COUNCIL MEETING

Tuesday 6 March 2018

Commencing at 1.00pm

Waimakariri District Council Chamber
215 High Street
Rangiora

Members:

Mayor David Ayers
Deputy Mayor Kevin Felstead
Councillor Neville Atkinson
Councillor Kirstyn Barnett
Councillor Al Blackie
Councillor Robbie Brine
Councillor Wendy Doody
Councillor Dan Gordon
Councillor John Meyer
Councillor Sandra Stewart
Councillor Paul Williams
The Mayor and Councillors

WAIMAKARIRI DISTRICT COUNCIL

A meeting of the WAIMAKARIRI DISTRICT COUNCIL will be held in the COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA on TUESDAY 6 MARCH 2018 at 1.00PM.

Sarah Nichols
GOVERNANCE MANAGER

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

BUSINESS

1. APOLOGIES

2. CONFLICTS OF INTEREST

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

3. ACKNOWLEDGEMENTS

3.1 Community Service Award

Judge John Brandts-Giesen will be presented with an award recognising his contribution to the community.

4. CONFIRMATION OF MINUTES

4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 30 January to Thursday 1 February 2018

RECOMMENDATION

THAT the Council:

(a) Confirms as a true and correct record the minutes of a meeting of the Waimakariri District Council held on Tuesday 30 January to Thursday 1 February 2018.

(Circulated separately)

4.2 Minutes of a meeting of the Waimakariri District Council held on Wednesday 7 February 2018

RECOMMENDATION

THAT the Council:

(a) Confirms as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on Wednesday 7 February 2018.

4.3 Minutes of the public excluded portion of a meeting of the Waimakariri District Council held on Wednesday 7 February 2018

(see blue Public Excluded agenda papers)
4.4. Minutes of a meeting of the Waimakariri District Council held on Tuesday 20 February 2018

RECOMMENDATION

THAT the Council:

(a) Confirms as a true and correct record the minutes of a meeting of the Waimakariri District Council held on Tuesday 20 February 2018.

MATTERS ARISING

5. DEPUTATIONS AND PRESENTATIONS

6. ADJOURNED BUSINESS

Nil.

7. REGENERATION REPORTS

7.1. Dudley Drain Regeneration – Request to Bring Budget Forward and Award Contract 18/01 – Kalley Simpson (3 Waters Manager) and Gary Boot (Senior Engineering Adviser)

RECOMMENDATION

THAT the Council:

(a) Receives report No 180227020873.

(b) Resolves to bring forward $176,000 budgeted in the 2018/19 year (100470.000.5124) to the current year to enable the Dudley Drain Regeneration project in west Kaiapoi to be completed.

(c) Authorises Council staff to award 18/01 Dudley Drain Regeneration, Raven Quay to Hilton Street to Ongrade Drainage and Excavation Ltd for a sum of $94,734.78.

(d) Notes that this project is funded from the Dudley Drain Earthquake Repairs budget (100470.000.5124) and that providing recommendation (b) is adopted, there will be sufficient budget to complete the project this year.

(e) Notes that in accordance with the Conditions of Tendering, all tenderers will be advised of the name and price of the successful tenderer, and the range and number of tenders received.
8. REPORTS

8.1. **Naming of the Rangiora to Woodend Cycle/walkway - Kathy Graham (Journey Planner/Road Safety Co-ordinator)**

**RECOMMENDATION**

THAT the Council:

(a) **Receives** report No: RDG-32-50/180223019153 and either

(b) **Approves** the name ........................................ for the cycle/walkway which runs between Rangiora and Woodend:

Or

(c) **Invite** the Rununga to put a recommended name forward to the Council for consideration.

8.2. **Lees Road and Barkers Road, Kaiapoi Road Speed Limit – Bill Rice (Senior Transport Engineer) and Chris Sexton (Intern Engineer)**

THAT the Council:

(a) **Receives** report No. 180115002738.

(b) **Approves** the speed limit change on Lees Road and Barkers Road in Kaiapoi, as outlined below, and as shown in the attached plan (TRIM 171025114968)

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

(d) **Notes** that the Speed Limits Bylaw 2009 allows speed limits to be changed by Council resolution following consultation as required by the Land Transport Rule: Setting of Speed Limits (2017).

(e) **Notes** that the submissions on this proposal have been distributed to the Kaiapoi-Tuahiwi Community Board for their information.

