievement to get a 0.5EFT for three years at no cost to the Council although the Council were aware of the overheads for that person, the salary was a significant saving. The other matters were works in progress. He thought it was a good outcome.

E Trevathan provided the Committee with an overview of the Mayor's Taskforce for Jobs programme (Trim 230529078055).

Councillor Redmond asked how they found these young people. E Trevathan noted that they came from a range of sources. Some had been referred through the MSD office, there was also a range of other community organisations referring them through from Kaiapoi Community Support to the Youth Trust and a couple General Practitioners acting as their health coach had referred some young people.

Councillor Redmond enquired if the team worked with the high schools. E Trevathan explained that they were working with the high schools to help those students who were choosing to leave school early.

Councillor Blackie noted that the report stated that clothing, tools and even laptops were provided. He asked if there was a limit per person and a month down the track things did not work if there were any repercussions. E Trevathan noted that the guideline was a maximum \$3,500 towards costs for the job seeker and a maximum of \$3,500 for the employer. Employers were entitled to get Work and Income support for wage subsidies therefore there was no requirement for funding from the Mayor's Taskforce for Jobs. She noted for example if an applicant required tools to do the role the business would provide them therefore the tools belonged to the business so should the applicant did not work out the tools remained with the business.

Councillor Mealings noted that it was good to see this initiative in our district as she understood this was intended for provincial Councils. The Council was running a pilot to place twelve young people into work and enquired if all of the positions had been filled. E Trevathan noted that she had already placed three students and several others that were waiting for appropriate roles. With most of the young people it was going to take a while as there were matters that needed to be worked through prior to placing them.

Councillor Williams noted that the Waimakariri was full of small businesses. He asked if E Trevathan had a list of all those businesses she could contact so small businesses know there was support available. E Trevathan noted that the initiative would be in the next Enterprise North Canterbury newsletter which had 3,500 in their database.

Councillor Williams asked if there would be a report to the Council on how long the students remained in the roles. C Brown noted that staff would give an update to the August Community and Recreation Committee meeting.

Councillor Goldsworthy asked if there was a baseline as to what our current standing in education training or employment was. E Trevathan noted the Work and Income statistics showed there was 231 people in the 18 to 24 age group who were receiving the job seeking work ready benefit and of those there were 51 solo parents noting that with this programme they did not have to be receiving a benefit.

Councillor Goldsworthy asked if this was more of a local flavour to what the job seekers assistance was providing already from a national level. E Trevathan noted that the reason MSD funded partnerships like this was local solutions for local people which enabled a more agile way of setting up new initiatives than through the national system.

Councillor Goldsworthy noted that the funding was approved for 2024/25 and queried if this success would eventually become a ratepayer responsibility or if the national funding would continue. T Sturley was unsure however given that extension funding had shown the benefit of the programme she believed that it was likely that Central Government would continue to support the programme as long as the results remained positive. She believed at this point it was too soon to anticipate the outcome.

Councillor Cairns asked if youth with disabilities received the same funding of \$3,500 per applicant given they probably had a higher range of issues which needed to be delt with or were they eligible for other funding. E Trevathan noted that the \$3,500 was not an absolute and each case was considered on its own merit. Depending on medical needs the team could collaborate with other agencies to get the best outcome.

Councillor Cairns asked enquire if the MSD had put a threshold for the twelve that had been targeted for the six months. T Sturley replied that the funding was aligned to set KPIs.

Councillor Redmond asked what the age limits were. E Trevathan noted that 16 to 24 year olds definitely qualified, however older applicants could be considered depending on their situation and if they met the criteria of either a health or disability condition or other significant barriers.

Councillor Blackie asked if this programme was likely to continue with a change of Government. T Sturley noted that there had been no indication that the programmed would be discontinued if there was a change in Government.



## 5.2 **Aquatics May Update – M Greenwood (Aquatic Manager)**

M Greenwood took the report as read highlighting the improved attendance, the customer satisfaction survey which had been emailed to all addresses on file and circulated via social media. Ninety-five percent signalled that they were satisfied with the provision of services, staff and facilities. The Council had achieved its pool safe accreditation which was an annual assessment to ensure safe standards, training, chemical handling, procedures, water treatment and health and safety reporting were maintained. There was concern that there were a couple of tiles lifting in the leisure pool at Dudley pool which would require the closure to the leisure pool at short notice.

Councillor Redmond noted that the report indicated income was down on budget and expenses were up. Part of that appeared to be because of increased depreciation and the effects of a revaluation. M Greenwood replied that he understood that this was consistent across all Council activities, as the revaluation of its assets had affected many of the Council's activities.

Councillor Williams acknowledged the 95% customer satisfaction however noted that this did not mean anything unless the actual numbers that were surveyed were known. M Greenwood replied that they had 302 responses to specific questions.

Councillor Cairns acknowledged the discount given to pre-schoolers to encourage them to become more comfortable in the water and asked if there was any analysis of the uptake of the discount. M Greenwood replied that they had not done any analysis on the discounted figures however they were hoping to get some more targeted information on the community services card users by engaging with those people directly to see how fees could be managed differently.

Councillor Goldsworthy asked if there were any findings or recommendations that came from the audit. M Greenwood replied that they received a report for each site and there were specific recommendations regarding the replacement of the spill kits and chemical handling which had now been actioned.

Moved: Councillor Mealings

Seconded: Councillor Cairns

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 230501060301.
- (b) **Notes** Aquatic Facilities progress against key performance indicators including facility attendance and financial results.
- (c) **Notes** a result of 95% for overall customer satisfaction as part of the recent customer satisfaction survey.
- (d) **Notes** Waimakariri District Aquatic Facilities had retained its Poolsafe accreditation for another year.
- (e) **Circulates** this report to the community boards for their information.

## **CARRIED**

Councillor Mealings commented that looking at the numbers she was not surprised, they had done exceptionally well during trying circumstances over the last few years. It was pleasing to see that the staffing and recruiting had improved and that the numbers were on the rebound. She noted with regard to the survey there were over 300 respondents and 65% of those used the pool at least twice a week. She congratulated staff on the pool safe accreditation.

### 5.3 **Libraries update to May 11 2023 – P Eskett (District Libraries Manager)**

P Eskett took the report as read and highlighted the better digital futures for the Otautahi Māori Women's Welfare League. The aim of the partnership was to familiarise women with the Better Digital Futures for seniors course material so they would be able to begin providing the course to their community.

She also highlighted the death café initiative which was a partnership with Hurunui District Council libraries service. Death cafes differed from traditional more widely known grief support groups and were more discussion groups that met the immediate needs of the people and were a social franchise which operated out of 83 countries. The death café North Canterbury was now registered on the death cafes global website and by working within this framework the North Canterbury programme could adhere to established guidelines that kept the facilitator, registered social worker and library teams safe. The meetings were run for approximately 90 minutes at no cost.

She referenced the craft programmes, for our youngest people in the community and many of their parents this was a highly valued lifeline. Many of the participants who attended the craft groups noted that they did not have access to digital technologies at home. The physical 'meet up' craft group connected parents socially who were living in a similar social economic manner or feeling isolated. An added benefit was that the kids were kept amused with a lot of recycled materials which could be replicated at home. 'Take and Make' craft packs were made up for those families who missed out on the after school sessions. Sixty-five packs were made up every month and were distributed to the three libraries.

B Eldridge spoke to the report highlighting the creative communities scheme. Which was an Arts Council funding initiative run by councils around the country and Waimakariri was allocated \$60,000 a year. All the advertising and associated paraphernalia had been revamped with more of a focus on social media so as to appeal to the young practitioner rather than attracting repeat business from community groups. Two funding rounds were run a year, one which closed at the end of March and the other at the end of August. He highlighted the diversity in the district and applications ranged from short films, poetry, amateur theatre groups, art exhibitions, community classes, workshops and musicians. Waimakariri was one of the busiest Canterbury districts compared to Hurunui and Selwyn, and were just behind Christchurch City with the number of applications being received every round. Waimakariri District Council was unique in that it was the only Council in the country where this scheme was administered by the libraries.

Councillor Cairns noted the successful craft programme in Kaiapoi was now in hiatus and enquired why that may be. P Eskett replied that the staffing for the programme was provided by NZLPP in 2022, they had a secondee in a one year fixed term role who had a real strength in art however they had not been able to carry on in this position. There was also less of an uptake in Kaiapoi with a less consistent attendance therefore they had bumped up the craft packs which were popular. , there were some coming changes to staffing once the Annual Plan was ratified there would be some staffing changes and it was possible that programming and events would become part of the entry level library role.

Councillor Cairns queried if the libraries supported students that were home-schooled. P Eskett replied that staff had delt with them quite a bit over the last couple of years were quite aware of the curriculum and how libraires could be supportive including the provision of craft packs for the type of activities that home school learners needed.

Councillor Williams queried why the rainbow group meeting was being held in the library in view of the increasing hostility towards the transgender community and not at a Council facility. The libraries were for everybody and should not be targeting one particular group for these meetings. P Eskett replied if the library experienced any overt hostility towards the group they would encourage them to think about the other spaces and facilities available however to date the feedback was that they felt safe in Waimakariri Libraries and members of this group our LGBTQI+ communities their allies and their whanau appreciated what Waimakariri Libraries offered.

Councillor Williams asked if the Group had the ability to go to other facilities and if they had experienced any hostility at those facilities. P Eskett did not believe that they had experienced hostility at other venues. Councillor Williams asked why they then had moved from the facilities to the library. P Eskett explained the statement was regarding transgender people worldwide and they had not experienced that in Waimakariri Libraries. Councillor Williams asked if there was no problem why could they not hire a meeting room like every other group. P Eskett replied that on a Friday night the library had plenty of space and resources to connect with this community who had a strong young adult collection, which included printed resources for both parents allies and LGBTQI+ members, on how they navigate life and transition. The space was considered very safe. Friday nights included gaming and hot drinks and biscuits as they did for the elderly on a Wednesday morning with games for grownups. It seemed like a great use of a public facility which was open and paying for staffing and power and brought more people in.

Councillor Williams stated that he had received personal feedback from people that would not go to the library because of the group meeting there. He asked if she had considered people that would not go the library and why the rainbow group was not being treated other social groups and hiring a Council meeting venue. P Eskett replied that the libraries were advocates for everybody and were safe spaces for everybody regardless of sexual orientation, ethnic group, age, housing situation and the last free space in the community that was not faith based. C Brown noted that there were a number of different groups that were associated and supported by the library as a space where they felt safe within the community. There were also a number of groups who used our community facilities and if the Waimakariri Rainbow Group wanted to meet up at a community facility that would be fine however there was no issue with them choosing to do what they were currently doing it in a space supported by the library and in an area where there was a number of other groups which were also supported by the library.

Councillor Williams noted that the United Nations Sustainable Development Goals were right through the report and asked when the Councillors had voted and passed the goals. He understood that most Councillors did not know what all the goals were so why had they been included in the report. C Brown replied that the Council had not voted on this however he understood these were also included in the Council's Annual Plan and Long Term Plan. The libraries international federation which referenced the sustainable development goals and looked to other libraries right throughout the world to see if there were things that people were doing that worked towards those sustainable development goals. He understood that the Council had a workshop that was open to the public which discussed what the sustainable development goals were and a report would be following to the Council to make a decision on whether or not and to what level it wanted to or not align with the sustainable development goals. The 17 sustainable development goals had been left in the report noting that the workshop had already taken place however the goals had been included in library reports for two years.

Councillor Goldsworthy asked how libraries managed to make so many reductions in operational expenditure. P Eskett replied that the libraries had a significant amount of unspent operational and maintenance budget currently with a domino effect being triggered once their kiosk replacement and shelving replacement programmes were completed. The knock on effect with maintenance and some operational funding would trigger a significant spend.

Councillor Redmond thanked P Eskett for her report. The point that had been made was that libraries were for all users and we relied on the staff to monitor how that usage occurred. One thing he learned about libraries was that they were more than books.

Moved: Councillor Cairns

Seconded: Councillor Blackie

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 230511068377.
- (b) **Notes** the customer service improvements.
- (c) **Circulates** the report to the Boards for their information.

**CARRIED**

Councillor Cairns commented that he loved going into the libraries and he noticed that they had New Zealand Music Month. He noted that libraries were more than books and he loved the way it was an environment that everyone was welcome.

Councillor Redmond commented that the libraries did have a connection with the arts, he did not think it was a coincidence that Ruataniwha had the art gallery located in the building, the same with the Rangiora and Oxford Libraries. He found Creative Communities quite an interesting organisation, which gave away money which was then spent in the district.

Councillor Mealings thanked P Eskett for the content in her report, the Creative Communities work was awesome and she loved the craft packs and the way that the library continually embraced and included everyone. She commented with the Death Café as death was difficult to talk about this was a healthy way to do so.

In his right of reply Councillor Cairns noted that he had visited the Menz Shed recently and it was full of caskets, he thought that was quite extraordinary that they were all making their own caskets.

## **6 CORRESPONDENCE**

Nil.



## 7 **PORTFOLIO UPDATES**

### 7.1 **Greenspace (Parks, Reserves and Sports Grounds) – Councillor Al Blackie.**

- Σ Te Kohaka o Tuhaitara Trust – the selection process for Greg Byrnes replacement was progressing.
- Σ Mahinga Kai project – ticking along nicely, they had installed the boardwalk and raised path through the low wetlands. The Te Kohaka o Tuhaitara Trust had signed off on the lease so now the project was officially owned by the Te Kohaka o Tuhaitara Trust and they were in the process of developing a statement of intent.
- Σ Waikuku Beach Camp – Te Kohaka o Tuhaitara Trust had declined the twelve month rollover of lease as was planned and the Council would be finishing there on 30 June 2023. C Brown and the Council's Property team were working hard to get something in place before that date.
- Σ Kairaki sections had been put on the back burner partly because of the lack of a manager for the Te Kohaka o Tuhaitara Trust currently and because Council staff had identified some significant hoops we had to jump through.

### 7.2 **Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls and Museums) – Councillor Robbie Brine.**

- Σ Pegasus Community Centre – Council staff were doing a workshop to the Woodend-Sefton Community Board at their June 2023 meeting which would follow with a report to the Board in July 2023. Consultation had been completed with overwhelming support for the area around the outside of the lake as opposed to Waitaki Reserve. The main areas of concern remained carparking and sufficient land for expansion. Staff were working with the developer on whether or not the current proposal could be extended to accommodate those two issues.
- Σ Ravenswood land purchase – Council staff had completed a matrix of all the different land parcels in the area that would be suitable and were hoping to report back to the Committee at their June 2023 meeting.
- Σ Aquatics – green prescription no longer existed however North Canterbury Sport and Recreation Trust had launched a similar programme which would allow people who used to access the green prescription to utilise the same network of recreation opportunities.
- Σ Libraries – tranche one of the Better off Funding allocated some money to progress the planning of the civic precinct and library extension, that work was currently underway to utilise that Government funding.

### 7.3 **Community Development and Wellbeing – Councillor Brent Cairns.**

- Σ Play Street – Coronation event on King and Charles Streets in Rangiora. Looking at using this idea to connect communities and getting people more active.
- Σ Local foodbank provided 80 food parcels in March 2022 and in March 2023 they provided 179. There was a real issue with food insecurity. The recent Government budget had seen reduction in funding for food security, which would impact on those at the front line.
- Σ Neighbourhood Support North Canterbury and Police were working together to raise funding for CCTV cameras. Monday 22 May 2023 Sovereign Palms residents arranged a community meeting where around 100 attended, a community led CCTV programme. Already

the likes of Silverstream community were calling for cameras in the area.

- Σ Rangiora held a Food Forest design course and had 20-30 residents keen to start at least one food forest in the township, working with Council staff on this project.
- Σ Waimakariri Access Group – had raised issues that in times of emergency those with disabilities were at higher risk. A presentation was being developed to present to Civil Defence as to how those resident's concerns could be allayed and how Civil Defence could accommodate them in relation to emergency hubs, access and toileting facilities.
- Σ Pegasus Residents' Group were setting up a youth division to organise events for youth, they invited suitable students from the local schools to participate. The first event would be a movie night.
- Σ Attended both combined Museum meetings as well as the Kaiapoi Museum's Annual General Meeting. Some groups were doing well with visitor numbers, whilst others would like to see more visitors. All would like to see more promotion of what they did.
- Σ Kaiapoi reported an increase of visitor numbers due to the North Canterbury Motor Caravan Association park, however were still having issues with accessing the mezzanine with heavy boxes and with an aging group of volunteers. They were concerned that someone was going to get hurt on the current stairway so have asked Council to look at pricing for a stair lift and also a walkway ramp from lifts across to mezzanine which the group would ask to be part of the Councils Long Term Plan.
- Σ Civil Defence and the RT12 conducted an exercise in Kaiapoi during the weekend, these were volunteer groups that respond in times of emergency and exercises like this were beneficial. They had a group of street leaders from Silverstream attend so they could learn from the exercise.
- Σ New Zealand Motor Caravan Association had seen some Kaiapoi businesses report an increase of sales of 10%. The Park and Ride facility close to the park had the visitors staying longer in the own as they could use public transport to move around the district.
- Σ Oxford were having a Matariki Lights Festival, they were working with staff to install lights on the main street and potentially the town hall.
- Σ Kainga Ora had started to demolish buildings to make way for additional social housing in both Rangiora and Kaiapoi.
- Σ Wendy Howe from the Community Team was coordinating On Track Training for volunteer groups. These were starting in the next month, great workshops on governance, strategic planning, communications strategies etcetera.
- Σ Citizens Advice North Canterbury in April 2023 dealt with 253 enquiries, in March 2023 they dealt with 322. Most of the enquiries related to customer issues and legal/government, but they dealt with the community, education, employment, family, health and housing.

Councillor Williams noted that the Council used to have community get together and barbeques at parks. He asked if we were still having those. Councillor Cairns noted that North Canterbury Neighbourhood Support were organising some of those events and they found that they did not run well whereas if the community was approaching them to run these events they got far greater support. C Brown noted that there would be more information around this in the next few months.

Councillor Blackie noted that Waka Kotahi had relaxed their regulations to allow street parties. He asked if that flowed over to general relaxation so that an organisation running any event where it needed twenty or so metres of road shut for a few hours could do it without spending lots of money. C Brown replied that it was generally for events associated with communities getting together.

#### 7.4 **Waimakariri Arts and Culture – Councillor Al Blackie.**

- Σ There had been a delay with the Arts Strategy with the project group.
- Σ Creative Communities – latest allocation of money \$50,000 for 21 applications.
- Σ Waimakariri Public Arts Trust – one of their major artists got covid related sickness and had to pull out and a major sponsor for one of the sculptures had pulled out.

### 8 **QUESTIONS**

Nil.

### 9 **URGENT GENERAL BUSINESS**

Nil.

### 10 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

Moved: Councillor Redmond

Seconded: Councillor Blackie

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

Item 10.1 Report from Kaiapoi-Tuahiwi Community Board meeting 17 April 2023.

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:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
10.1 Report from Kaiapoi-Tuahiwi Community Board meeting 17 April 2023	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) (s 7(2)(i)).

**CARRIED**

### **CLOSED MEETING**

#### ***Resolution to resume in Open Meeting***

Moved: Councillor Redmond

Seconded: Councillor Blackie

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

**CARRIED**

**NEXT MEETING**

The next meeting of the Community and Recreation Committee will be held on Tuesday 20 June 2023 at 3.30pm.

There being no further business the meeting closed at 5.15pm.

CONFIRMED

\_\_\_\_\_  
Chairperson  
Councillor Philip Redmond

\_\_\_\_\_  
Date



## **WAIMAKARIRI DISTRICT COUNCIL**

### **MINUTES OF THE MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS, CIVIC BUILDINGS, HIGH STREET, RANGIORA ON TUESDAY, 13 JUNE 2023, AT 9AM.**

#### **PRESENT**

Deputy Mayor N Atkinson (Chairperson), Councillors T Fulton, J Goldsworthy, J Ward and P Williams.

#### **IN ATTENDANCE**

Councillors P Redmond and B Cairns.

J Millward (Chief Executive), S Hart (General Manager Strategy, Engagement and Economic Development), C Brown (General Manager Community and Recreation), G Cleary (General Manager Utilities and Roading), D Young (Senior Engineering Advisor), P Christensen (Finance Manager), M Harris (Customer Services Manager), H Street (Corporation Planner), S Nichols (Governance Manager), S Nation (Quality and Risk Coordinator), T Kunkel (Governance Team Leader) and K Rabe (Governance Adviser).

M Weight (Trustee), H Warwick (Chief Executive) and M Dalton (Business Support Manager) for Enterprise North Canterbury.

#### **1 APOLOGIES**

There were no apologies.

#### **2 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

#### **3 CONFIRMATION OF MINUTES**

##### **3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 14 March 2023**

Moved: Councillor Ward

Seconded: Councillor Williams

**THAT** the Audit and Risk Committee:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of a meeting of the Audit and Risk Committee, held on 14 March 2023 subject to a change in wording in item 5.4, paragraph three as follows *“Councillor Fulton requested an explanation of the concerns regarding the annual review of revenue received...”*.

**CARRIED**

##### **3.2 Matters Arising**

There were no matters arising from the minutes.

#### **4 PRESENTATION/DEPUTATION**

Nil.

## 5 **REPORTS**

### 5.1 **Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2023; Approved Enterprise North Canterbury Business Plan and Budget 2023/24; and Promotion of Waimakariri District Plan 23/24 – S Hart (General Manager, Strategy, Engagement and Economic Development)**

H Warwick introduced M Weight, a Trustee of Enterprise North Canterbury (ENC) and spoke to the presentation in support of the report. The report requested the Committee's approval of ENC's Statement of Intent for 2023/24, the Business Plan and Budget for 2023/24 and the Promotion of Waimakariri District Plan which provided a framework that maximises the impact of the visitor sector on the local economy and guides WDC's and ENC's efforts and activities.

Councillor Cairns queried if the 'Made North Canterbury' had a positive financial impact for the local suppliers and M Weight answered in the affirmative saying the chefs had done an amazing job of presenting the local produce during this initiative.

Deputy Mayor Atkinson referred to paragraph 5.1 which stated that this report was not likely to be of interest to Te Ngāi Tūāhuriri hapū, which he did not agree with and requested that staff take more care when filling in this section of the report. He was aware of the work ENC was doing with the rūnanga in relation to cycle tracks, farmers when working on Made North Canterbury and with business entities. Deputy Mayor Atkinson requested that an amendment be made to the report to reflect that linkage.

Councillor Cairns queried if the budget for cycling tracks was earmarked for specific work, or if this could be used to progress Councillor Fulton's project to improve wayfinding and historic signage along the Cust rail trail. H Warwick replied that this budget was for the upgrade of existing trails within the district.

Councillor Fulton followed on from Councillor Cairns query by noting that the presentation dealt mainly with events in the district and queried if eco-tourism, recreational and historic trails were included in the proposed promotion of the district. H Warwick noted that all aspects of the districts activities were covered from arts and culture to cycle trails and more, however it was important to ensure that those visiting the district also stopped at the towns to spend money and add to the economy of the district. Councillor Fulton noted that the way signage was not being replaced on older trails and Deputy Mayor Atkinson noted that the company who had supplied the original signage was no longer in business but suggested that the matter of way signage should be brought to the Community and Recreation Committee to be further investigated. Councillor Fulton also noted that he had received feedback that the Business Awards were not suited to all businesses and the function was too expensive to be attractive to smaller business owners. M Dalton noted that the awards were open to all business, big and small and as the judges were independent ENC could assist businesses to complete the application forms and the event was expensive to run even with sponsors assisting with costs. Deputy Mayor Atkinson commented that the winning the award had a huge beneficial effect for small business which would counterbalance the cost of the function in the long term.

Councillor Williams asked if there were other methods for promoting the district to the north island other than the website as if you did not know the district existed how would they know we had a website. H Warwick explained the intended promotion to Aucklanders encouraging them to see the district as a good economic option with businesses supporting the endeavour to get skilled employees. She stated the Aucklanders were starting to see the benefit in leaving Auckland for a more relaxed and rural lifestyle, which fitted with our districts characteristics. There would be a targeted approach on Facebook with links to the website and she also noted that word of mouth was spreading via the motorhome members since the motorhome park had opened in Kaiapoi. Councillor Williams asked if there was a way of tracking how many non local hits they got to the site and was told yes and the software also tracked what sites were hit after the ENC so as to get a full picture of followers interests.

Councillor Ward asked if there had been any change in the I-site operation. H Warwick noted that they took plenty of calls and answered a lot of email queries especially regarding walking tours. She acknowledged that the type of clientele had changed since the motorhome camp had opened.

Councillor Redmond acknowledged that the Business Awards was a time for businesses to celebrate what had gone right as opposed to concentrating on the problems faced.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Ward

**THAT** the Audit and Risk Committee:

- (a) **Receives** report No 230529078260.
- (b) **Approves** Enterprise North Canterbury's Statement of Intent 2023/24, Enterprise North Canterbury's Approved Business Plan and Budget 2023/24, and Enterprise North Canterbury's Promotion of Waimakariri Plan.
- (c) **Notes** that Enterprise North Canterbury were currently developing a new Strategic Plan that aligned with the 2024-34 Long Term Plan period and considered how the organisation would respond to the changing operational environment, and implementation of key strategies such as the WEDS, Waimakariri Visitor Strategy and Greater Christchurch Destination Management Plan.
- (d) **Circulates** the report to the Community Boards for information.
- (e) **Thanks** Enterprise North Canterbury Trustees and staff for their efforts.

**CARRIED**

Deputy Mayor Atkinson noted that ENC had taken a step up and so had the towns in the district since the 2011 earthquakes. He acknowledged there had been some misunderstanding between the goals set by WDC and ENC however this had been rectified and the opening of the motorhome campsite had been a defining moment in the regeneration of the district. The motorhome association was providing to the economy as well as promoting the district to other parts of the country. Deputy Mayor Atkinson thanked ENC Trustees and staff for the great work done in all aspects of their business.

Councillor Ward congratulated the staff and Trustees on the traction gained in promoting the district and improving the economy. She also thanked them for proactively seeking external funding and not relying on the Council for all its needs. She noted that in the four years she had been on Council the growth achieved by ENC as astounding.

M Weight thanked the Council for the support that ENC had received from them and acknowledged the ongoing support was critical to everything they did and achieved going forward.

**5.2 Te Kōhaka ō Tuhaitara Trust - Statement of Intent for the Year ending 30 June 2024 – J Millward (Chief Executive)**

Deputy Mayor Atkinson raised his concern that there had been no Trust representative to present their reports for several meetings and believed that this report should be left to lie on the table until the Trustees were available to present their report in person.

Councillor Williams was also concerned that there had been little information on financial matters since the Trust took over the management of the Waikuku Beach campsite in light of the financial support that had been given to them by the Council at the time of takeover.

Councillor Fulton noted that little information had been received since the change in Chair and in the resignation and recruitment of the General Manager. He believed that the Trust should have provided more information on these matters.

J Millward acknowledged the Committee's concerns, however stated that appropriate information had been received both financially and operationally to staff. It had been a difficult time for the Trust which was a small entity and had to deal with a lot of changes in a short space of time. He assured the Committee that once the General Manager had been appointed things would return to normal with regular reporting and representatives presenting to the Committee in the normal manner.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Williams

**THAT** the report lie on the table until the 8 August 2023 meeting, when it was hoped that the trust would present its report in person.

**CARRIED**

*Item 5.4 was taken at this time, however the minutes follow the order of the agenda.*

**5.3 2022/23 Capital Works March Quarterly Report – D Young (Senior Engineering Advisor), G Cleary (General Manager Utilities and Roading), C Brown (General Manager Community and Recreation)**

D Young spoke to the report which advised the Committee of the progress and delivery of the 2023/24 Capital Works Programme. He gave a brief overview of the exceptions, where projects had not progressed as well as hoped.

Councillor Fulton queried how the Regeneration budget was tracking and C Brown noted that until recently when \$3 million had been added to the budget to deal with the Kaiapoi south mixed use business area, the budget was being reduced at a steady rate as projects were completed.

Moved: Councillor Fulton

Seconded: Councillor Ward

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No. 230501060759.
- (b) **Notes** the actual and predicted achievement across all tracked capital expenditure.



- (c) **Notes** that of the \$79.24million total capital spend, \$46.80million (59%) had been completed and \$69.97million (88%) was predicted to be completed (subject to weather and other matters outside our control).
- (d) **Notes** that the previous December Quarterly Report predicted completion of 93%.
- (e) **Notes** that progress towards achieving the 2022/23 Capital Works Programme was well advanced across most areas. However, there were a number of projects either delayed or at risk, as reported elsewhere.

**CARRIED**

#### **5.4 Financial Report for the period ended 31 March 2023 – P Christensen (Finance Manager)**

P Christensen spoke to the report which gave the financial results for the period ended 31 March 2023, giving a brief overview of the current financial position.

Councillor Redmond queried what the additional \$10million would be used for and P Christensen replied that it would be required for cash flow.

Councillor Goldsworthy enquired when the Council achieved an overall surplus was it used for repayment of overall debt or was it ringfenced for specific expenditure. P Christensen noted that in accounting you had to have a surplus within that targeted operating account, in relation to the loan, but was assessed during budget discussions. The Council does operate a centralised treasury and any funding is grouped. Many of the items that caused the surplus, such as subsidies from Waka Kotahi and development contributions were added to the cash flow.

Councillor Williams asked if the non-capital surplus could be carried over and P Christensen explained that income from targeted rates had to be spent on operational expenditure that they were targeted for and therefore the Council could decide that the funds be carried over to the following financial year.

Councillor Fulton noted the entries for water and stockwater asset renewal and disposal and enquired what this meant. P Christensen explained that some assets were replaced or upgraded prior to their 'end of life' and could then be disposed of to offset the cost of the upgraded asset.

Councillor Redmond noted the information supplied on the Council's external debt was different to what was currently perceived by the public and requested that this information be more widely circulated to ensure the current disinformation could be rebutted. J Millward agreed noting that this information would be released after the adoption of the Annual Plan.

In response to a question from Councillor Williams regarding the three water asset debts being absorbed by the Government, J Millward noted that the new entities would be taking over the debts prior or on 1 July 2026 when the assets were transferred to them.

Councillor Fulton drew the attention of the Committee to the statement in the report which stated that the wider community was not likely to be affected by or had an interest in the subject of the report. He believed that the community was very much interested in the information in the report. J Millward noted that the statement was more in line with the recommendation and not the contents of the report, however acknowledged the community's interest and agreed that staff needed to be more specific when filling out this section of the report in future.

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No. 230501060741.
- (b) **Notes** the surplus for the period ended 31 March 2023 was \$4.3 million. This was \$12.5 million under budget and reflected both lower operating revenue and operating expenditure over budget primarily due to the July flooding event and depreciation.

**CARRIED**

Councillor Ward thanked the staff for the work being done and acknowledged that the financial position was being well looked after.

**5.5 Non-Financial Performance Measures for the quarter ended 31 March 2023 – Helene Street (Corporate Planner)**

H Street took the report as read and there were no questions emanating from this matter.

Moved: Councillor Ward

Seconded: Councillor Williams

**THAT** the Audit and Risk Committee:

- (a) **Receives** report No 230510066736.
- (b) **Notes** 59% of performance measures for the third quarter of the 2022/23 financial year were achieved, and 38% were not achieved.
- (c) **Notes** three (3%) measures were not reported for the quarter. These belonged to Te Kōhaka o Tūhaitara Trust. Efforts were being made to obtain the results from the Trust.
- (d) **Notes** 14 of the 42 measures that did not meet target were within 5% of being achieved.
- (e) **Notes** all measures had been reviewed and incorporated in the 2021-2031 LTP
- (f) **Notes** the further enhancements made to the Opal3 report in this quarter.

**CARRIED**

Councillor Ward thanked staff for a good report and for the information contained therein.

Deputy Mayor Atkinson the report was self-explanatory hence the lack of questions.

**5.6 Sefton Community Library- Application for a Rates Remission – M Harris (Customer Services Manager)**

M Harris spoke to the report which requested approval for a rates remission of \$706.51 to the Sefton Community Library to cover the full amount of the rates owing to 20 June 2023. She advised that Crown Law had sent the application for sale to the High Court to be updated and would be advertised in the Gazette.

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No. 230503061932.
- (b) **Approves** a rates remission of \$706.51 to the Sefton Community Library Trustees property at 14 Pembertons Road, Sefton (Rates Assessment 2144019400) under the Policy for Remission of Rates in Miscellaneous Circumstances.

**CARRIED**

Councillor Ward commented that it was good to see progress on this matter.

Councillor Redmond noted he had tried to assist in this matter over the last eight years and believed that the Trustees had worked hard to achieve this outcome.

**5.7 Approval of Rates Remission in Miscellaneous Circumstances – M Harris (Customer Services Manager)**

M Harris spoke to the report which requested the Committee's approval for a remission of rates on two adjoining properties at Pines Beach that were damaged by fire in November 2022.

Councillor Williams queried if the properties were insured and M Harris stated that she did not believe that the insurance policies got into the detail of rates repayments. Councillor Williams also asked if the Council always gave remissions to fire damaged homes. M Harris replied that yes it did as rates were calculated on the value of the property which would be less after a fire and before the rebuild was completed, therefore a prorate calculation was returned as a remission.

Councillor Fulton drew the attention of the Committee to paragraph 4.2 which stated that rates remission should only be granted in extraordinary situations and queried the definition of extraordinary. M Harris stated that anything that was not anticipated at the start of the rate year would be considered extraordinary.

Councillor Redmond queried the prorate figure in this instance and was told as the fire was in November and the rating year finished in June therefore it was a 50% remission for both properties.

Moved: Councillor Goldsworthy

Seconded: Councillor Fulton

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No. TRIM number 230503062702.
- (b) **Approves** rates remissions under the Policy for Rates Remissions in Miscellaneous Circumstances amounting to \$431.69 on the property at 88 Dunns Avenue, The Pines Beach (Rates Assessment 2162117100) and \$551.78 on the property at 90 Dunns Avenue, The Pines Beach (Rates Assessment 2162117000).
- (c) **Notes** that the remissions had already been applied to the rates accounts so that the final rates instalment reflected the correct amount to clear the rates.

**CARRIED**

Councillor Goldsworthy supported the motion as it made logical, rational and equitable sense as a house burning down was not an ordinary occurrence.

Councillor Fulton supported the motion however had concern regarding the lack of definition to the term extraordinary which could have financial implications for the Council.

Deputy Mayor Atkinson noted that the earthquakes were extraordinary events and the Council would be remiss not to assist people to get back on their feet after traumatic events.

Councillor Williams supported the motion however had concerns that insurers were slow to rebuild which could mean that the value of homes would be decreased for more than one rate year which would impact on Council financially.

Councillor Redmond stated that fire must be counted as an extraordinary event and the prorate remission was appropriate and congratulated M Harris on an excellent job.

In his right of reply Councillor Goldsworthy reiterated that this was an equitable, fair and ethical decision.

*There was a ten minute adjournment and the meeting resumed at 10.52am.*

*Councillor Fulton left the meeting at 10.54am.*

#### **5.8 Risk Management Programme and Corporate Risks Update – S Nation (Quality and Risk Coordinator)**

S Nation spoke to her presentation and report giving an overview of the proposed risk management programme.

Deputy Mayor Atkinson supported the initiative and queried what steps were being taken to ensure that this work was completed without further delay. S Nation advised that another staff member would be employed to assist and the risk consultant would continue working with the Council until the end of the project.

In response to Councillor Goldsworthy's query if staff were working with other councils regarding other options for accomplishing this task S Nation stated that there was free and frank discussions and open forums on best practices. Staff were looking at what WDC did well and assessing where its weaknesses were to mitigate risks in these areas.

Deputy Mayor Atkinson requested that this topic be further discussed in a workshop to explore the scope of the risks to the Council in the future. S Nation advised that elected members would be invited to a workshop to discuss any risks pertaining to them and this could include a wider discussion. She noted that currently the organisation was using Promapp to detail procedures for risk management and an interim spreadsheet was tracking the risks identified. Currently ten Corporate risks had been identified of which six were deemed to be critical.

Councillor Williams noted that the report stated that there would be no financial implications to this project, however with the proposed extra staff and the use of a consultant he believed there was a financial component to the project. S Nichols noted that the report was for information and as such did not impose a financial cost to the Council.

Councillor Goldsworthy noted the term 'co-governance' was mentioned in paragraph 4.2.4 and enquired what this implied. J Millward noted that this still needed to be determined by the Council and could mean working in partnership with the Rangiora Airfield and other commercial entities or working collaboratively with the Runanga.



Moved: Councillor Goldsworthy

Seconded: Councillor Ward

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No. 230411049672.
- (b) **Notes** the Risk Management Work Programme (Trim 220621105888).
- (c) **Notes** the current 'Corporate Risks' Risk Register (Trim 230321039241).
- (d) **Notes** this report and associated presentation was circulated to the Council for information.

**CARRIED**

Councillor Goldsworthy noted the work being done was positive and he looked forward to the workshop on this topic.

Councillor Williams concurred and believed that there were plenty of risks to be identified.

Deputy Mayor Atkinson also looked forward to the workshop stating that different people viewed risks differently and it would be an interesting discussion.