(f) **Notes** that a copy of this report has been provided to the Runanga Liaison Committee.

(g) **Supports** engagement with affected property owners and the community to identify and assess options to provide suitable pedestrian, cycle and vehicle facilities on Lees Road.

(h) **Notes** that any works identified in (g) above will need to be prioritised with other Council projects.

(i) **Circulates** this report to all Community Boards.
8.3. **Appointment to District Planning and Regulation Committee – Simon Markham (Manager Strategy & Engagement)**

RECOMMENDATION

THAT the Council:

(a) Receives report No. 180223019257.

(b) Requests the Mayor to recommend to the Council an appointee representing Te Ngāi Tūāhuriri Rūnanga to the District Planning and Regulation Committee for the purposes of contributing to the Committee’s work in preparing a proposed Reviewed Waimakariri District Plan.

8.4. **Appointments of Councillor to Portfolio, Committees, Outside Organisations – Mayor David Ayers**

RECOMMENDATION

THAT the Council:

(a) Receives report No. 180302022316.

(b) Notes under section 41A of the Local Government Act, the Mayor has the power to establish committees of the Council and to appoint the chairperson of each committee, and may make the appointment before the other members of the committee are determined, and may appoint him/herself.

(c) Revoke Councillor Stewart from the Audit and Risk Committee and appoint Councillor Stewart to the District Planning and Regulation Committee.

(d) Appoints Councillor Barnett to the Audit and Risk Committee.

(e) Appoints Councillor Barnett to the Community and Recreation Committee.

(f) Appoints Councillor Barnett as joint portfolio holder of the Community Development and Wellbeing Portfolio, noting Councillor Wendy Doody already holds a supportive role for this portfolio.

(g) Amends the timing of the second chair of Community and Recreation Committee held by Councillor Doody to 30 April 2018, rather than 31 October 2018, (as resolved by the Council in October 2016).

(h) Amends the timing of the third chair of Community and Recreation Committee held by Councillor Blackie to be from 1 May 2018 to 31 January 2019.

(i) Appoints Councillor Barnett as the fourth Chair of Community and Recreation Committee from 1 February 2019 to 9 October 2019.

(j) Appoints Councillor Barnett for Hearings, to the Hearings Committee.
(k) Appoints ………………………… as the Council’s representative on the Wellbeing North Canterbury Trust.

(l) Appoints Councillor ………………… as the Council’s representative on the Waimakariri Art Collection Trust.

(m) Appoints Councillor Kirstyn Barnett to the Rangiora-Ashley Community Board in accordance with section 19F of the Local Electoral Act 2001.

(n) Notes all appointments cease at the end of the 2016-19 Local Body Triennial term, being 12 October 2019, unless appointed to a Council Controlled Organisation (CCO) or specifically altered by the Council.

9. MATTERS REFERRED FROM COMMITTEES AND COMMUNITY BOARDS

9.1. Renewal of District Promotions Contract with Enterprise North Canterbury for 2018-21 Period – Simon Markham (Manager Strategy and Engagement)

(refer to attached copy of report no. 180131009463 to the Audit and Risk Committee meeting of 13 February 2018)

RECOMMENDATION

THAT the Council:

(a) Notes that comprehensive reviews of District Promotions Services were undertaken in 2008 and 2014.

(b) Notes that the three-year District Promotions Contract, with Enterprise North Canterbury, expires on 30 June 2018 and that contract provides for Council approval of an annual district promotions business plan setting out the scope of services that are to be provided from year to year.

(c) Renews the District Promotions Contract with Enterprise North Canterbury on similar terms and conditions as at present for a further three year period from 1 July 2018.

(d) Authorises the Chief Executive to execute, for the Council, a refreshed contract document with ENC to give effect to recommendation (c) above.

(e) Agrees that the next such review of the delivery arrangements for district promotions services, in terms of S.17A of the Local Government Act, be undertaken in 2020.