#### **5.9 Reporting on LGOIMA Requests for the period 1 March 2023 to 31 May 2023 – T Kunkel (Governance Team Leader)**

T Kunkel spoke to her report which updated the Committee on the LGOIMA requests received between 1 March to 31 May 2023. She noted that there had been a significant increase in information requests since the draft Annual Plan meeting on 5 May 2023, many of them in reference to land purchases by the Council.

Councillor Williams queried the cost to the ratepayers with these requests, many of them vexatious and suggested that at the end of each letter a note should be included on the cost to the ratepayer that the request had generated. S Nichols cautioned against this as there were strict rules surrounding what Councils could charge for in relation to information requests.

Deputy Mayor Atkinson requested that cost relating to staff answering these requests be included in the report in future. S Nichols stated that the allowable charge was set at \$38 per half hour however there were strict guidelines for when charges could be made. Deputy Mayor Atkinson stated he was not suggesting charging for the time but in the view of transparency it would be good to see the costs the Council was incurring.

Councillor Cairns noted that there was also a risk factor to take into account of staff having to deal with abusive requests. T Kunkel stated that she 'sanitised' the requests prior to sending them on to the appropriate staff for answers. Councillor Cairns noted that with the average of 200 hours per month of staff time being taken up with requests there could be a further financial implication if more staff had to be employed to manage the increase within the required timeframe.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Williams

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No. 230601081414 for information.
- (b) **Notes** that the Council responded to 32 official requests of information from 1 March 2023 to 31 May 2023, which was one more, than the 31 official requests responded to in the same period in 2022.

**CARRIED**

Deputy Mayor Atkinson noted that there was a desire from certain sectors of the community for transparency relating to costs and expenses and he believed that it was important to be transparent in the total cost to the Council when responding to requests for information. If the information was not captured within the spreadsheet it should be included in the body of the report.

Councillor Williams agreed and reiterated the need for transparency in this area.

## **6 PORTFOLIO UPDATES**

### **6.1 Audit, Risk, Annual / Long Term Plans – Councillor Joan Ward**

- Σ Debt forecast for next year - \$212 million
- Σ Council to repay \$171 million over the next ten years
- Σ Significant headroom in the debt limit
- Σ Borrowing was 8.3% of total interest well below 15% allowable
- Σ Interest cost 96.3% of rates revenue was well under the 25%
- Σ Debt at the end of March well below what was forecast
- Σ Debt repayment for the current year was \$9 million.

### **6.2 Communications and Customer Services – Councillor Joan Ward**

#### *Communications:*

- Σ Draft Annual Plan – consultation document writing, design, advertising, engagement, shows etc
- Σ Civil Defence wet weather video series - <https://www.youtube.com/watch?v=zTOMxs78h6I>
- Σ Update to stock photography and videography (images on the final page of the report).
- Σ Briefings and documented guidance for community boards on how to best utilise social media
- Σ 10 communications and engagement plans, 33 news stories/press releases, 87 media queries
- Σ 16 speeches and 11 columns
- Σ Four consultation projects resulting in 3,700 visits to Let's Talk (Council's engagement platform). This platform now has 2,137 engaged and registered members
- Σ Website visits of 118,700. Unsurprisingly over the Christmas/New Year holiday period a popular search item was seeking information on our Aquatic Facilities
- Σ There were 363 website content updates requested by staff during this time
- Σ Social media continues to grow - Facebook followers are now at 21,772 and our content reached locals 289,101 times
- Σ We launched the Draft Annual Plan engagement - [https://www.youtube.com/watch?v=TXswwHxl\\_wE](https://www.youtube.com/watch?v=TXswwHxl_wE). This ran from 17 March to 17 April so I will cover this more in the next report.

#### *Customer Services:*

- Σ As at 31 May 2023 94.3% of rates and arrears for 2023/24 had been collected owing to payments made by direct debit in June. This compares favourably with recent years.
- Σ Rates rebates up from previous years. So far 2,864 had been approved compared with 2,526 for the whole of last year. Advertising currently taking place to catch up with anyone who still needs to apply.
- Σ Rates rebate had been increased from \$700 to \$750.
- Σ Major banks moved to seven day processing on 26 May – this means that payments due on Saturday will be processed over the weekend
- Σ Policy Team are reviewing the format of the Rating Policies to incorporate the discount, remission and postponement policies into one Policy.

- Σ LIM application numbers steady in May with 182 LIMs issued which was at the level of previous years.
- Σ Dog registration notices were going out over the next week. This year the metal multi-year tags will be used for the first time which should reduce processing in future years.

## 7 **QUESTIONS**

Nil.

## 8 **URGENT GENERAL BUSINESS**

Nil.

*Councillor J Goldsworthy left the meeting at 11.40am.*

## 9 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

Moved: Councillor Williams

Seconded: Councillor Ward

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

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

Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
9.1	Minutes of public excluded portion of Audit and Risk Committee meeting of 14 March 2023.	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	LGOIMA Part 1, Section 7
9.1	Protection of privacy of natural persons; To carry out commercial activities without prejudice; Maintain legal professional privilege;	Section 7 2(a) Section 7 2(b)ii Section 7 (g)

**CARRIED**

## **CLOSED MEETING**

The public excluded portion of the meeting commenced at 11.44am and concluded at 11.49am.

**OPEN MEETING****Resolution to resume in open meeting**

Moved: Councillor Williams

Seconded: Deputy Mayor Atkinson

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

**CARRIED****NEXT MEETING**

The next meeting of the Audit and Risk Committee will be held on Tuesday 8 August 2023 at 9am.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 11.49am.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date



**MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON WEDNESDAY, 10 MAY 2023, AT 7PM.**

**PRESENT:**

J Gerard (Chairperson), K Barnett (Deputy Chair), I Campbell, M Clarke, M Fleming, J Goldsworthy, L McClure (via Teams), B McLaren, S Wilkinson, and P Williams.

**IN ATTENDANCE**

S Hart (General Manager Strategy, Engagement and Economic Development), G Stephens (Greenspace Design and Planning Team Leader), S Morrow (Rates Officer – Property Specialist), T Kunkel (Governance Team Leader), and E Stubbs (Governance Support Officer).

**1. APOLOGIES**

Moved: J Gerard

Seconded: K Barnett

Apologies for absence were received and sustained from R Brine and J Ward.

**CARRIED**

**2. CONFLICTS OF INTEREST**

Item 6.3: K Barnett and B McLaren - Rangiora Dramatic Society membership.

Item 6.3: J Goldsworthy, L McClure and S Wilkinson - Associations with the Rangiora Volunteer Fire Brigade.

**3. CONFIRMATION OF MINUTES**

**3.1. Minutes of the Rangiora-Ashley Community Board – 12 April 2023**

Moved: M Fleming

Seconded: I Campbell

**THAT** the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting held on 12 April 2023.

**CARRIED**

**3.2. Matters Arising (From Minutes)**

Nil

**3.3. Notes of the Rangiora-Ashley Community Board Workshop – 12 April 2023**

Moved: J Goldsworthy

Seconded: B McLaren

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the notes of the Rangiora-Ashley Community Board Workshop held on 12 April 2023.

**CARRIED**

#### 4. **DEPUTATIONS AND PRESENTATIONS**

##### 4.1. **Rangiora Fire Station Project**

The representatives of the Rangiora Fire Station Project could not attend the meeting.

#### 5. **ADJOURNED BUSINESS**

Nil.

#### 6. **REPORTS**

##### 6.1. **Road Naming – Mission Downs Estates Subdivision – Scott Morrow (Rates Officer – Property Specialist)**

S Morrow introduced the report, which requested approval of a new road name as part of a subdivision on Carrs Road in Loburn. The need for a road name had come about as up to ten new lots with access from the private Right of Way could cause a lack of available numbering.

Moved: B McLaren

Seconded: I Campbell

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 230426057956.
- (b) **Approves** the following proposed road name for a private Right of Way as shown on the plan attached to the report.
  - 1. Mission Downs Lane (Pvt)
- (c) **Notes** that the Community Board may replace any proposed name with a name of its choice.

**CARRIED**

##### 6.2. **Rangiora-Ashley General Landscaping Budget – G Stephens (Greenspace Design and Planning Team Leader)**

G Stephens noted the workshop held previously with the Board to discuss potential projects to be funded from the General Landscaping Budget. He highlighted that the Canterbury Reserve in Ashley Village was a small neighbourhood reserve servicing the Ashley community. Budget was available to redevelop this reserve in the 2024/25 financial year. However, in the meantime, staff have received several requests from residents wanting additional equipment to make the space more useable while they await the redevelopment.

G Stephens further noted that the Waimakariri Youth Council had an ongoing project to make small interventions at Dudley Skate Park to bring a more diverse range of people into the area, hoping to decrease antisocial interactions. At the Board workshop, it was suggested that some funds could be put towards the next stage of the Youth Council's project at Dudley. However, after a discussion with the Youth Council, they indicated that they were currently busy with the mural at the skate park and were not requesting additional funding from the Board. G Stephens noted that the Board had raised interest in replanting the northern boundary at the Cust Domain in their Annual Community Plan. He suggested that the Board allocate funding toward the first planting stage this season.

G Stephens reported that the Millton Memorial Reserve was progressing well, with most land forming completed. Delta was working on the areas where weeds were re-emerging. The Board could expect an invitation to an upcoming planting day with around 50 trees to be planted. Staff sought experts' advice to ensure the trees received the best start. Following planting, the irrigation system would be established, including for the trees planted earlier in the season. The Millton Dog Park fencing for the agility area had also been completed, and staff were now working with Friends of the Dog Park on the agility obstacles. He observed that the original recommendation was for two park benches for the reserve, however, the option to purchase bulk tulip bulbs had subsequently been presented, which the Board may also wish to consider for planting at the reserve.

M Fleming asked if tulips were suitable for planting in the Millton Memorial Reserve, and G Stephens confirmed that advice had been received that tulips should perform well in the reserve. There was general agreement from the Board that they preferred tulips to park benches.

In response to a question from P Williams, G Stephens advised that there was \$26,495 available in the Board's General Landscaping Budget.

P Williams further enquired that if the funds were not spent, would it be carried over. He noted that in the past the Board had agreed to focus on town entrance improvement, for example Kippenberger Avenue. The proposed staff recommendation allocated all the available funding and did not leave funding for town entrance improvement. G Stephens confirmed that funds could be carried over, however, it was suggested that funding needed to be carried over with intention, i.e., for a specific project. In addition, the General Landscaping Budget was aimed at quick, small interventions in the Board area. It was more appropriate to fund larger, more expensive project through the Annual or Long-Term Plans.

P Williams asked if the playground equipment for Canterbury Street Reserve should be funded from the Council's playground budget rather than from the Board's General Landscaping Budget. G Stephens commented that funding would be available in the following financial year for the development of the reserve, however, residents want additional equipment to make the space more useable while they await the redevelopment. He stressed that the equipment suggested by staff could form part of the redevelopment of the reserve.

P Williams enquired how much of the Board's General Landscaping Budget had been spent on the Millton Reserve. G Stephens undertook to make these figures available to the Board, noting that work had included fencing at the dog park, tree safety work, Soroptimist tree planting support, purchasing new trees, and much work to ensure the area was safe to traverse. Some funds had come from the Council budget and some from the Board's General Landscaping Budget. J Gerard commented on various community groups' contributions, including the Lions Club, Soroptimists and Rotary.

K Barnett questioned whether any other projects were raised by Board members that had not been included. G Stephens believed all projects had been covered, however, he was happy to be advised.

J Gerard commented that there had been a request for an update on the Kippenberger Avenue project. The following year, funding would be available if the Board wished to fund the landscaping at the Kippenberger Avenue town entrance. However, at this time, there was too much uncertainty around the project to allocate funds.

M Fleming suggested that a jungle gym may be more appropriate playground equipment for the Canterbury Road Reserve play area. G Stephens advised the type of equipment could be changed, however, the main request from the community had been for the swing and additional seating.

M Fleming requested that the table to be installed be wheelchair accessible. G Stephens confirmed it would be, however, until the redevelopment of the reserve, accessibility would remain poor.

I Campbell asked about progress on the War Memorial at the Loburn Domain. G Stephens advised that he was arranging a meeting with the Loburn Domain Advisory Group to discuss progress. There had been three designs for the proposed memorial, however, costings had come in over budget. Therefore, a new design needed to be approved by the Advisory Group and submitted to the Board for review and approval.

S Wilkinson asked about the implications of holding off funding for play equipment for the Canterbury Road Reserve until the complete redevelopment. G Stephens outlined the process for redevelopment, which would take over twelve months, and the community had requested equipment in the interim. Holding off funds would have no implication on the budget.

J Goldsworthy sought clarity on the likelihood of funds being spent now on the Canterbury Road Reserve being wasted due to future redevelopment. G Stephens noted that it was not likely as the equipment purchased could be used in the new development, and staff would ensure that items could be relocated.

Moved: K Barnett

Seconded: B McLaren

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 230428059344.
- (b) **Notes** the Dudley Youth Space as a potential future project and requested that staff include this in the General Landscaping Budget report for the 2023/24 financial year for consideration of budget allocation.
- (c) **Approves** the allocation of \$14,000 towards the interim upgrade of Canterbury Street Reserve noting that this would include the reconfiguring of the swings and the provision of a slide and picnic table.
- (d) **Approves** the allocation of \$6,000 towards Millton Memorial Reserve.
- (e) **Approves** the allocation of the remaining budget of \$6,495 towards the Cust Domain Planting noting that this would not only be used for planting but would provide support for the raising of additional external funding.
- (f) **Notes** that this would allocate all existing budget and leave no remaining budget for allocation within this financial year.

**CARRIED**

P Williams Against

K Barnett thanked staff for taking on the Board's feedback provided during the workshop. The motion spread funds to different locations in the Board area, and she noted that in the past much of the funding had been spent in the Rangiora area. K Barnett appreciated that the Loburn War Memorial must be followed up by staff. She commented that playground projects always tended to push out timewise, so providing funding now was a good option. She noted the vast mess left at the Cust Domain following tree removal and commented that she would also like to see a Reserve Plan for the Domain.



### Amendment

Moved: P Williams

Seconded: None

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 230428059344.
- (b) **Notes** the Dudley Youth Space as a potential future project and requests staff include this in the General Landscaping Budget report for the 2023/24 financial year for consideration of budget allocation.
- (c) **Approves** the allocation of \$6,000 towards Millton Memorial Reserve.
- (d) **Approves** the allocation of the remaining budget of \$6,495 towards the Cust Domain Planting noting that this would not only be used for planting but would provide support for the raising of additional external funding.
- (e) **Notes** that this would allocate all existing budget and leave no remaining budget for allocation within this financial year.

**LAPSED**

*The amendment lapsed due to the lack of a seconder.*

P Williams commented that he would like to see the provision of funds for the Canterbury Road Reserve removed as he believed that funds for the redevelopment should be brought forward and that the playground upgrade be completed once and completed properly rather than bit by bit.

*The original motion then became the substantive motion.*

### 6.3. **Application to the Rangiora-Ashley Community Board's Discretionary Grant Fund 2022/23 – T Kunkel (Governance Team Leader)**

S Hart advised that generally, the Board provided grants of \$500, however, they did have the discretion to increase this if funds were available. To avoid precedent-setting, he suggested that if the Board agreed to grant an amount greater than \$500, they needed to provide specific reasoning for granting the larger amount. Members also needed to maintain an open mind, as avoiding predetermination on any decision was important. The purpose of discussion and debate at a meeting was to help eliminate predetermination. Discussion outside of a meeting reduced transparency in decision-making.

T Kunkel confirmed that a workshop on the Discretionary Grant Criteria would be included on the June 2023 Board Agenda, whereafter, a report would follow in July 2023.

M Fleming questioned what the total Discretionary Grant Budget was. T Kunkel advised that the 2022/23 Annual Plan included budget provision for the Board to approve grants to community groups up to \$10,160. An amount of \$7,909 was carried forward from the 2021/22 financial year, bringing the Discretionary Grant Fund to a total of \$18,069 this financial year.

T Kunkel advised that the North Canterbury Adventure Club was a home-schooling group. They were requesting \$1,000 for first aid training and first aid supplies. They had also submitted funding applications to other Community Boards, however, the applications had not been successful.

Moved: I Campbell

Seconded: P Williams

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 230419054962.
- (b) **Approves** a grant of \$1,000 to the North Canterbury Adventure Club towards the cost of first aid training, the purchase of a first aid kit with extra supplies and a life tube for swimming.

I Campbell believed that it was essential to ensure children's health and safety while visiting different outdoor locations around the Waimakariri District.

P Williams concurred that it was essential to promote outdoor activities and that first aid training could save a life.

K Barnett did not support the motion, as first aid training was funded through the Ministry for Education at state schools. The parents had decided to home-school their children, thus not accessing the funding provided by the Ministry for Education. She believed it was not the Board's responsibility to fund these activities. J Gerard agreed with K Barnett.

S Wilkinson believed the application was ambiguous and questioned whether it met the threshold for granting more than \$500.

#### Amendment

Moved: J Goldsworthy

Seconded: M Fleming

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 230419054962.
- (b) **Approves** a grant of \$500 to the North Canterbury Adventure Club towards the cost of first aid training, the purchase of a first aid kit with extra supplies and a life tube for swimming.

**CARRIED**

J Gerard and K Barnett Against

J Goldsworthy did not believe that the application merited a grant of more than \$500. However, he did support first aid training to keep children safe.

J Gerard did not support the amendment, as there was the option through the education system to obtain a first aid certificate through the state.

*As they previously declared a conflict of interest, K Barnett and B McLaren sat back from the table.*

T Kunkel introduced the application from the Rangiora Dramatic Society who would like to purchase a printer/copier/scanner for their theatre and clubhouse based at Northbrook Studios.

Moved: J Gerard

Seconded: M Fleming

**THAT** the Rangiora-Ashley Community Board:

- (c) **Approves** a grant of \$500 to the Rangiora Dramatic Society (Rangiora Players) towards the purchase of a printer/copier/scanner for its club room.

**CARRIED**

K Barnett and B McLaren Abstained

*As they previously declared a conflict of interest, J Goldsworthy, L McClure and S Wilkinson sat back from the table.*

T Kunkel introduced the application from the Rangiora Volunteer Fire Brigade, who wished to replace its 15-year-old commercial dishwasher used during training and also by other community emergency services and training organisations.

Moved: P Williams

Seconded: I Campbell

**THAT** the Rangiora-Ashley Community Board:

- (d) **Approves** a grant of \$5,000 to the Rangiora Volunteer Fire Brigade towards the purchase of a replacement dishwasher.

P Williams noted that the Rangiora Fire Brigade was a great volunteer system that supported the whole Waimakariri District. Being a volunteer fireman was a challenging 24/7, 365 days per year job. The volunteers witnessed the aftermath of horrific accidents, and it was essential to get them home to their families as soon as possible. They were a special group of volunteers who should be supported.