(f) Notes that the Audit and Risk Committee, in the lead up to the approval of the 2018/19 district promotions business plan, intend to review the following elements of the promotions activity:

- The role/structure/process of the events grants budget with the Events Funding Panel and the Promotions Portfolio Holder;
- The role and function of a physical I-Site in the context of the changing marketing and i-SITE Network landscape which is rapidly moving online.
9.2. Classification of Reserve 1651, 470 Woodstock Road, Oxford – Monese Ball (Property Officer)
(refer to attached copy of report no. 180109001167 to the Oxford-Ohoka Community Board meeting of 8 February 2018)

RECOMMENDATION

THAT the Council:

(a) Approves under the Reserves Act 1977 to classify the reserve described in the schedule as Local Purpose (Sewerage and Plantation) reserve, subject to the provisions of the Act.

Canterbury Land District – Waimakariri District

Schedule

<table>
<thead>
<tr>
<th>Area (Ha)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>87.4120</td>
<td>Reserve 1651 (New Zealand Gazette 1878 page 1670)</td>
</tr>
</tbody>
</table>

(b) Notes that a subsequent report will be presented should any objections be received following public advertising.

10. HEALTH AND SAFETY


RECOMMENDATION

THAT the Council:

(a) Receives report No. 180228020936.

11. COMMITTEE/WORKING PARTY/JOINT COMMITTEE MINUTES FOR INFORMATION

11.1. Minutes of a meeting of the Regeneration Steering Group held on 29 January 2018

11.2. Minutes of a meeting of the Community and Recreation Committee held on 13 February

RECOMMENDATION

THAT the information in Items 11.1 to 11.2 be received.
12. COMMUNITY BOARD MINUTES FOR INFORMATION

12.1. Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board held on 18 December 2018

88-97

12.2. Minutes of a meeting of the Oxford-Ohoka Community Board held on 8 February 2018

98-106

12.3. Minutes of a meeting of the Woodend-Sefton Community Board held on 12 February 2018

107-113

12.4. Minutes of a meeting of the Rangiora-Ashley Community Board held on 14 February 2018

114-122

RECOMMENDATION

THAT the information in Items 12.1 to 12.4 be received.

13. CORRESPONDENCE

14. MAYOR’S DIARY

14.1. Mayor’s Diary 30 January to 23 February 2018

123-124

RECOMMENDATION

THAT the Council:

(a) Receives report no. 180223019426.

15. COUNCIL PORTFOLIO UPDATES

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

16. QUESTIONS

(under Standing Orders)

17. URGENT GENERAL BUSINESS

(under Standing Orders)
18. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

RECOMMENDATION

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

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

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1</td>
<td>Minutes of the public excluded portion of Council meeting of 7 February 2018</td>
<td>Confirmation of minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.2</td>
<td>Minutes of the public excluded portion of the Community and Recreation Committee meeting of 13 February 2018</td>
<td>Receipt of minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.3</td>
<td>Minutes of the public excluded portion of the Regeneration Steering Group meeting of 29 January 2018</td>
<td>Receipt of minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.4</td>
<td>Report of Duncan Roxborough (Implementation Project Manager – District Regeneration)</td>
<td>Contract 18/04 Demolition of the old Pines Beach Community Hall</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.5</td>
<td>Report of Craig Sargison (Manager Community and Recreation)</td>
<td>Land Divestment Draft Agreement</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.6</td>
<td>Report of Jim Palmer (Chief Executive)</td>
<td>Insurance Matter</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>
This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1 – 18.6</td>
<td>Protection of privacy of natural persons To carry out commercial activities without prejudice</td>
<td>A2(a) A2(b)ii</td>
</tr>
</tbody>
</table>

**CLOSED MEETING**

*See Public Excluded Agenda (blue papers)*

**OPEN MEETING**

19. **NEXT MEETING**

The next scheduled meeting of the Council is on Tuesday 3 April 2018 commencing at 1pm.
MINUTES OF THE MEETING FROM THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON WEDNESDAY 7 FEBRUARY 2018, COMMENCING AT 1PM.

PRESENT:

IN ATTENDANCE:
J Palmer (Chief Executive), C Sargison (Manager, Community & Recreation), G Cleary (Manager, Utilities & Roading), and S Nichols (Governance Manager).

1. APOLOGIES
Nil.

2. CONFLICTS OF INTEREST
Nil.

3. ACKNOWLEDGEMENTS
3.1 The Council acknowledged the awarding of a Queens Service Medal in the New Years Honours listing to Mr Neil Murray Falconer, JP, for services to the community and broadcasting.

3.2 The Mayor acknowledged the passing of Mr Murray Binnie who was held in much respect by the organisation. M Binnie was a previous drainage manager, and more recently contributed greatly to extending knowledge of Tikanga Maori and in developing and support of Te Reo classes and Waiata programmes at the Council. M Binnie also advised the Council on protocols and worked with staff on a Cultural Handbook and Protocol Guide. His contribution has been a factor in the strengthened relationship with Ngai Tuahuriri. Condolences had been sent to the Binnie family.

The Council stood for a minute’s silence.

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

Moved: Councillor Atkinson  Seconder: Councillor Felstead

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

CARRIED

4.2 Minutes of a meeting of the Waimakariri District Council held on Tuesday 12 December 2017

Moved: Councillor Felstead  Seconder: Councillor Atkinson

THAT the Council:
(a) Confirms as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on Tuesday 12 December 2017.

CARRIED
5. DEPUTATIONS AND PRESENTATIONS
Nil.

6. ADJOURNED BUSINESS
Nil.

7. REGENERATION REPORTS
Nil.

8. REPORTS
8.1. Road Stopping McLeods Road – M Ball (Property Officer)

J Palmer spoke briefly to the report, advising discussions with neighbours had occurred and the proposal will improve access to associated properties.

Councillor Barnett enquired if staff were aware of any possible objections to the proposal. J Palmer advised that currently staff were not aware of any potential objectors at this stage.

Moved: Councillor Barnett Seconder: Councillor Felstead

THAT the Council:

(a) **Receives** report No 180112002177

(b) **Approves:**

- Stopping the section of unformed legal road adjoining 179 McLeods Road, Sefton shown as Section 3 SO 4980281 having an area of 2.4168 hectares more or less in accordance with Section 342 and the provisions of the Tenth Schedule of the Local Government Act 1974; and
- The disposal of the section of unformed legal road pursuant to Section 345 of the Local Government Act 1974 to Gary Thomas Tomes being the adjoining owner.

(c) **Notes:**

- A section of the adjoining owners land, shown as Section 1 SO 4980281, having an area of 1.5405 hectares, will be vested as road in exchange for the stopped road.
- The proposed road stopping and exchange will be publically advertised. Should any objections to the proposed road stopping be received then a further report will be presented to Council to consider whether to proceed with the road stopping.
- The adjoining owner will meet all costs incurred by Council, even if the application is not successful. This has been done by way of the attached signed agreement.

CARRIED

Councillor Barnett remarked that this was a sensible approach to take and the public has an opportunity to object when the proposal is advertised.
8.2. **Ownership of the Ohoka Gate Keepers Lodge – C Brown (Community Green Space Manager)**

C Sargison spoke to the report, reflecting on numerous community conversations. The building was not intended to become a commercial facility. The advisory group had liaised with the Oxford-Ohoka Community Board and kept them informed of progress with the project.

Councillor Blackie queried the timing, and whether it is appropriate to take ownership prior to the building being moved. C Sargison advised that ownership would change to the Council once the building had moved to its new site. The group has funding and arrangements in place to move the building when ground conditions are firm and a building consent has been lodged for the foundation design.

Councillor Stewart enquired if the building is envisaged to become a meeting venue and open to the public in the same way as other Council facilities. C Sargison advised the group has not determined the final use, however it is seen as being complimentary to the existing Domain pavilion. The priority is to get the building weather tight with restoration likely to take several years with progress dependent on ongoing fundraising. It may be possible that small meetings could be held in the building and whilst intended for public use, it is not proposed for commercial use.

Councillor Williams enquired if the Council is likely to pay for amenities such as power and sewage. C Sargison advised those costs are built into the restoration. The intention is to have power to the building but maybe not sewage as public toilets are already available on the grounds. If toilets were proposed for the building an addition onto the building would be required. Today the Council is being asked to consider a Heads of Agreement. The Council are paying for the building consent, as is consistent with other community groups.

Councillor Barnett enquired if the building has a historic designation. Staff advised the building is classified as a Category 2 building with a permit for alteration.

In a supplementary question Councillor Barnett asked if the building will require earthquake strengthening, particularly as a public building. C Sargison advised that aspect is part of the building consent process.

Councillor Barnett asked why should the Council take ownership of the building now rather than once restoration is complete. C Sargison explained it was easier to vest funding to the Council, as the advisory group was not a legal entity and was likely to have difficulty for ongoing insurance and some funding options. The group intend to continue fund raising just for the restoration.