I Campbell agreed with P Williams that the volunteer firefighters supported the community similarly to the New Zealand Police. He was aware of the stress on members dealing with incidents, and they required a debrief and refreshments. He noted that the dishwasher was a commercial model, so it was more expensive, hence the request for \$5,000.

#### Amendment

Moved: K Barnett

Seconded: B McLaren

**THAT** the Rangiora-Ashley Community Board:

- (d) **Approves** a grant of \$1,000 to the Rangiora Volunteer Fire Brigade towards the purchase of a replacement dishwasher.

**CARRIED**

J Goldsworthy, L McClure and S Wilkinson Abstained  
P Williams and I Campbell Against

K Barnett noted that the Brigade was partially funded by Fire and Emergency New Zealand (FENZ) and that the request for \$5,000 was considerable. The discretionary grant was generally for smaller groups in the community, and the Board should not be topping up an operational budget. She agreed that the Brigade was a great asset to the community, however, she believed the amount of \$5,000 was excessive.

Regarding the proposed amendment, P Williams commented that FENZ's operational grants did not fund a dishwasher. The Rangiora Volunteer Fire Brigade was the largest in the district and supported other communities, including Cust and Sefton.

J Gerard agreed that the Rangiora Volunteer Fire Brigade was worthy of support. However, he noted that the Balance Sheet provided showed that the Brigade could fund the dishwasher themselves, furthermore, they had advised that the purchase would proceed without Board support. *The amendment became the substantive motion.*

6.4. **Ratification of the Rangiora-Ashley Community Board's submission to the Waimakariri District Council and Environmental Canterbury's Draft 2023/24 Annual Plans – T Kunkel (Governance Team Leader)**

T Kunkel introduced the report noting that it completed the administrative loop for the Board's submissions.

Moved: K Barnett

Seconded: J Gerard

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 230418053852.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council Draft 2023/24 Annual Plan (Trim Ref: 230406048765).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's Draft 2023/24 Annual Plan (Trim Ref: 230403045879).
- (d) **Notes** that the Chairperson did speak to the Council submission at the Council's Draft Annual Plan hearing.

**CARRIED**

**7. CORRESPONDENCE**

7.1. **Correspondence for April 2023**

L McClure noted she had worked with T Kunkel and J Gerard on the Facebook project. J Gerard thanked L McClure for the work she had carried out.

Moved: B McLaren

Seconded: M Fleming

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the Rangiora Ashley Community Board Facebook regulations (Trim 230503062417).

**CARRIED**

**8. CHAIRPERSON'S REPORT**

8.1. **Chair's Diary for April 2023**

Moved: J Gerard

Seconded: K Barnett

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 230503062420.

**CARRIED**

**9. MATTERS FOR INFORMATION**

- 9.1. **Oxford-Ohoka Community Board Meeting Minutes 6 April 2023.**
- 9.2. **Woodend-Sefton Community Board Meeting Minutes 11 April 2023.**
- 9.3. **Kaipoi-Tuahiwi Community Board Meeting Minutes 17 April 2023.**
- 9.4. **Waimakariri District Council Growth Projections for LTP 2024/34 – Report to Council meeting 4 April 2023 – Circulates to all Boards.**



- 9.5. **ANZAC Day Services 2023 – Report to Council meeting 4 April 2023 – Circulates to all Boards.**
- 9.6. **Health, Safety and Wellbeing Report March 2023 – Report to Council meeting 4 April 2023 – Circulates to all Boards.**
- 9.7. **Ayers Street Generator Installation Request for Invited Tenders – Report to Management Team 13 April 2023 Circulates to the Rangiora-Ashley Community Board.**
- 9.8. **East Belt Rain Gardens – Report to Utilities and Roothing Committee meeting 18 April 2023 – Circulates to the Rangiora-Ashley Community Board.**
- 9.9. **Patronage figures for Public Transport Boardings from Park and Ride Sites – Report to Utilities and Roothing Committee meeting 18 April 2023 – Circulates to the Kaiapoi-Tuahiwi Community Board and Rangiora-Ashley Community Board.**

Moved: J Gerard

Seconded: K Barnett

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items 9.1 to 9.9.

**CARRIED**

## **10. MEMBERS' INFORMATION EXCHANGE**

### **J Goldsworthy**

- Σ Attended opening day of Te Tahi Youth which was a wrap-around youth health and support service. It had been well received and they carried out phenomenal work in the community.
- Σ Attended Age Friendly and Youth Council Meetings and noted both groups had raised concerns regarding the lack of connections to outer towns.
- Σ Attended Council and Community Board visit to Rangiora Airfield.

### **B McLaren**

- Σ Attended Elevate Market in the Park.
- Σ Attended Relay for Life event.
- Σ Attended recycling bin audit fail follow-up with Rangiora High School.
- Σ Attended Rangiora Community Patrol meeting.
- Σ Attended ANZAC Day services.
- Σ Attended Rangiora Early Records Society meeting.
- Σ Attended North Canterbury Musicals 'Grease'.

J Gerard asked if camera monitors from the Patrol would be available to attend a Board meeting to speak about the cameras. A deputation could be arranged. S Hart advised that staff were working in the background regarding cameras. It had been identified that the Council did not have a good policy in place regarding cameras, and the level of service that members of the community felt comfortable with.

K Barnett asked if the High School recycling fail had been raised with students and B McLaren advised it had been. He had met with the Head Boy and Blue Planet representative on the issue.

### **S Wilkinson**

- Σ Assisted with strategic connection between Big Brothers/Big Sisters and potential sponsor.
- Σ Attended the ENC Business Awards Launch and commented on the value of that process for a business.
- Σ Attended Fire Brigade Quiz evening.

**I Campbell**

- Σ Attended onsite inspection of Yaxleys Road with residents and Council staff and there had been a good discussion regarding road shoulder removal.
- Σ Commented on operational safety issues at Rangiora Airfield which had become increasingly busy. Since 2016 there had been 36 incidents.
- Σ Had spoken to Loburn residents concerned about effects, particularly on roads, regarding development of 19 further lifestyle blocks.
- Σ Attended ANZAC Day services.

**M Fleming**

- Σ Attended Waimakariri Access Group meeting, concerns raised regarding internet banking which made it very difficult for those who were not internet savvy.
- Σ Attended Back to Basics Event (Eco-Educate and Timebank collaboration).
- Σ Attended Food Forest Workshop.
- Σ Attended Keep Rangiora Beautiful meeting and a planting at Flaxton pond.
- Σ Attended ANZAC Day services.
- Σ Attended meeting with Greenspace staff, L McClure and B Cairns regarding a food forest in Rangiora.
- Σ Attended Big Brothers/Big Sisters breakfast.

**P Williams**

- Σ Attended Local Government (LGNZ) Conference and noted disillusionment regarding Three Waters. Some questioning of democratic situation. Most of the conversation at the meeting controlled by Wellington. Noted that D Gordon was standing for president of LGNZ which would help with necessary changes.
- Σ Attended meeting with Cones Road residents regarding drainage issues. After five and a half years of flooding issues drains were to be cleared.
- Σ Attended ANZAC Day services.
- Σ Commented on disappointing turnout to chlorination meetings. It was looking difficult to get an exemption in particular as it was not certain what the 'bar' was.
- Σ Attended interesting a meeting regarding hydrogen plant in Christchurch Airport area and solar panels.
- Σ Attended Civil Aviation Authority meeting regarding safety concerns at Rangiora Airfield.
- Σ Had received several complaints regarding the Southbrook lights and asked if phasing could be looked at. It was noted that the lights were for pedestrian safety rather than to improve speed through that area.

**M Clarke**

- Σ Attended GreyPower meeting and explained that the main purpose of the lights at Southbrook was for safe access for children.
- Σ Commented that staff were looking into improvements for dealing with building refuse.
- Σ Noted residents' concerns raised regarding rubbish bins on Good Street and health and safety issues that raised.
- Σ Suggested parking warden needed to focus on cars parking on footpaths.
- Σ Attended Airfield meeting.
- Σ Attended Chlorine meeting.

**K Barnett**

- Σ Attended Special Olympics Quiz night.
- Σ Attended Rangiora Promotions networking event.
- Σ Attended Big Brothers/Big Sisters breakfast.
- Σ Attended North Canterbury Musicals 'Grease'.
- Σ Attended ANZAC Day services.
- Σ Attended Annual Plan submission workshop.
- Σ Noted that communications around the water chlorination event in Cust had been poor for which the Mayor had apologised.
- Σ Attended meeting with Paul Cull (Emergency Management Officer) regarding Civil Defence Community Hub Box at Cust.

**L McClure**

- Σ Attended Relay for Life event.
- Σ Attended Waimakariri Health Advisory Group meeting.
- Σ Attended Southbrook School Travel Plan Working Group.
- Σ Attended Back to Basics Event (Eco-Educate and Timebank collaboration).
- Σ Attended meeting with Greenspace staff, L McClure and B Cairns regarding a food forest in Rangiora. Good progress had been made.
- Σ Attended ANZAC Day services.
- Σ Attended Rangiora Volunteer Fire Brigade Quiz Night.
- Σ Attended Big Brothers/Big Sisters breakfast.
- Σ Noted positive feedback from schools and residents regarding new Southbrook lights.

**11. CONSULTATION PROJECTS**

Nil.

**12. BOARD FUNDING UPDATE****12.1. Board Discretionary Grant**

Balance as at 31 April 2023: \$10,709.

**12.2. General Landscaping Fund**

Balance as at 31 April 2023: \$26,495.

**13. MEDIA ITEMS**

Nil

**14. QUESTIONS UNDER STANDING ORDERS**

Nil

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

Nil

**NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board was scheduled for 7pm, Wednesday 14 June 2023.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.48PM.

**CONFIRMED**

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Chairperson

14 June 2023

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**MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE A&P ROOM, OXFORD TOWN HALL, MAIN STREET, OXFORD ON WEDNESDAY 7 JUNE 2023 AT 7PM.**

**PRESENT**

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

**IN ATTENDANCE**

G Cleary (General Manager Utilities and Roading), J McBride (Roading and Transport Manager), G Stephens (Design and Planning Team Leader), S Binder (Senior Transportation Engineer), A Mace-Cochrane (Transportation Engineer), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There were three members of the public present.

**1. APOLOGIES**

There were no apologies.

**2. PUBLIC FORUM**

There were no members of the public present for the public forum.

**3. CONFLICTS OF INTEREST**

There were no conflicts declared.

**4. CONFIRMATION OF MINUTES**

**4.1. Minutes of the Oxford-Ohoka Community Board – 3 May 2023**

Moved: M Brown      Seconded: N Mealings

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

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 3 May 2023, as a true and accurate record.

**CARRIED**

**4.2. Matters Arising**

There were no matters arising.

**5. DEPUTATIONS AND PRESENTATIONS**

**5.1. Oxford Dark Sky Initiative - Raul Elias-Drago**

R Elias-Drago spoke to the Board noting that the Oxford Dark Sky Initiative's goal was to restore and preserve the Oxford night sky which was based on three pillars. Quality lighting policies that addressed light pollution such as glare, clutter, sky glow, light trespass through pointed lights, dimmed lights, shielding lights and several other tactics. This required community support through education and outreach. Better living by better lighting endorsed the belief that human health was improved by utilising light which did not affect the circadian rhythm, melatonin production, adrenaline, blood pressure and improved rest and stress levels. Light also effected animals many of who



needed the dark to feed, and reproduce. Darkness was also very closely tied to culture, identity, songs, dances and the Māori creation story was based on the stars.

An added bonus to achieving dark sky accreditation was the effect on the districts economy as it would bring more visitor traffic, both local and international with the potential for increasing jobs in the Oxford area and income to the whole district.

To achieve accreditation the Oxford Forest conservation area would be identified as an international dark sky park and would become the core area. The park had no electricity, fixtures, or lighting and therefore was an easy accreditation. This would allow the use of the Dark Sky logos for marketing and the publicity would build momentum, to achieve funding for the changes to be affected in the wider Oxford area. Community outreach, and education of the community would lead to the second step which would include the periphery area which would include Oxford township to become accredited. This second part of the accreditation was more relaxed and allowed time for money to be raised for the required changes to lighting.

N Mealings noted that a lot of people were interest in this initiative. She stated that she loved going to the observatory and knew that there was a lot of interest in the dark sky initiative. She enquired if this was the first time that this much progress had been made to gain accreditation and R Elias-Drago replied in the affirmative.

N Mealings noted that when the Board and Council discussed lighting options the dark sky option had been kept in mind. R Elias-Drago acknowledged that the lighting policy was the Council's responsibility, and the Group would be approaching the Council during the Long Term Plan process to consider lighting options that would enhance the chances of accreditation such as installing street lighting that complied with the requirements which included specific lighting colours, shading of lights and timing of lighting.

R Harpur supported the initiative and asked how much work would be required in Oxford township to reduce the light to a level which would allow decent astronomy activity. R Elias-Drago replied that from an astronomy perspective there were a few areas which include sports lighting which could be redirected downward and reducing the time for the field lights to operate. Street lighting could be lowed with the colour and frequency changed with some shading to the lights from above. R Harpur also asked if Oxford would be the only dark sky accreditation in Canterbury. R Elias-Drago replied that this would be the only one in Canterbury and could be developed into a dark sky trail which would start at Tekapo and finish at Kaikoura.

R Harpur asked if the Group was being supported the University of Canterbury and R Elias-Drago replied that representatives would attend the scheduled meeting 9 June 2023.

S Barkle asked what made Oxford a contender for this type of project. R Elias-Drago replied that Google Maps had software which enabled a reading of sky brightness and lighting pollution and the area around Oxford was already documented as having very dark sky with the ability to see the milky way with the naked eye. S Barkle asked if there was the possibility of an expanded area going forward. R Elias-Drago replied that achieving the core area was the first step and with the assistance of Enterprise North Canterbury would be applying for funding to expand the observatory.

T Fulton asked about farm light pollution and queried if there needed to be consultation with them to get their support. R Elias-Drago replied that with in the dark sky guidelines lighting for work was permitted, however there needed to be more information shared and education on better practices.

T Robson asked if the Group had spoken with the rugby club and A&P Association and R Elias-Drago replied that both groups had been supportive.

Moved: M Brown                      Seconded: N Mealings

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

(a) **Writes** a letter of support to the Dark Sky Initiative.

**CARRIED**

## **6. ADJOURNED BUSINESS**

Nil.

## **7. REPORTS**

### **7.1. Approval to Consult on the 2023-2027 Waimakariri District Speed Management Plan (Oxford-Ohoka Ward Area) – S Binder (Senior Transportation Engineer) and A Mace-Cochrane (Transportation Engineer)**

S Binder spoke to the report which sought the Board's recommendation to the Council to consult on the 2023-2027 Waimakariri District Speed Management Plan. He gave a brief overview of the Plan and reiterated that this report was only asking to go out to consultation.

N Mealings asked what the consequence would be if the Board did not approve the report going to consultation. S Binder explained that Council would still be required to prepare a speed management plan even if the Board did not support all the speed limits proposed. Once the plan went out for consultation the Board would be able to inform the Council of their opposition to certain of the limits via a submissions process.

N Mealings noted that Raddens Road and Jeffs Drain Road speed limits were proposed to drop from 100km/h to 60km/h whereas other similar roads in that area were proposed to lower to 80km/h and enquired what was the rationale behind those changes. A Mace-Cochrane explained that was to ensure consistency as Butchers Road was proposed to be reduced to 60km/h as well.

T Fulton noted that the Road to Zero advert had seven different groups exiting a car highlighting the different aspects of vehicle and road safety. The speed management plan only addressed one aspect of road safety, speed. He asked if there was an element reciprocal funding from Waka Kotahi for safety improvements if we adopted the proposed lower speeds. S Binder replied that there was no indication that in passing the plan the Council would gain further funding from Waka Kotahi. However, it would set the Council up for requesting additional funding for the infrastructure changes that could result from the implementation of the plan.

T Fulton asked if these proposed changes anticipated Council works particularly the Mandeville roundabout and the potential South Eyre roundabout. S Binder noted that the roundabouts were driven more by site specific safety concerns however they would have the effect of dropping the speeds across the corridor.

S Barkle enquired, with speed limits being reduced across the rural district how this would affect emergency services responding to a life and death situation. S Binder replied that this was part of an ongoing conversation the Council would need to have with FENZ, St Johns and the Police. There had been a divergence of opinions across all the stakeholders, however he believed that by reducing the number of serious accidents would reduce the need for emergency services as motor vehicle crashes tended to be the highest number of incidents that the three agencies were called to.

P Merrifield asked what happened to a 70km/h speed limit. S Binder could not answer the question however the setting of speed limits rule had allowed Council's to use a 70km/h speed limit if it was justified.

P Merrifield believed that it was short sighted to lower speed limits and then not enforce them. He queried what Council were doing about driver education. S Binder acknowledged that the Police were resource constrained however staff were in discussions with Waka Kotahi regarding safety camera enforcement.

M Wilson asked what the Council's plan was to get feedback from youth during the consultation and S Binder explained that staff were still working through the details of the consultation.

T Robson asked if Council would be holding drop in sessions during the consultation phase especially in the Oxford and Mandeville areas. He acknowledged that the speed limit changes were going to have the biggest effect on the Boards ward as it was predominantly a commuting ward, and believed the effect was going to be disproportionately onerous for its communities.

T Fulton thought it was really important to understand some of the dynamics of people for instance coming from Oxford, he went out to Tram Road every morning and saw the cars coming from Oxford and the lifestyle patterns and work patterns that people had. It was essential to their way of life in the way that they drove and commuted that they had that freedom to have that speed and open run to town. People went into town and were in by 7am and were home by 3:30pm to pick up their kids from school.

S Barkle asked if there was any scope for leaving one of those main roads at a higher speed and then reducing the other narrower smaller roads down so that there was at least one faster option. S Binder replied that was feedback staff could take on board, however this would cause other challenges by applying two different speed limits which would create the perception that one was the better route which would cause a substantial increase in traffic on some roads which caused problems for people entering and exiting the preferred routes.

Moved: M Brown                      Seconded: T Fulton

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

- (a) **Receives** Report No. 230421056268.
- (b) **Notes** that the Board will be submitting.

*AND*

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

**THAT** the Council:

- (c) **Approves** consultation being undertaken on the Draft Waimakariri Speed Management Plan 2023-2027 (refer to Attachment i), which outlines proposed speed limit changes for implementation between 2023 and June 2027.
- (d) **Approves** the inclusion of the school speed limits, within the Board's ward area (listed in Table 1) being included within the Draft Waimakariri Speed Management Plan 2023-2027 (refer to Attachment i).

**Table 1.** Extents of school speed limits within the Board's ward area.

School name	Cat.	Proposed Speed Limit	Road Extents	Speed Limit Type
Oxford Area School	1	30 km/h	Bay Road (20 m north of Main Street to 600 m north of Main Street)	Permanent
			Showgate Drive (Bay Road to end of formed public road)	
			Dohrmans Road (Bay Road to end of formed public road)	
Ohoka School	1	30 km/h	Jacksons Road (Mill Road to 550 m south of Mill Road)	
Swannanoa School	2	60 km/h	Tram Road (355 m east of Two Chain Road to 195 m west of Tupelo Place)	
View Hill School	2	60 km/h	Island Road (500 m west of Rampaddock Road to 600 m east of Harmans Gorge Road)	
West Eyreton School	2	60 km/h	School Road (210 m north of North Eyre Road to 260 m south North Eyre Road)	
			North Eyre Road (140 m west of School Road to 340 m east of School Road)	

- (e) **Notes** that Council, as a Road Controlling Authority, must set safe speed limits outside of all schools by June 2027, with 40% of these needing to occur by June 2024, as required by the *Land Transport Rule: Setting of Speed Limits 2022*.
- (f) **Notes** that the proposed school zone extents are subject to change after consultation progresses with each school.
- (g) **Notes** that the permanent 60 km/h speed zone (outside of Swannanoa School) proposed on Tram Road is subject to the surrounding Tram Road area being reduced to 80 km/h;
- (h) **Approves** the inclusion of the following speed limits, within the Board's ward area listed in Table 2 – Table 11, within the Draft Waimakariri Speed Management Plan 2023-2027 (refer to Attachment i).
- i. Oxford town centre roads listed in Table 2,

**Table 2.** Proposed speed limits for the Oxford town centre.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
<b>Main Street – 93 Main Street to 23 Main Street</b>	50	40
<b>Coney Street – Main Street to end of formed road</b>	50	40
<b>Meyer Street – Main Street to end of formed road</b>	50	40

<b>Redwood Place – Main Street to end of formed road</b>	50	40
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- ii. Mandeville area roads listed in Table 3,

**Table 3.** Proposed speed limits for the Mandeville area.

<b>Road Name and Extents</b>	<b>Existing speed limit (km/h)</b>	<b>Proposed speed limit (km/h)</b>
<b>McHughs Road – No. 10 Road to 50 m south of Tram Road</b>	100	60
<b>Mandeville Road – McHughs Road to 70 m south of Ohoka Meadows Drive</b>	100	60
<b>Bradleys Road – 50 m north of Tram Road to 400 m north of Modena Place</b>	100	60
<b>Wards Road – Bradleys Road to 300 m north of Makybe Drive</b>	100	60

- iii. North of Tram Road/Mandeville area roads listed in Table 4,

**Table 4.** Proposed speed limits for the north of Tram Road/Mandeville area.

<b>Road Name and Extents</b>	<b>Existing speed limit (km/h)</b>	<b>Proposed speed limit (km/h)</b>
<b>Two Chain Road – Tram Road to Swannanoa Road</b>	100	80
<b>Pattersons Road – Two Chain Road to McRoberts Road</b>	100	80
<b>Clear View Lane – Pattersons Road to end of formed road</b>	100	60
<b>Mandalea Road – Pattersons Road to McRoberts Road</b>	100	60
<b>Cameo Drive – Mandalea Road to end of formed road</b>	100	60
<b>Tupelo Place – Tram Road to end of formed road</b>	100	80
<b>No. 10 Road – Pattersons Road to Tram Road</b>	100	80
<b>Wards Road – Pattersons Road to 50 m northwest of Makybe Drive</b>	100	80
<b>Dawsons Road – Pattersons Road to Wards Road</b>	100	80
<b>Ashworths Road – Dawsons Road to Mill Road (unsealed)</b>	100	60



<b>Aschens Road -Ashworths Road to end of formed road (unsealed)</b>	100	60
<b>McRoberts Road – Pattersons Road to Mill Road</b>	100	80
<b>McRoberts Road – Mill Road to Barkers Road (unsealed)</b>	100	60
<b>Barkers Road – McRoberts Road to Main Drain Road (unsealed)</b>	100	60
<b>Main Drain Road – Two Chain Road to Threlkelds Road (unsealed)</b>	100	60
<b>Ashworths Road – Mill Road to Plaskett Road</b>	100	80
<b>Bradleys Road – Main Drain Road to 20 m north of Hallfield Drive</b>	100	60
<b>Bradleys Road – Mill Road to 400 m north of Modena Place</b>	100	80
<b>Mill Road – McRoberts Road to 20 m west of Bradleys Road</b>	100	80

- iv. North of Tram Road/Ohoka area roads listed in Table 5,

**Table 5.** Proposed speed limits for north of Tram Road/Ohoka areas.

<b>Road Name and Extents</b>	<b>Existing speed limit (km/h)</b>	<b>Proposed speed limit (km/h)</b>
<b>Whites Road – 210 south of Mill Road to Tram Road</b>	100	80
<b>Jacksons Road – 770 m south of Mill Road to Tram Road</b>	100	80
<b>Raddens Road – Tram Road to Jeffs Drain Road</b>	100	60
<b>Jeffs Drain Road – Tram Road to Butchers Road</b>	100	60
<b>Christmas Road – Mill Road to Butchers Road</b>	100	60
<b>Butchers Road – Christmas Road to Ohoka Road</b>	100	60
<b>Gardiners Road – Tram Road to end of formed road (unsealed)</b>	100	60

- v. South of Tram Road/north of South Eyre Road/Mandeville area roads listed in Table 6,

**Table 6.** Proposed speed limits for the south of Tram Road/north of South Eyre Road/Mandeville areas.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Two Chain Road – Tram Road to North Eyre Road	100	80
North Eyre Road – Two Chain Road to Mandeville Road	100	80
No. 10 Road – Tram Road to South Eyre Road	100	80
West Denbie Lane – North Eyre Road to end of formed road	100	80
Logans Road – North Eyre Road to Mandeville Road	100	80
Mandeville Road – 70 m south of Ohoka Meadows Drive to South Eyre Road	100	80
Baileys Road – Mandeville Road to Whites Road	100	80
Whites Road – Baileys Road to Tram Road	100	80
Baileys Road – Whites Road to Edmunds Road (part unsealed)	100	60
Edmunds Road – Baileys Road to Tram Road	100	60
Chiltons Road – Baileys Road to Mandeville Road	100	60
Moffatts Road – Mandeville Road to South Eyre Road (unsealed)	100	60

- vi. South of Tram Road/north of South Eyre Road/Ohoka area roads listed in Table 7,

**Table 7.** Proposed speed limits for the south of Tram Road/north of South Eyre Road/Ohoka areas.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Woods Road – Tram Road to end of formed road	100	60
Burgesses Road – Tram Road to South Eyre Road (part unsealed) *KTCB Ward Boundary	100	60

- vii. South of South Eyre Road area roads listed in Table 8,

**Table 8.** Proposed speed limits for the south of South Eyre Road area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
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Diversion Road – South Eyre Road to Harrs Road (unsealed)	100	60
Harrs Road – South Eyre Road to 1340 m south of South Eyre Road	100	80
Harrs Road – 1340 m south of South Eyre Road to end of formed road (unsealed)	100	60
Clothiers Road – South Eyre Road to end of formed road	100	80
Harpers Road – South Eyre Road to end of formed road <b>*KTCB Ward Boundary</b>	100	80

viii. South Eyre Road and Tram Road, as listed in Table 9,

**Table 9.** Proposed speed limits for South Eyre Road/Tram Road.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
South Eyre Road – Tram Road to 50 m west of Diversion Road <b>*KTCB Ward Boundary (partial extent)</b>	100	80
Tram Road – 200 m west of South Eyre Road to 20 m west of Two Chain Road (excluding proposed Swannanoa permanent 60 km/h school zone)	100	80

ix. Oxford rural area roads listed in Table 10,

**Table 10.** Proposed speed limits for the Oxford rural area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Weld Street – 400 m east of High Street to Powells Road	80	60
Barracks Road – Powells Road to 120 m east of Powells Road	80	60
Powells Road – Weld Street to Ashley Gorge Road	100	60
Sales Road – Ashley Gorge Road to 50 m east of Powells Road (unsealed)	100	60
Victoria Street – 400 m east of High Street to Powells Road	100	60

McJarrows Road – Powells Road to 650 m east of Powells Road	100	60
Plachatsh Lane – Powells Road to end of formed road	100	60

- x. Cust peri-urban roads listed in Table 11,

**Table 11.** Proposed speed limits for the Cust peri-urban area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Cust Road – 1782 Cust Road to 85 m west of Tippings Road <b>*RACB Ward Boundary (partial extent)</b>	80	60
Tippings Road – Cust Road to 50 m north of Cust Road <b>*RACB Ward Boundary</b>	80	60

- xi. Intersection Speed Zones listed in Table 12,

**Table 12.** Proposed variable speed limits for Intersection Speed Zones.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Ashley Gorge Road (German Road intersection) – 150 m east of the German Road intersection to 150 m west of the German Road intersection	100	60 (VSL)
Oxford Road (Tram Road intersection) – 150 m east of the Tram Road intersection to 150 m west of the Tram Road intersection	100	60 (VSL)
Tram Road (Two Chain Road intersection) – 150 m east of the Two Chain Road intersection to 150 m west of the Two Chain Road intersection	100	60 (VSL)
Tram Road (Earlys Road intersection) – 150 m east of the Earlys Road intersection to 150 m west of the Earlys Road intersection	100	60 (VSL)

- (i) **Notes** that staff received a petition from residents on Powells Road, McJarrows Road, and Victoria Street (refer to Attachment ii for detail) to reduce the speed limit to 60 km/h. Staff have assessed the area and put forward several proposed speed limit changes in order to ensure consistency of speed limits in the area.
- (j) **Notes** that the Oxford town centre speed limits cannot be decided on until September 2023, when a year passes following the last time these were discussed at the Council (as per the *Local Government Act 2002*);

however, under guidance from governance, it is deemed acceptable to consider these for consultation.

- (k) **Notes** that Intersection Speed Zones (ISZ) operate on the major road through an intersection and only turn on when a vehicle approaches on the side road.
- (l) **Notes** that in order to meet requirements regarding minimum length of a road for a speed limit, the removal of any of the proposals from the above tables will require staff to investigate the impact on proposals in the surrounding area and bring an updated report to the Council.
- (m) **Notes** that the proposed speed limits are framed around a regional approach, which has been agreed by staff across Canterbury RCAs and as listed below, which has alignment with the Road to Zero Strategy and the *Land Transport Rule: Setting of Speed limits 2022* guidelines.
  - Σ 80 km/h on rural sealed roads.
  - Σ 60 km/h on rural unsealed roads.
  - Σ 40 km/h in urban and settlement areas.
  - Σ 30 km/h around schools, where not deemed Category Two school.
- (n) **Notes** that while this approach is in line with national strategy, it has also been adapted to the local context, and is intended to provide consistency of speed limits, both within the district and on neighbouring Canterbury Council roads.
- (o) **Notes** that Draft Waimakariri Speed Management Plan 2023-2027 also proposes changes to speed limits in the following areas:
  - i. North-eastern rural portion of the district (i.e., Sefton/Ashley).
  - ii. South-eastern rural portion of the district (i.e., Swannanoa/Mandeville/Fernside).
  - iii. Rangiora town centre.
  - iv. Kaiapoi town centre.
  - v. Oxford town centre.
  - vi. Sefton urban area.
  - vii. Ashley urban area.
  - viii. Urban roads in Woodend, Pegasus, and Ravenswood.
  - ix. Peri-urban roads in Waikuku and Waikuku Beach.
  - x. All school zones.
  - xi. Roads which have been overlooked in previous speed limit reviews or have been requested by the relevant Community Board.
- (p) **Notes** that following Consultation on the Speed Management Plan, it is recommended that the full Council hold hearings for any submitters who wish to be heard.
- (q) **Notes** that the regional speed management principles included within Attachment i have been developed at a regional level and will be consulted upon as part of the Regional Speed Management Plan.

**LOST**

A division was called:

Against (4): S Barkle, R Harpur, P Merrifield and M Wilson.  
 For (3): T Robson, M Brown, and T Fulton.  
 N Mealings abstained.

**4/3**



*It was agreed that the Board meeting should be adjourned at 8:13pm to enable the Board to have a workshop regarding Item 7.1.*

Moved: T Robson

Seconded: S Barkle

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

- (a) **Agrees** to adjourn the Board meeting to enable the Board to hold a workshop on Item 7.1.

**CARRIED**

Moved: T Robson

Seconded: M Brown

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

- (a) **Agrees** that the Board meeting be reconvened.

**CARRIED**

*The Board meeting reconvened at 8:28pm.*

Moved: M Brown

Seconded: T Fulton

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

- (a) **Receives** Report No. 230421056268.

**CARRIED**

7.2. **Proposed Rooding Capital Works Programme for 2023/24 – J McBride (Rooding and Transport Manager)**

J McBride spoke to the report which sought approval for the rooding capital works programme. She reminded the Board that this was the capital works programme that the Board had workshoped at its March 2023 meeting. The feedback from the workshop had been included and listed under item 4.1 of the report. She noted that lighting would be worked through considering the dark sky initiative and staff had also included the Park Avenue footpath which would be listed under footpath maintenance rather than footpath renewal. Assessment of German Road would be carried out on to determine whether it was wide enough to incorporate a centre line.

Moved: R Harpur

Seconded: M Wilson

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

- (a) **Receives** Report No. 230322040088.

**AND**

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

**THAT** the Utilities & Rooding Committee:

- (b) **Approves** the attached 2023/24 Proposed Rooding Capital Works Programme (TRIM No. 230306030136).
- (c) **Authorises** the Rooding & Transport Manager to make minor changes to this programme as a result of consultation or technical issues that may arise during the detailed planning phase, provided the approved budgets and levels of service are met, and the changes included in Quarterly Financial reporting.
- (d) **Endorses** the indicative Rooding Programme for the 2024/25, 2025/26 and 2026/27 years.

**CARRIED**

J McBride provided the Board with an update on the Waimakariri Gorge Bridge. She explained that there were a lot of issues with movement on the deck between the timber boards on the bridge and the deck had a lot of deterioration over a short space of time. Staff were working closely with Selwyn District Council and Beca who were the structural engineers involved on options for deck replacement. As part of the Annual Plan process staff had asked Council for additional budget for WDC's share of funding. As the bridge was a boundary bridge, it was 50% owned by Selwyn District Council. Staff were also in the process of working with Waka Kotahi and in the hope of achieving the replacement within the next twelve months.

N Mealings asked how it came to be that the Council did not have control over either of the Waimakariri bridges. J McBride replied that traditionally the maintenance of the bridges had fallen to the authority that was on the southern side of the river.

**7.3. Oxford Ohoka General Landscaping Budget – G Stephens (Design and Planning Team Leader)**

G Stephens took the report as read and highlighted the one additional item added since the workshop on this topic which was the request for funding for the FlagTrax. In regard to the Oxford FlagTrax there had been some confusion on who was responsible for the maintenance of the FlagTrax after they had been installed. He noted that there was currently a targeted rate for Rangiora and Kaiapoi to maintain and put up the seasonal flags during the year. Oxford had never had a targeted rate however there was a period of time when Council had put flags up however with changes to the health and safety regulations around working at height this became uneconomical and FlagTrax had been installed as the most efficient option. There was miscommunication between Oxford Promotions Action Committee on the management and maintenance of the system into the future. Currently there was no budget for replacements or maintenance.

P Merrifield noted with the macrocarpa seat at \$3,500 it was quite expensive. G Stephens replied that the cost included installation. As to the cost of the bench this was the average price for a sturdy and hardwearing item that would have a long lifespan. The Board had previously worked with the Oxford Menz Shed however the overall price had not been much cheaper, however it did mean that the money went back into the local community.

N Mealings noted with the two locations for the seat, staff did not that there were some existing benches that residents had installed. She asked if staff had spoken with anyone that lived in the areas proposed. G Stephens noted that staff had not consulted specifically with any residents, the intent was once the Board approved the location staff would engage with the affected parties and if they were not supportive staff would come back to the Board. N Mealings suggested that no decision be made on the location of the seats and volunteered to speak with the community for its preferred location.

T Robson noted in terms of the Ashley Gorge walking track, the intention was to have it as a wheelchair accessible walking track.

Moved: N Mealings

Seconded: M Wilson

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

- (a) **Receives** Report No. 230526077176.
- (b) **Notes** the Board currently has \$13,733 available to allocate to general landscape projects within the Oxford Ohoka ward from the Boards General Landscaping Budget (PJ 101052.000.5224).
- (c) **Approves** the allocation of \$3,500 towards a grant for the Ashley Gorge Advisory Group towards the costs of upgrading the Williams Flat Track.

**CARRIED**

Moved: R Harpur

Seconded: S Barkle

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

- (d) **Approves** the allocation of \$3,500 towards a seat within the Ohoka Stream Walkway. The location to be approved at a later date.
- (e) **Notes** N Mealings and staff would consult with the adjoining landowners to determine the exact location and orientation of the seat in the Ohoka Stream Walkway.

**CARRIED**

P Merrifield abstained

Moved: T Fulton

Seconded: M Brown

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

- (f) **Approves** the allocation of \$5,150 towards historic signs within West Eyreton including the previously allocated \$1,850 from the Oak Reserve West Eyreton project noting that this would mean that a seat would need to await future budget allocation.
- (g) **Approves** Greenspace staff working with a sub-group consisting of Councillor Tim Fulton, Board member Mark Brown and Community Member Bernard Kingsbury to finalise the exact location and style of these signs.

**CARRIED**

Moved: T Fulton

Seconded: M Brown

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

- (h) **Approves** the allocation of \$1,500 towards the purchase of two new FlagTrax for Oxford.
- (i) **Notes** that Greenspace staff would work with Oxford Promotions Action Committee to identify potential budget opportunities to cover the remaining installation costs and to create an ongoing Memorandum of Understanding as to the running of these flags and who is responsible for the costs associated with this.
- (j) **Notes** that leaves the Board \$83 remaining in the Oxford Ohoka Community Boards General Landscaping Budget.
- (k) **Approves** \$83 being allocated to contingency for the above projects to be used as required should any of these projects come in over budget at time of implementation.
- (l) **Notes** this would complete the allocation of the available budget within the Oxford Ohoka Community Boards General Landscaping Budget for the 22/23 financial year.

**CARRIED**

7.4. **Member for Representation Review Working Party – S Nichols (Governance Manager)**

K Rabe took the report as read.

M Brown noted that he was on the Working Party last term. The meetings were about where the future for Local Government was headed. There was a growing population and if the current four Community Boards would be sufficient.

K Rabe noted that numbers of voters would significantly increase with the voting age probably being lowered to sixteen which could affect the ward boundaries.

Moved: R Harpur                      Seconded: M Wilson

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

- (a) **Receives** report No. 230516070962.
- (b) **Appoints** Board member P Merrifield (non-Councillor) to the Representation Review Working Party.
- (c) **Notes** that one member (non-Councillor) from each of the Rangiora-Ashley, Kaiapoi-Tuahiwi, Woodend-Sefton and Oxford-Ohoka Community Boards would be appointed by their respective Boards to be members of the Representation Review Working Party.
- (d) **Notes** Councillors Goldsworthy, Mealings and Redmond had been appointed by the Council, alongside the Mayor to the membership of the Representation Review Working Party.
- (e) **Notes** the initial work of the group was to determine with further clarity the need to undertake a full Representation Review prior to the 2025 Local Body elections, and report back to the Council prior to December 2023.
- (f) **Notes** the working party meetings would most likely be held on Thursday mornings, on a regular basis once membership is fully established.

**CARRIED**

7.5. **Update of Standing Orders – T Kunkel (Governance Team Leader)**

K Rabe took the report as read.

Moved: M Brown                      Seconded: P Merrifield

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

- (a) **Receives** report No. 230525076202.
- (b) **Adopts** the updated Community Board June 2023 (Trim 230524076131), effective from 8 June 2023.

**CARRIED**

8. **CORRESPONDENCE**

Nil.

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

### 9.1. **Chairperson's Report for May 2023**

T Robson thanked the Board members for their attendance at the public meeting which he believed went well.

Moved: N Mealings

Seconded: P Merrifield

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

- (a) **Receives** report (Trim. 230529077880) from the Oxford-Ohoka Community Board Chairperson.

**CARRIED**

N Mealings thanked T Robson for organising the public meeting and noted that he had done an exceptional job and presented the information well.

## 10. **MATTERS FOR INFORMATION**

- 10.1. Rangiora-Ashley Community Board Meeting Minutes 8 May 2023.
- 10.2. Woodend-Sefton Community Board Meeting Minutes 10 May 2023.
- 10.3. Kaipoi-Tuahivi Community Board Meeting Minutes 15 April 2023.
- 10.4. Spraying and Chemical Usage - Waterways and Roding Spraying Information – Report to Water Zone Committee meeting 6 March 2023 – Circulates to all Boards.
- 10.5. Waimakariri District Council Bylaw and Policy Review Programme– Report to Council meeting 2 May 2023 – Circulates to all Boards.
- 10.6. Three Waters Transition: Scope of Property Transfer– Report to Council meeting 2 May 2023 – Circulates to all Boards.
- 10.7. Voting Method and Representation Review for 2025 Election – Report to Council meeting 2 May 2023 – Circulates to all Boards.
- 10.8. Health, Safety and Wellbeing Report April 2023 – Report to Council meeting 2 May 2023 Circulates to all Boards.
- 10.9. Update of Standing Orders for Council, Cttees, Sub-Cttees Joint Cttees and Hearings– Report to Council Extraordinary meeting 16 May 2023 – Circulates to all Boards.
- 10.10. Aquatics May Update – Report to Community and Recreation Committee meeting 23 May 2023 – Circulates to all Boards.
- 10.11. Libraries update to May 11, 2023– Report to Community and Recreation Committee meeting 23 May 2023 – Circulates to all Boards.
- 10.12. Water Quality and Compliance Annual Report 2021-22 – Report to Utilities and Roding Committee meeting 23 May 2023 – Circulates to all Boards.
- 10.13. On-Demand UV Disinfection headworks site configurations – Report to Utilities and Roding Committee meeting 23 May 2023 – Circulates to all Boards.
- 10.14. Health, Safety and Wellbeing Report – May 2023 – Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 10.15. Submission: Electric Vehicle Charging Infrastructure Strategy– Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 10.16. Customer Satisfaction Survey 2022– Report to Council meeting 6 June 2023 – Circulates to all Boards.



- 10.17. Establishment of a Promotions Associations Review Working Group – Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 10.18. Draft Road Reserve Management Policy – Report to Council meeting 6 June 2023 – Circulates to all Boards.

Moved: M Brown                      Seconded: M Wilson

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

- (a) **Receives** the information in Items.10.1 to 10.18.

**CARRIED**

## **11. MEMBERS' INFORMATION EXCHANGE**

### **S Barkle**

- Σ New information on the Woodstock Quarries Resource Consent application was up on Environment Canterbury's website, under a new tab. There had been a delay with three of the joint witness statements. The process was still aiming to be held the same hearing date.

### **T Fulton**

- Σ In May 2023 there was a noticeable spike in enquiries into the conditions of sealed roads in the western half of the district. (From approximately Two Chain Road and a lot down North Eyre Road). Most of enquiries had been lodged via service requests.
- Σ It seemed that secondary roads such as North Eyre Road and Two Chain road, had an increase of heavy contracting trucks, logging trucks, cartage trucks which was putting pressure on roads. Most of these roads were not built with the width required for these vehicle and people were having to pull over to allow them to pass. There were booms of spraying contractors going along these roads. It was really intimidating for some people.

### **M Brown**

- Σ Spent time reading through the various Council minutes. Consultation on the Housing Policy was coming up which would be important as there was social housing in Oxford. The Council had approved a Promotions Association Working Group which could potentially affect the Oxford Promotions Action Committee. There was also the Draft Road Reserve Management Plan which talked about Rural Seal Extension Policy, Private Funding of Seal Extension Policy, Formation of Unformed Roads Policy, Road Reserves Fencing and Grazing Policy, Stock Underpasses Policy, Vehicle Crossings, Entranceway and Driveway Surfacing Materials Policy. The draft policy had also been extended to include other roading functions including Roadside berms, unformed legal roads, road corridor usage including storage, utilities, work zone traffic management, road surfacing.
- Σ Reviewed the Customer Services report to Council. There was 95% overall satisfaction for the Oxford Library. 93% satisfaction for the Oxford Transfer Station, its location and disposal. The most dissatisfied areas were the opening hours of the Oxford Transfer Station which was only Friday afternoons and Sundays. Overall dissatisfaction for the Oxford Community Pool with 42%. 28% of people were unsatisfied with unsealed rural roads. 27% unsatisfied with sealed rural roads and 21% unsatisfied with small settlement roads. People were wanting better maintenance for sealed roads, a greater range of books at the library, covering for the pool and better maintenance of drainage ditches.

- Σ He noted from the Oxford Promotions Action Committee (OPAC) meeting the Lions had attended and they had a new president. There was a proposal that the Lions may look at major fundraising project to cover the Oxford pool.

### **M Wilson**

- Σ Attended the National Council of Woman – Network of Elected Woman. Great night.
- Σ Wasted Symposium: Ageing and Addiction Seminar – the question that was being asked of our older people really mattered and needed to be normalised.

### **R Harpur**

- Σ Meeting in Mandeville for the drainage problems at Millfield. Councillors Williams and Redmond attended along with Council staff. He thought it was a very productive meeting, they were going to attend an Ohoka Rural Drainage Advisory Group Meeting.

S Barkle noted that they did not attend it was only brought up when she mentioned it and the feeling was that it was nothing to do with that group.

- Σ Attended All Boards Briefing – difficulty some clubs were having filling all necessary requirements for funding applications.
- Σ Attended Grey Power meeting.
  - Falling membership discussed and reasons why were given. Currently 556 members down from 700+ pre covid. Grey Power representatives were looking at having meetings in Oxford to cater for elderly in the region.
  - St Georges Hospital had a new cancer machine.
  - New buildings at the Hillmorton Hospital and Waipapa.
  - Demolition of St Margarets had started.
  - Big discussion around the “Haere Mai” sign at Burwood. A number of members thought that there should be an English translation whereas some find the comment racist.
  - Members met with the Mayor recently regarding e-scooters on the main street of Rangiora. Grey Power were to write to school principals to make them aware of the scooter problem. They were not wanting the same rules applied to mobility scooters.
  - Guest speakers from HOPE organisation talked about the services they offer including OP Shop, Community gardening, Counselling, Food bank and Support and Advocacy.

M Brown noted that he was the Boards representative for the Oxford Rural Drainage Advisory Group, and they only talked about drains that were on a targeted rate, that was all they were interested in.

### **P Merrifield**

- Σ Noticed on public forums that people had been complaining about Tram Road and the sealing and how their 4WDs and cars were disappearing off the road. He admitted that some of the patches were not very good but thought they had gone a bit overboard with their complaints. He asked when they graded roads why they put the shingle back in the holes, but it was not compacted.

G Cleary replied that they could carry out work directly on the potholes, where the potholes were very bad the contractors did compact the fill. Council had been considering the use of a tow behind roller when grading.

Hurunui had been doing that with some success, staff had some discussions, and it was likely in the future that they would look at that.

### **N Meetings**

- Σ Rachel Thorntons farewell morning tea.
- Σ Council Draft Annual Plan 2023/24 Hearings – Council heard presentations of submitters to the Annual Plan.
- Σ Attended Elected Members Woman's event hosted by the National Council of Woman – Networking function and discussion on how to encourage more woman to run for office.
- Σ Council Workshop – topics discussed included standing orders review and development of a Regional Destination Management Plan.
- Σ Integrated Transport Strategy Forum – This was the second stakeholder working group session following on from the work done in the first one, feedback from which would be used to underpin a new draft strategy to go out for public consultation in August / September 2023.
- Σ Property Portfolio Working Group meeting.
- Σ Whakawhanake Kainga Committee meeting – Greater Christchurch Spatial Plan draft for consultation – principle of putting development of scale next to passenger transport scale.
- Σ Propose District Plan Hearings – Hearings had commenced. Four days hearing submissions on streams 1 and 2.
- Σ Extraordinary Council meeting – Officially appointed Jeff Millward as CEO to the Waimakariri District Council.
- Σ Mandeville Sports Club Board meeting – Dog signage, eastern boundary community tree planting day planned for June / July 2023, leisure track.
- Σ Drainage and Stockwater Working Party – new working group to examine whether the current structures were fit for purpose.
- Σ Presentation to University of Canterbury Politics Class – Presented to first year political science students regarding challenge of balancing climate change issues and growth.
- Σ Utilities and Roading Chairperson briefing.
- Σ Utilities and Roading Committee meeting – as minuted.
- Σ Community and Recreation Committee meeting - Waimakariri District Council had gained access to the Mayor's Taskforce for Jobs programme on a six month pilot to place twelve young people aged 16-24, or older with disability or other barriers to employment into work; Waimakariri District Council second nationally in applications to Creative Communities; Libraries have new craft packs available which were very popular.
- Σ Mandeville Sports Club all Clubs meeting – conveyed information as per above (Trust Board meeting) See [www.mandevillesports.co.nz](http://www.mandevillesports.co.nz) for more detail. Rugby – successful club day, Tri Trust Rugby second game held. Summer/winter sport transition.
- Σ Natural Environment Strategy Working Group meeting – Working through a development of a Natural Environment Strategy for Waimakariri District Council owned properties.
- Σ Public Meeting regarding Quarry / Landfill Resource Consent application – the Board held a public meeting at the Oxford Town Hall to update the community on the status of proceedings and to answer procedural questions on the Woodstock Quarry / Landfill application.

- Σ Annual Plan Deliberations – Originally proposed as 14.4% (unacceptably high), work programmes were reviewed for savings, resulting in a 5.97% projection, which after deliberations, Council settled on a 6.24% rise as it was decided to fully fund the \$220k road maintenance shortfall according to the wishes of most respondents. (The rise still sat below the current 6.7% inflation rate and previous 7.2% inflation rate at time of budget drafting). Other news of interest: Wilson Drive pipe upgrade project included in 23/24 year, and The Oaks Dog Park was budgeted in current year for development. West Eyreton Oaks Reserve and pit master plan still to be confirmed pending understanding of pit status under reforms.
- Σ Waimakariri Youth Council meeting – held in Oxford Town Hall in June 2023. New members were settling in well.
- Σ Portfolio catchup.
- Σ All Boards Briefing – Presentations from Waimakariri Youth Council and Citizens Advise Bureau, with presentations from Council staff regarding Next Steps website and Discretionary Grant Fund.
- Σ Ohoka Mandeville Rural Drainage Advisory Group meeting – A drop in was planned at the Mandeville Sports Centre for 10 July 2023 to discuss potential plans for Mandeville groundwater resurgence channel – need a staged approach. Strong group desire to being works forward.
- Σ Council meeting – as minuted.

## 12. **CONSULTATION PROJECTS**

There are no current consultation projects.

## 13. **BOARD FUNDING UPDATE**

### 13.1. **Board Discretionary Grant**

Balance as at 31 May 2023: \$39.

### 13.2. **General Landscaping Fund**

Balance as at 31 May 2023: \$13,090.

The Board noted the funding update.

## 14. **MEDIA ITEMS**

Nil.

## 15. **QUESTIONS UNDER STANDING ORDERS**

Nil.

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

Nil.

## **NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Wednesday 5 July 2023 in the Council Chamber, 215 High Street, Rangiora.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.50pm.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Workshop**

Σ *Members Forum*



**MINUTES OF THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD TO BE HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 12 JUNE 2023 AT 5.30PM.**

**PRESENT**

S Powell (Chairperson), M Paterson (Deputy Chairperson), B Cairns, I Fong, R Mather, P Redmond, and A Thompson.

**IN ATTENDANCE**

K LaValley (General Manager Planning, Regulation and Environment), C Brown (General Manager Community and Recreation), J McBride (Roding and Transport Manager), J Recker (Stormwater and Waterways Manager), G Stephens (Greenspace Design and Planning Team Leader), H Belworthy (Landscape Architect), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There were five members of the public present.

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

There were no conflicts declared.

**3 CONFIRMATION MINUTES**

**3.1 Minutes of the Woodend-Sefton Community Board – 8 May 2023**

Moved: B Cairns                      Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 8 May 2023.

**CARRIED**

**3.2 Matters Arising**

There were no matters arising.

**3.3 Notes of the Woodend-Sefton Community Board Workshop – 8 May 2023**

Moved: I Fong                      Seconded: P Redmond

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the notes of the Woodend-Sefton Community Board Workshops, held on 8 May 2023.

**CARRIED**

**4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY**

Nil.

**5 ADJOURNED BUSINESS**

Nil.

## 6 REPORTS

### 6.1 Approval to Consult on the 2023-2027 Waimakariri District Speed Management Plan (Woodend-Sefton Ward Area) – S Binder (Senior Transportation Engineer) and A Mace-Cochrane (Transportation Engineer)

*This report was withdrawn prior to the meeting.*

### 6.2 Proposed Roding Capital Works Programme for 2023/24 – J McBride (Roding and Transport Manager)

J McBride highlighted the capital works pertaining to the Woodend-Sefton Ward area for the next three years and sought endorsement of the Roding Capital Works Programme 2023/24 which was developed largely based on the condition of the assets.

R Mather noted that the report mentioned the inward bound bus stop at Pegasus / State Highway One roundabout had no seat or shelter however this should be the outward bound bus stop which was used by students waiting for buses in the mornings. J McBride noted the change and would investigate the option of a seat.

S Powell noted that there were currently two 'real time' bus schedule displays proposed for Pegasus, one on Main Street near Motu Quay and one on the Boulevard near Main Street, however there were none proposed for Woodend. She requested that one of the displays proposed for Pegasus should be moved to Woodend. She believed that the two in Pegasus were situated very close together and therefore was a waste of resources. J McBride noted that this would be investigated however believed there would be no issue with relocating one of the displays to a suitable location in Woodend.

B Cairns asked if old bus shelters that were replaced, were disposed of or restored and reused. J McBride replied those that could be repurposed were and advised that two restored bus shelters from Rangiora would be installed at Waikuku Beach.

P Redmond asked if staff had data on the use of particular bus stops. J McBride noted that they did and that data was used when preparing the programme.

S Powell noted that the footpath widening in Woodend was mainly around power poles. She asked if the footpath widening at the southern end of Woodend for the proposed cycleway would be funded from the cycleway budget. J McBride replied that it would be funded from the Transport Choices Budget.

Moved: I Fong

Seconded: R Mather

**THAT** the Woodend-Sefton Community Board:

(a) **Receives** Report No. 230601081344.

**AND**

**THAT** the Woodend-Sefton Community Board recommends:

**THAT** the Utilities and Roding Committee:

(b) **Approves** the attached 2023/24 Proposed Roding Capital Works

Programme (TRIM No. 230306030136).

- (c) **Authorises** the Roading and Transport Manager to make minor changes to this programme as a result of consultation or technical issues that may arise during the detailed planning phase, provided the approved budgets and levels of service were met, and the changes included in Quarterly Financial reporting.
- (d) **Endorses** the indicative Roading Programme for the 2024/25, 2025/26 and 2026/27 years.

**CARRIED**

### 6.3 **Waikuku Beach Drainage Investigations Update – J Recker (Stormwater and Waterways Manager)**

J Recker spoke to the report noting the purpose was to update the Board on progress with the various drainage investigations underway in the Waikuku Beach area. As a result of flooding in May 2021, December 2021 and February 2022 storm events, several areas were identified for further investigation and work in Waikuku Beach to mitigate flooding.

R Mather asked what a 'Wastop' was and J Recker explained that it was a valve that prevented the water from going through the pipe and potentially flooding through the sumps when the tide rose on one seaward end.

I Fong asked if the yellow makings in figure three on page four of the report indicated new piping. J Recker noted that it indicated upgraded pipes and sumps. I Fong also queried if staff should be looking at the southern side of the reserve as well as the northern side as it also was prone to flooding. J Recker replied that was something that could be further investigated during the hydraulic analysis stage.

A Thompson understood this was a very low lying area therefore he did not see that the hydrology reports would show further information and asked what staff expected the hydrology report might achieve. J Recker replied that staff were looking at the elevation of the proposed system that was being installed to ensuring it would be providing the benefit required.

A Thompson noted that there was budget for a pump and trailer that would be stored at the Council's Water Unit compound and enquired what financial year this was scheduled. J Recker stated that this was part of the current works and was included in the 2024/25 year. A Thompson confirmed that the pump and trailer would be dedicated to a particular area or would it be intended to be used district wide. J Recker believed that it had been intended for this project and therefore would be for the Waikuku area only.

A Thompson queried if a consent from Environment Canterbury would be required. J Recker replied that any work which was connected through the stopbank would require consent.

S Powell noted some of this work would not be completed before winter arrived with possible heavy weather and enquired how long it took to deploy a temporary pump. J Recker understood that there were temporary pumps on standby for the rain events and there were certain locations where they were most commonly deployed. It was a matter of a day to get the pumps deployed, however preparations were started as soon as rain warnings were issued.

P Redmond noted that the report referred to soak pits and asked how effective soak pits were given that there was a high water table in Waikuku. J Recker replied that even with the high water tables soakpits were able to drain laterally.

Moved: A Thompson

Seconded: P Redmond

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230531080636.
- (b) **Notes** the following progress on several areas identified for further investigation in Waikuku Beach:
  - Σ Waikuku Beach Campground – Flood strategy report complete.
  - Σ Swindells Road – Options report complete.
  - Σ Collins Drive – Wastop installation complete.
  - Σ Kiwi Avenue Reserve / Broadway Avenue – Construction of the Broadway Avenue stormwater improvements has been completed in May 2023.
  - Σ Waikuku Beach Domain – Flood investigation in progress.
  - Σ Reserve Road / Broadway Avenue/Kiwi Avenue – Six soakpits refurbished at 29 Kiwi Avenue, 14 Kiwi Avenue, 6 Macdonalds Lane and at the intersection of Cross Street and Reserve Road. Additional soakpit installed at 16 Broadway Avenue.
  - Σ Kings Avenue – Allocated \$50,000 of budget in 2023/24 for design and construction.
  - Σ Northside Drive - Allocated \$50,000 of budget in 2023/24 for design and construction.
- (c) **Notes** that a report would be brought to the Woodend-Sefton Community Board for feedback on the proposed upgrading works in the Swindells Road.
- (d) **Circulates** this report to the Utilities and Roading Committee for their information.

**CARRIED**

P Redmond thanked staff for the comprehensive report and he hoped that residents would pick up the direction that was occurring in Waikuku regarding drainage and the improvements that were proposed. It was good to see some progress being made.

#### 6.4 **Park Terrace Berm Replacement Planting Plan – Waikuku Beach – G Stephens (Greenspace Design and Planning Team Leader)**

G Stephens took the report as read noting that the Council had carried out consultation on the plan and had responded to the feedback received by removing cabbage trees from the list of proposed plants and amending the width of the grass berm. He informed the Board that there was currently \$20,000 available in the operational budgets. He noted staff had recommended that the vast majority of the area should be planted with plants that would reach a height of about four metres and at the ends there would be lower planting to enable the view was not impacted. This had been done based on feedback received from certain property owners.

He noted that staff had done a more in-depth cost estimate with the proposed planting costs at approximately \$30,000.

B Cairns enquired how much of the proposed \$30,000 cost for replanting was allocated to the purchase of plants. G Stephens replied that staff estimated that the cost of the plants alone was approximately \$12,000-\$15,000.

B Cairns asked if there was an opportunity to set up a community planting day as the Council had done in other areas. G Stephens replied that a community planting day was a fantastic opportunity for the Board to interact and for building communities however it did not save on costs as planting days took a significant more staff time and a lot more work to organise.

A Thompson noted that in a practical sense it would be unacceptable to leave the area with incomplete planting. G Stephens noted that currently there was sufficient budget to plant two thirds of the proposed area within the 2022/23 and 2023/24 financial years. However, the remaining \$10,000 could be covered by an allocation from the Board's General Landscaping budget which would ensure the project was completed.

A Thompson asked if staff had seen instances like this where an area was planted over a number of years. G Stephens noted that the Council had done this along Hakatere Road between Pegasus and Gladstone doing a section at a time which had been successful.

R Mather noted that the report mentioned this project was scheduled to be completed by spring 2023. She asked how confident staff were with this timeframe. G Stephens replied that the timeframe relied on the Board allocating money towards the project.

S Powell asked if the planting would be impacted by the size of the stumps that remained in the area. G Stephens noted that it was not uncommon for the Council to replant areas like this with plants being placed in a way that would conceal the stumps over time.

P Redmond noted that there were seven respondents to the consultation, which seemed very targeted. He asked if staff were happy with the level of response and did all the properties opposite the area respond. G Stephens replied that it was always difficult to know how much feedback the Council would receive. Information had been hand delivered to houses surrounding the planting area, online information had been available and there was a poster in the local café with information on the project.

P Redmond asked if it was intended to provide further updates to the residents most effected by the planting work to be carried out. G Stephens replied that they would be working with the Council's communications team on a plan.

Moved: R Mather

Seconded: B Cairns

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. TRIM number. 230601081392.
- (b) **Notes** the attached results of the community consultation (Trim: 230601081387) which concluded 24 May 2023 regarding the proposed native planting along Park Terrace.
- (c) **Notes** that seven responses were received, and all were in general support of native planting plan with minor changes as discussed and included where appropriate in the attached plan (Trim 230607083811)
- (d) **Approves** the implementation of the Waikuku Beach Park Terrace Berm Replacement Planting Plan (Trim 230607083811).
- (e) **Notes** that this report did not seek budget allocation towards this planting however approval of the plan allowed future allocation of



budget such as from the Boards' General Landscaping Budget.

**CARRIED**

R Mather noted that this planting needed to be completed and she supported A Thompson's views of not staggering the planting. She was looking forward to seeing the plants in and looking healthy.

B Cairns concurred with R Mathers comments.

S Powell noted that she was in support of the planting plan. She commented that she would suggest that a priority be given to the middle section if the planting was staggered.

**6.5 Woodend-Sefton General Landscaping Budget - H Belworthy (Landscape Architect)**

H Belworthy spoke to the report noting that the Board had requested that staff investigate options for allocating its General Landscape budget. One of the options was the provision of a shelter in the Gladstone Dog Park. The other being the native revegetation of Park Terrace. Staff had recommended that the Board approved remaining General Landscaping Budget of \$9,090 towards the native revegetation to ensure this project could be completed in the 2023/24 financial year.

M Paterson asked what the status was of the Gladstone Park project. S Powell explained that the Board had previously allocated \$4,000 to the planting around the Waikuku Beach Pond and requested staff to investigate costings for a shelter at the Gladstone dog park with possibly some planting. However, the shelter had cost more than anticipated. H Belworthy noted that staff had met with the Mens Shed and Lions Club who were interested in assisting with this project however they had not officially confirmed their involvement to date, which was why it was recommended that the Board spend its remaining 2022/23 landscaping budget on the Waikuku Beach planting. Staff could look at the dog park shelter as an option for the next financial year when the Mens Shed and Lions Club confirmed their involvement.

A suggestion was made to reallocate the \$4,000 allocated to the Waikuku pond rejuvenation to the replanting project in Waikuku to ensure there was sufficient budget and consider the pond rejuvenation project for the following financial year once the environmental funding was secured. A Thompson stated that he was a strong supporter of the Waikuku Beach Pond rejuvenation, and believed there was significant benefits to come from having secured funding when applying for the environmental funding. The \$4,000 was insufficient and queried the status of the application to the Green Philanthropy Fund. H Belworthy replied that she did not believe they would fund this project however she had emailed the website and asked for some confirmation of when the fund was scheduled to open and was yet to get a response.

B Cairns noted that he was invited to the Green Philanthropy Fund opening and the Group had been very keen to support projects within the North Canterbury region.

*It was agreed that the Board meeting should be adjourned at 6:28pm to enable the Board to have a workshop regarding Item 6.5.*

Moved: S Powell

Seconded: A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Agrees** to adjourn the Board meeting to enable the Board to hold a workshop on Item 6.5.

**CARRIED**

Moved: S Powell

Seconded: P Redmond

**THAT** the Woodend-Sefton Community Board:

- (a) **Agrees** that the Board meeting be reconvened.

**CARRIED**

*The Board meeting reconvened at 6:36pm.*

Moved: M Paterson

Seconded: B Cairns

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230530079669.
- (b) **Notes** the Board currently had \$9,090 available to allocate towards general landscaping projects within the Woodend Sefton ward.
- (c) **Notes** the previous report (Trim: 230601081392) updated the Board on the results of the community consultation and sought approval for the implementation of the proposed native planting plan for the area to the west of Park Terrace, Waikuku Beach.
- (d) **Approves** the allocation of \$9,090 towards the native revegetation in area of previous hedge alongside Park Terrace, Waikuku Beach.

**CARRIED**

B Cairns noted that the Council had removed the hedge and now the planting needed to be completed to make the area look tidier than it was currently.

P Redmond concurred with B Cairns comments. He reminded staff to keep the community informed with what was happening and not to be afraid to use the rating database to ensure the correct people were kept informed i.e the neighbouring properties. He believed the allocation of the funding was a good outcome and the project needed to be completed.

R Mather fully supported the planting however believed it was important that the Board not lose sight of the Gladstone Dog Park project and that further information should be forthcoming.

S Powell concurred with R Mathers comments. She noted that the hedge needed to be removed and that replanting should be completed within the year. However, the Board had talked about the dog park for years and it could not lose sight of the proposed improvements as it was a great asset for the community. She supported the retention of the berm along Park Terrace to enable people could walk safely next to the road.

6.6 **Road Naming – New Style Homes Limited – S Morrow (Rates Officer – Property Specialist)**

S Morrow spoke to the report which sought the Board's consideration and approval to a new road name as part of a residential subdivision at 44 Eders Road in Woodend, which would be subdivided into approximately nine lots.

P Redmond asked if New Style Homes had access to the Board's pre-approved road naming list when they proposed the names in the report. S Morrow replied that he had given them the list and explained the Board's preference for names with historical connection to the area. However, in this instance the Developer had chosen to submit its own names.

I Fong asked if there was an option to refer the matter back to the developer with the pre-approved road naming list and request them to choose a name from the list. S Morrow replied that he had already discussed the matter with them, however, the Board had the ability to replace the name with a name from the list.

Moved: S Powell

Seconded: R Mather

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230531080311.
- (b) **Approves** the name Olearia Lane for the new private Right of Way on Lot 4 DP 42925 as shown on the attached plan:
- (c) **Notes** that the Community Board may replace any proposed name with a name of its choice.

**CARRIED**

I Fong against

S Powell commented that the Developer had noted that he preferred a different option and felt that Olearia was similar to one of the names suggested and was not related to a person or family in the area.

6.7 **Application to the Woodend-Sefton Community Board's 2022/23 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe took the report as read noting that it was nice to see a Sefton based group applying for funding.

Moved: M Paterson

Seconded: B Cairns

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230525076348.
- (b) **Approves** a grant of \$500 to Sefton Netball Club for the purchase of new equipment.

**CARRIED**

M Paterson commented that most sports clubs were struggling financially therefore anything the Board could do to assist was positive.

B Cairns concurred with M Paterson's comment noting that it was encouraging to see clubs being financially prudent and that the Sefton Netball Club were doing well.

P Redmond supported the grant. He commented that this was the last grant for the current financial year. The Board would have some funds to carry forward to the 2023/24 financial year.

S Powell supported the grant. She believed that team uniforms were important as they gave a sense of identity.

6.8 **Member for Representation Review Working Party – S Nichols (Governance Manager)**

K Rabe took the report as read.

Moved: R Mather                      Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230516070971.
- (b) **Appoints** Board member S Powell (non-Councillor) to the Representation Review Working Party.
- (c) **Notes** that one member (non-Councillor) from each of the Rangiora-Ashley, Kaiapoi-Tuahiwi, Woodend-Sefton and Oxford-Ohoka Community Boards would be appointed by their respective Boards to be members of the Representation Review Working Party.
- (d) **Notes** Councillors Goldsworthy, Mealings and Redmond have been appointed by the Council, alongside the Mayor to the membership of the Representation Review Working Party.
- (e) **Notes** the initial work of the group is to determine with further clarity the need to undertake a full Representation Review prior to the 2025 Local Body elections, and report back to the Council prior to December 2023.
- (f) **Notes** the working party meetings will most likely be held on Thursday mornings, on a regular basis once membership is fully established.

**CARRIED**

6.9 **Amendments to Standing Orders for the Woodend-Sefton Community Board – T Kunkel (Governance Team Leader)**

K Rabe spoke to the report noting that the Board had gone over the standing orders several times over the last few months. Staff had captured all the comments from Elected Members and made changes.

Moved: P Redmond                      Seconded: R Mather

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230322039615.
- (b) **Adopts** the updated Community Boards Standing Orders June 2023 (Trim 230524076131), effective from 13 June 2023.

**CARRIED**

P Redmond commented that this was just correcting and updating the standing orders. Rangiora-Ashley Community Board Chair Jim Gerard and himself spent some time going through the standing orders and they were better.

R Mather commented that they had been thoroughly gone through.

S Powell noted that she had picked up some mistakes the last time.

## 7 **CORRESPONDENCE**

### 7.1 **Proposed Waikuku Residents / Community Association**

Trim Ref: 230531079880.

### 7.2 **Letter of Support – Application to Tourism Infrastructure Fund**

Trim Ref: 23050564419.

### 7.3 **Memo – Poisoned Tree Removal – Mike Kwant (Community Projects Officer)**

Trim Ref: 230531080542.

S Powell noted that the letter of support to the Tourism Infrastructure Fund was a funding opportunity that presented itself and staff had only days to get the application submitted, therefore she had written a letter of support based on the Board's Annual Plan submission. The funding was to renew the Woodend toilets on School Road.

Moved: S Powell

Seconded: I Fong

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the correspondence from N Sutherland (Trim Ref: 230531079880).
- (b) **Receives** the letter of support for Application to Tourism Infrastructure Fund for Woodend Town Centre toilets (Trim Ref: 23050564419).
- (c) **Receives** the memorandum from M Kwant (Community Projects Officer) on Poisoned Tree Removal (Trim Ref: 230531080542).

**CARRIED**

## 8 **CHAIRPERSON'S REPORT**

### 8.1 **Chairperson's Report for May 2023**

Moved: S Powell

Seconded: I Fong

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (TRIM: 230606082558).

**CARRIED**

## 9 **MATTERS FOR INFORMATION**

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 3 May 2023.
- 9.2. Rangiora-Ashley Community Board Meeting Minutes 8 May 2023.
- 9.3. Kaiapoi-Tuahiti Community Board Meeting Minutes 15 April 2023.
- 9.4. Spraying and Chemical Usage - Waterways and Roading Spraying Information – Report to Water Zone Committee meeting 6 March 2023 – Circulates to all Boards.
- 9.5. Waimakariri District Council Bylaw and Policy Review Programme– Report to Council meeting 2 May 2023 – Circulates to all Boards.
- 9.6. Three Waters Transition: Scope of Property Transfer– Report to Council meeting 2 May 2023 – Circulates to all Boards.
- 9.7. Voting Method and Representation Review for 2025 Election – Report to Council meeting 2 May 2023 – Circulates to all Boards.



- 9.8. Health, Safety and Wellbeing Report April 2023 – Report to Council meeting 2 May 2023 Circulates to all Boards.
- 9.9. Update of Standing Orders for Council, Cttees, Sub-Cttees Joint Cttees and Hearings– Report to Council Extraordinary meeting 16 May 2023 – Circulates to all Boards.
- 9.10. Aquatics May Update – Report to Community and Recreation Committee meeting 23 May 2023 – Circulates to all Boards.
- 9.11. Libraries update to May 11, 2023– Report to Community and Recreation Committee meeting 23 May 2023 – Circulates to all Boards.
- 9.12. Water Quality and Compliance Annual Report 2021-22 – Report to Utilities and Roading Committee meeting 23 May 2023 – Circulates to all Boards.
- 9.13. On-Demand UV Disinfection headworks site configurations – Report to Utilities and Roading Committee meeting 23 May 2023 – Circulates to all Boards.
- 9.14. Health, Safety and Wellbeing Report – May 2023 – Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 9.15. Submission: Electric Vehicle Charging Infrastructure Strategy– Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 9.16. Customer Satisfaction Survey 2022– Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 9.17. Establishment of a Promotions Associations Review Working Group – Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 9.18. Draft Road Reserve Management Policy – Report to Council meeting 6 June 2023 – Circulates to all Boards.

Moved: B Cairns

Seconded: P Redmond

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.18.

**CARRIED**

## **10 MEMBERS' INFORMATION EXCHANGE**

### **A Thompson**

- Σ Working with staff regarding the obnoxious weeds on Beach Road Waikuku Beach and was pleased to say they were close to having a solution.

### **M Paterson**

- Σ Attended the Woodpecker Trust Annual General Meeting as the Woodend Community Association representative. The Woodpecker Trust was strong in the area.

### **R Mather**

- Σ Attended the Grey Power meeting – They had 562 members, 52 of which were unfinancial. They had five new members had joined in the last month, and they were all from Darfield. Fifteen people had left due to immobility or transport cost issues. There were concerns regarding hospital signs that did not include any English.

S Powell asked if they were having issues with membership in terms of people not being happy to come out to meetings. R Mather noted that she was always surprised at the number of people that turned up to their meetings.

**B Cairns**

- Σ Taking slow steps to getting the Pegasus Residents Youth Group set up so that they could organize events. Nine students had put their names forward. They were waiting to have their first meeting so they could organise what would potentially be a movie night. He thanked staff for their support.
- Σ Recently the Pegasus Woodend Food Forest had a volunteer event – It was wonderful to see the range of ages that attended. They were getting support again from the Council's Greenspace Team, who had indicated that there may be some boarder timber available from the renewal of wharf timber from Lyttleton which could be utilised for the boarders around the food forest. This would mean it would be tidier and easier to maintain.
- Σ The Council had set up a Promotions Working Group. The group were scheduled to have their first meeting shortly. Currently there was no Promotions Association for Woodend, Pegasus, or Ravenswood so subsequently the group hoped to establish a format where funding could be provided to those people wanting to run events in this particular area.
- Σ On Thursday 15 June 2023 there was a public meeting relating to CCTV cameras in Pegasus. This had been initiated by a similar event at Sovereign Palms which was held a few weeks ago with the residents. Around 100 residents turned up to the meeting with the proposed outcome to raise money to have community cameras installed around their particular subdivision. Silverstream had also shown interest in cameras as well. The concern was that there needed to be a Council policy on how to manage and monitor cameras in the district.
- Σ There was a large Matariki event being planned in Kaiapoi at Norman Kirk Park. This would be the first major event to be held at the park.

S Powell noted that cameras had been talked about for a number of years, however the budget and locations had been a stalling point. C Brown noted that budget had been set aside in the previous Long Term Plan for a network plan for the Kaiapoi and Rangiora areas however at the time Grant MacLeod (Greenspace Manager) asked the community for feedback priority had been given to Cust and the Rangiora Airfield. The third camera would be a temporary moveable camera to go in Gladstone Park and could potentially be moved around to other areas. Council was now looking at developing a strategy as the number of communities wanting cameras had escalated.

**11 CONSULTATION PROJECTS**

Nil.

**12 BOARD FUNDING UPDATE****12.1 Board Discretionary Grant**

Balance as at 31 May 2023: \$3,210.

**12.2 General Landscaping Fund**

Balance as at 31 May 2023: \$13,090.

The Board noted the funding update.

**13 MEDIA ITEMS**

Nil.

**14 QUESTIONS UNDER STANDING ORDERS**

Nil.

**15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Monday 10 July 2023 at the Woodend Community Centre, School Road, Woodend.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 7.12pm.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Briefing**

(7.12pm – 8.05pm)

- Σ *Pegasus Community Centre – Chris Brown (General Manager Community and Recreation) – see notes.*

**Workshop**

(8.05pm – 8.16pm)

- Σ *Grants – Kay Rabe (Governance Advisor) – see notes.*  
Σ *Members Forum*

**MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON WEDNESDAY 14 JUNE 2023 AT 7PM. PRESENT:**

J Gerard (Chairperson), K Barnett (Deputy Chairperson), R Brine, I Campbell, M Clarke, M Fleming, J Goldsworthy, L McClure, B McLaren, S Wilkinson, and P Williams.

**IN ATTENDANCE**

S Hart (General Manager Strategy, Engagement and Economic Development), J McBride (Roading and Transport Manager), S Morrow (Rates Officer – Property Specialist), V Thompson (Senior Advisor Business and Centres), T Kunkel (Governance Team Leader), and E Stubbs (Governance Support Officer).

Two members of the public attended the meeting.

**1. APOLOGIES**

Moved: J Gerard

Seconded: J Goldsworthy

An apology for absence was received and sustained from J Ward.

**CARRIED**

**2. CONFLICTS OF INTEREST**

M Clarke advised a conflict of interest for any item relating to Greypower.

**3. CONFIRMATION OF MINUTES**

**3.1. Minutes of the Rangiora-Ashley Community Board – 10 May 2023**

Moved: J Goldsworthy

Seconded: M Fleming

**THAT** the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 10 May 2023.

**CARRIED**

**3.2. Matters Arising (From Minutes)**

J Gerard noted the excellent turnout for the Millton Reserve Planting Day and thanked I Campbell for assisting with the planting.

**4. DEPUTATIONS AND PRESENTATIONS**

Nil.

**5. ADJOURNED BUSINESS**

Nil.

## 6. REPORTS

- 6.1. **Approval to Consult on the 2023-2027 Waimakariri District Speed Management Plan (Rangiora-Ashley Ward Area) –** S Binder (Senior Transportation Engineer) and Allie Mace-Cochrane (Transportation Engineer)

*J Gerard advised that the Item had been withdrawn to allow for a workshop with the Council and Community Boards to determine the best way forward and ensure consistent decision-making throughout the Waimakariri District.*

- 6.2. **Proposed Roding Capital Works Programme for 2023/24** – J McBride (Roding and Transport Manager)

J McBride advised that the report sought the endorsement of the proposed 2023/24 Roding Capital Works Programme and noted the indicative three-year programme from 2024/25 to 2026/27 and recommendation to the Utilities and Roding Committee for the Roding Capital Works Programme for 2023/24. J McBride noted that road conditions drove budget allocations provided in the programme. The programme did not include major improvement projects, which were instead included in the Long-Term Plan. The programme did, however, include many kerb and channel and footpath renewals in Rangiora, which reflected the age of assets in this urban area.

L McClure asked what defined a 'minor project', and J McBride explained a project was considered minor if it was an insignificant change or the project cost was nominal. Projects included Kerb and channel and footpath renewal, minor improvements, and new bus shelters.

L McClure noted that some projects were scheduled for after the current Board's and questioned if the Board was authorised to approve those projects. J McBride advised that latter years were included to inform the Board of future projects. The report was submitted to the Board annually, hence there was opportunity to change the program in future.

K Barnett noted that no work was scheduled in Cust and enquired if the footpaths in Cust, which were complained about repeatedly, were covered by another budget. J McBride confirmed that the gritted paths came under the Footpath Maintenance Budget, and she noted that the Cust footpaths were on the Roding Team's radar.

K Barnett further asked about the Fawcetts/ Cones Roads intersection improvements. J McBride reported that the parking area would be improved as part of a collaboration with the Drainage Team.

P Williams sought clarity about the A&P Showgrounds kerb and channel improvements. J McBride explained that a report had gone to the Council regarding that work, and the Council chose to leave funding out of the budget for the project. She undertook to forward the report and Council Minutes to P Williams for further information.

K Barnett noted a complaint from a resident regarding the lack of a footpath between Coldstream Road and Rangiora High School and questioned if it was part of the Council's level of service that there should be a footpath. She also asked if any other area in the Rangiora-Ashely Ward needed more pathways. J McBride advised that staff were investigating using the Transport Choices Funding to accelerate some of the work programmes where there were deficiencies. However, some roads, such as East Belt was difficult due to constraints such as the railway line and MainPower Oval. While it was not in the work programme, Roding staff were conscious of the lack of connection. It was suggested that it may be an area for the Board to consider, including in its Long-Term Plan submission.



Moved: K Barnett

Seconded: B McLaren

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 230525077047.

*AND*

**THAT** the Rangiora-Ashley Community Board recommends:

**THAT** the Utilities and Roothing Committee:

- (b) **Approves** the attached 2023/24 Proposed Roothing Capital Works Programme (TRIM No. 230306030136).
- (c) **Authorises** the Roothing and Transport Manager to make minor changes to this programme as a result of consultation or technical issues that may arise during the detailed planning phase, provided the approved budgets and levels of service were met, and the changes included in Quarterly Financial reporting.
- (d) **Endorses** the indicative Roothing Programme for the 2024/25, 2025/26 and 2026/27 years.

**CARRIED**

K Barnett commended the Roothing Team for doing much work with little funding. She believed the programme budget was spread well within the district, which was essential to ensure a consistent level of service throughout the district. Board members would continue to bring the community's concerns to the attention of staff, however, she was mindful that there was never enough funding for roading.

6.3. **Road Naming – East West Developments Limited – S Morrow**  
(Rates Officer)

S Morrow introduced the report which sought approval of new road names for a subdivision in Rangiora. The land being developed was Lot 1 DP 23059 which was known as 104 Kippenberger Avenue, Rangiora and would be subdivided into approximately 16 new lots.

P Williams questioned whether the names could be used for roads in other parts of the district. S Morrow advised that new road names were checked against the Council's database to ensure they were not similar or the same as already approved road names. However, before the amalgamation of the Councils in the district, there had been duplication, and the Council would keep these historical duplications the same.

Moved: L McClure

Seconded: B McLaren

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 230525076235
- (b) **Approves** the following proposed road names for the new roads marked as Roads 1 and 2 as shown on the attached plan.
1. Grey View Grove (Continuation)
  2. Livingstone Place (Pvt)
  - 3.
- (c) **Notes** that the Community Board may replace any proposed name with a name of its choice.

**CARRIED**

6.4. **Member for Representation Review Working Party** – S Nichols (Governance Manager)

T Kunkel noted that a representation review was completed during the previous term, which resulted in minimal change. However, the previous Council recommended that another review be completed during the current term to utilise census data. Therefore, on 2 May 2023, the Council approved the establishment of a Representation Review Working Party. The report requested all Community Boards to nominate members to the working party.

The Chairperson called for nominations for the Board's representative on the Representation Review Working Party.

Moved: I Campbell

Seconded: P Williams

- (a) **Nominated** Board member, S Wilkinson, as the Board's representative on the Representation Review Working Party.

Moved: M Clark

Seconded: J Gerard

- (a) **Nominated** Board member, K Barnett, as the Board's representative on the Representation Review Working Party.

As only one member was required for the Working Party, the Board voted by a show of hands. The result was as follows:

Σ K Barnett – Five votes  
Σ S Wilkinson – Six votes

Moved: K Barnett

Seconded: B McLaren

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 2305160709791.
- (b) **Appoints** Board member S Wilkinson, (non-Councillor) to the Representation Review Working Party.
- (c) **Notes** that one member (non-Councillor) from each of the Rangiora-Ashley, Kaiapoi-Tuahiwi, Woodend-Sefton and Oxford-Ohoka Community Boards would be appointed by their respective Boards to be members of the Representation Review Working Party.
- (d) **Notes** Councillors Goldsworthy, Mealings and Redmond had been appointed by the Council, alongside the Mayor to the membership of the Representation Review Working Party.
- (e) **Notes** the initial work of the group was to determine with further clarity the need to undertake a full Representation Review prior to the 2025 Local Body elections, and report back to the Council prior to December 2023.
- (f) **Notes** the working party meetings would most likely be held on Thursday mornings, on a regular basis once membership was fully established.

**CARRIED**

6.5. **Amendments to Standing Orders for the Rangiora-Ashley Community Board** – T Kunkel (Governance Team Leader)

T Kunkel noted the proposed amendments to the Standing Orders, which were primarily administrative and corrective. The only substantial change was to allow people on an audio-visual link to be counted as present for the quorum.

In response to a question from S Wilkinson, T Kunkel confirmed that all the proposed changes were noted in red on the attachment to the report.

M Fleming asked about the reference to the Marine Farming Act. T Kunkel advised that would have limited applicability to the Waimakariri District, however, it may apply to a Council such as the Marlborough District Council.

S Wilkinson asked about the reference to leaving the room during an item where a member had a conflict of interest and asked for clarification if it was necessary. J Gerard commented that leaving the room removed all doubt about a member's involvement in decision-making.

It was asked if a member could be forced to leave, and T Kunkel noted that it was a member's responsibility to declare a conflict of interest, and it was also a member's responsibility to remove themselves from the discussion, however, a member could not be forced to leave. Nonetheless, it should be noted that in terms of the Standing Orders, all rulings by the Chairperson were final, which meant that if a member was asked to leave by the Chair, they should. J Gerard and K Barnett commented that the action to leave was for the protection of the member and to maintain the integrity of decision-making.

S Wilkinson suggested that for clarity it be written into the Standing Orders that a member with a conflict of interest should leave the room.

Moved: S Wilkinson

Seconded: B McLaren

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 230601080872.
- (b) **Amends** the Standing Orders June 2023 to add that a member shall leave the room for an item for which they had a Conflict of Interest.
- (c) **Adopts**, with the amendment, the updated Community Boards Standing Orders June 2023 (Trim 230524076131), effective from 15 June 2023.

**CARRIED**  
P Williams against

6.6. **Application to the Rangiora-Ashley Community Board's 2022/23 Discretionary Grant Fund** – T Kunkel (Governance Team Leader)

T Kunkel advised that the Southbrook Netball Club were seeking funding to assist in paying for storage and meeting space rental at the Southbrook Community Sports Club.

Moved: K Barnett

Seconded: J Gerard

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 230510067113.

- (b) **Approves** a grant of \$642.75 to the Southbrook Netball Club towards the cost of room/hall hire and equipment storage.

**CARRIED**

K Barnett commented that Southbrook Netball Club had proven they needed the extra \$142 and it would help young people in the district.

## **7. CORRESPONDENCE**

Nil.

## **8. CHAIRPERSON'S REPORT**

### **8.1. Chair's Diary for May 2023**

Moved: J Gerard

Seconded: K Barnett

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 230607083306.

**CARRIED**

## **9. MATTERS FOR INFORMATION**

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 3 May 2023.
- 9.2. Woodend-Sefton Community Board Meeting Minutes 10 May 2023.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 April 2023.
- 9.4. Spraying and Chemical Usage - Waterways and Roading Spraying Information – Report to Water Zone Committee meeting 6 March 2023 – Circulates to all Boards.
- 9.5. Waimakariri District Council Bylaw and Policy Review Programme– Report to Council meeting 2 May 2023 – Circulates to all Boards.
- 9.6. Three Waters Transition: Scope of Property Transfer– Report to Council meeting 2 May 2023 – Circulates to all Boards.
- 9.7. Voting Method and Representation Review for 2025 Election – Report to Council meeting 2 May 2023 – Circulates to all Boards.
- 9.8. Health, Safety and Wellbeing Report April 2023 – Report to Council meeting 2 May 2023 Circulates to all Boards.
- 9.9. Update of Standing Orders for Council, Cttees, Sub-Cttees Joint Cttees and Hearings– Report to Council Extraordinary meeting 16 May 2023 – Circulates to all Boards.
- 9.10. Aquatics May Update – Report to Community and Recreation Committee meeting 23 May 2023 – Circulates to all Boards.
- 9.11. Libraries update to May 11, 2023– Report to Community and Recreation Committee meeting 23 May 2023 – Circulates to all Boards.
- 9.12. Water Quality and Compliance Annual Report 2021-22 – Report to Utilities and Roading Committee meeting 23 May 2023 – Circulates to all Boards.
- 9.13. On-Demand UV Disinfection headworks site configurations – Report to Utilities and Roading Committee meeting 23 May 2023 – Circulates to all Boards.

- 9.14. Health, Safety and Wellbeing Report – May 2023 – Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 9.15. Submission: Electric Vehicle Charging Infrastructure Strategy– Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 9.16. Customer Satisfaction Survey 2022– Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 9.17. Establishment of a Promotions Associations Review Working Group – Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 9.18. Draft Road Reserve Management Policy – Report to Council meeting 6 June 2023 – Circulates to all Boards.

Moved: J Gerard

Seconded: L McClure

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items 9.1 to 9.18.

**CARRIED**

## **10. MEMBERS' INFORMATION EXCHANGE**

### **B McLaren**

- Σ Fly crew for North Canterbury Musicals 'Grease' in April-May 2023.
- Σ Attended meeting with Rangiora High School head student regarding recycling bin audit fail. EcoEducate would work with Blue Planet (a student led sustainability group).
- Σ Attended Rangiora Community Patrol AGM.
- Σ Attended Community Board refresher training.
- Σ Attended Rangiora Early Records Society meeting.

### **M Fleming**

- Σ Attended two Waimakariri Access Group meeting, there was great feedback regarding the Pegasus viewing platform. Volunteers were needed for July Wheelchair Basketball tournament.
- Σ Attended meeting with Greenspace staff regarding accessibility in Parks and Reserves.
- Σ Attended Keep Rangiora Beautiful planting at Flaxton pond and Rangiora Hospital.
- Σ Attended Good Street Relaunch event.
- Σ Attended apple picking for Satisfy Food Rescue.

### **R Brine**

- Σ Attended Fee Waiver Sub-Committee meeting which looked at community groups requests for fee waivers for using Council facilities. Most community groups were now paying 50% of fees. However, some applications were declined as the community groups were ran as businesses. The Terms of Reference for this Sub-Committee had extended to include fee considerations for Building and Resource Consent applications from community groups to remove that decision making responsibility from staff. There were difficult decisions to be made.
- Σ The Council remained busy.

### **J Goldsworthy**

- Σ Noted decision made by the Council at the 2023/24 Annual Plan deliberation meeting to increase funding for road maintenance to ensure continued maintenance of roads.
- Σ He was approached by resident regarding registration of cats, the Regulation Team was investigating various options.



- Σ Civil Defence had been busy and were going through a name change. He endorsed the Community Hub concept after seeing it in action at Cust and urged the Board to promote the concept.
- Σ North Canterbury Neighbourhood Support (NCNS) had been approached regarding crime cameras in district.
- Σ Attended Rangiora Promotions AGM.
- Σ Attended Youth Council meeting and was impressed with the maturity in response to the Alcohol Control Bylaw.

J Gerard asked, with respect to cameras, had the Amberley system been investigated. J Goldsworthy noted that NCNS was aware of that system which had proven quite effective. However, cameras in public spaces had the potential to be controversial.

S Hart noted that staff were working on a Cat Registration Policy and were also working on a Council Security Policy which included use of security cameras. These would be brought to the Council and the Community Boards for input in the future. P Williams requested that the New Zealand Police be invited to any workshops regarding security cameras to clarify the Police responsibility in managing the cameras. S Hart commented on importance of all stakeholders and noted their importance during policy development rather than workshop stage.

### **S Wilkinson**

- Σ Attended All Boards Workshop.
- Σ Attended Drainage Advisory Group meeting.

### **L McClure**

- Σ Noted the Board Facebook page was live, it had been a little slow in uptake, but she would continue to add items of interest and encouraged members to forward any items for addition.
- Σ Attended meetings regarding a food forest /food security initiative. Rangiora High School were looking to be involved with students attending a 12-week horticulture course guided to create a food forest on a plot of land.
- Σ Attended Auckland Sky Tower Charity event with the team raising \$10,000 for Child Cancer.
- Σ Attended Board refresher Governance Training.
- Σ Hosted a Pink Ribbon event for Breast Cancer – raised over \$2,500.
- Σ Event attendance had been interrupted due to Covid.

J Gerard asked, with regard to the pop-up food gardens how they were off for funding. L McClure noted there was good enthusiasm for the concept, further detail would follow.

### **I Campbell**

- Σ Attended meeting with Ashley and Sefton residents regarding potential solar farm opposite Daiken Factory in Sefton. Forty residents had attended, and many were concerned with the effects on the environment. A representative from the group had attended a meeting with Mayor Gordon.
- Σ Attended the Board refresher Governance Training.
- Σ Attended tree planting at Millton Memorial Reserve.
- Σ Attended Water Scheme Liaison Group with Hurunui representatives, there were no major issues to advise.

### **K Barnett**

- Σ Attended Good Street relaunch.
- Σ Attended All Boards meeting.
- Σ Attended Cust School PTA Casino fundraiser night.
- Σ Noted recent retirement of Robert and Marie Shule (Principal) and Jennifer Thompson (School administrator) who had a longstanding commitment to the school. It was agreed the Board send a card to acknowledge their serviced to the area.

- Σ Noted Civil Defence Sector posts were merging.
- Σ Hope Trust required non-perishable food donations to meet community need.
- Σ Noted upcoming events - Big Splash fundraiser on 23 June, Cust Community Network AGM and Rangiora Players show on 8 July.

#### **M Clarke**

- Σ Congratulated staff on upgrade of Good Street.
- Σ Had emailed staff regarding concerns around placement of bins on footpath and impact on pedestrians.
- Σ Attended Church fair and noted funds were distributed to charities around the district.
- Σ Noted Medical Corner Clinic had tidied up carpark gardens and it was believed the Health Hub opening was at least two years away.
- Σ Had joined the Greypower Committee and was assisting with funding issues.
- Σ Attended Sefton Drainage meeting.

#### **P Williams**

- Σ Attended many Drainage Committee meetings.
- Σ Attended Rangiora Airfield meeting.
- Σ Attended Ashley Road/ Cones Road Drainage meeting.
- Σ Attended Audit and Risk Committee meeting.
- Σ Advised Councillors on Drainage and Stormwater Rating Working Group were investigating a universal rate.
- Σ Attended meeting regarding te reo street names.
- Σ Attended Council meeting with Te Waka Kotahi regarding Lineside Road and noted Te Waka Kotahi preference for a wire barrier and blocking of access to Mulcocks and Fernside Roads. Council opposed the proposal.  
J Gerard provided further comment on Lineside Road noting the issue was the road was too narrow. With wire barriers there was not enough width for emergency vehicles to get past other vehicles. He commented there was evidence wire barriers saved lives. There was still a lot of thought on Lineside Road required.

### **11. CONSULTATION PROJECTS**

There are currently no consultation projects.

### **12. BOARD FUNDING UPDATE**

#### **12.1. Board Discretionary Grant**

Balance as at 30 May 2023: \$8,709.

#### **12.2. General Landscaping Fund**

Balance as at 30 May 2023: \$0.

### **13. MEDIA ITEMS**

Nil

### **14. QUESTIONS UNDER STANDING ORDERS**

Nil

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

Nil

**NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 12 July 2023.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.05PM.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

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