Moved: Councillor Doody   Seconder: Councillor Gordon

**THAT** the Council:

(a) **Received** report 180126006887

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

(c) **Approves** ownership of the Ohoka Gatekeepers Lodge being transferred to Council at no cost.
Notes that staff will prepare a heads of agreement between Council and the Ohoka Domain Advisory Group which will identify responsibilities regarding the renovation and future operation of the building. This heads of agreement will be presented to the Community and Recreation Committee for approval.

CARRIED

Councillor Doody, commented that having worked with both the Community Board and Advisory group, and visiting the building, it is acknowledged the building requires work. However the Advisory group are an enthusiastic group of people who have worked hard to source funding to this stage. Councillor Doody believed the building would enhance the Domain area, particularly once restored.

Councillor Gordon reflected on a past visit to the building and had been impressed with the passion and skills of the group who were making things happen. The group had done well sourcing funding so far and were well organised. The proposed area for the building has significant as planting had already been done. Councillor Gordon commented on discussion of potential use being a museum or visitor site however the outcome was yet to be finalised. Councillor Gordon was supportive of the project and the group.

Mayor Ayers indicated his support for the project and the group, commenting that the location will give the building prominence. Mayor Ayers believed it was good to preserve district history and the group were actively involved, along with a supportive local community. Mayor Ayers was looking forward to watching the progress of the building restoration.

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

J Palmer spoke to the report outlining the reasoning of the report, and the purpose of the advisory group, which is broader than the Council. He also spoke of the Enterprise North Canterbury membership that intended to travel with the Council group and potential benefits from the visit.

Mayor Ayers sought expressions of interest for the trip with Councillors Doody, Barnett and Felstead indicating interest. It was noted Councillor Felstead would be willing not to travel if another Councillor had a strong interest in visiting China.

Moved: Councillor Blackie  Seconder: Councillor Brine

THAT the Council:

(a) Receives report No. 180117003619
(b) Approves the Mayor, and Councillors Felstead, Doody and Barnett visiting Enshi, Xiangyang and Wuhan, China, between 12-19 May 2018, at an estimated cost of $12,900.
(c) Endorses the establishment of an Enshi Sister City Advisory Group in accordance with the terms of reference contained in Attachment 2.
(d) Circulates the report to all Community Boards.

CARRIED

Councillor Williams Against
Councillor Brine commented on the importance of such trips. He believed China is an important player for New Zealand and was supportive of fostering the relationship with Enshi, as he believed there were significant benefits for our district, particularly longer term.

Councillor Williams was not supportive of the visit, commenting on cost to the ratepayers, believing there was no financial benefit to the district. Councillor Williams strongly expressed a view against the visit.

Councillor Barnett commented on personal past involvement with a sister city and spoke of benefits culturally and economically, as well as through education. Councillor Barnett believed that as Waimakariri was a large district in the South Island a sister city relationship was beneficial to the district.

Councillor Doody reflected on a visit to Oxford from Enshi representatives last year; particularly commenting on a business connection which is strengthening and considered worthwhile. Councillor Doody believed Oxford as a township was keen for more involvement with Enshi.

Councillor Atkinson commented on business relationships via such sister city connections, reflecting on how the world has got smaller and relationships strengthened. He believed that learning from others and sharing ideas formed worthwhile relationships. Councillor Atkinson acknowledged it may be several years before the District see results, however the situation can be reviewed in several years time. Councillor Atkinson commented that whilst he had an interest in the visit, the timing was not right personally at this time. Councillor Atkinson believed there were benefits in growing business connections from our own district.

Councillor Felstead reflected on the cost and comparison to last years visit to Belgium for the Passchendaele Memorial, and similar costs involved in a number of Community Board members attending a conference in Wanaka several years ago.

Mayor Ayers commented on the previous visit to China; the hard work of a very busy schedule involving many speeches and meetings, along with internal travel. He spoke of how the relationship operates at a governmental level with the requirement for the Mayor to be present. Mayor Ayers commented on China being a major economic power, its importance for Canterbury and reflected on other Canterbury Councils that have sister city relationships. Mayor Ayers believed Canterbury as a region needs to grow together and work together, therefore sister city links are important. Mayor Ayers outlined why the province of Hubei is good for Waimakariri and Canterbury, commenting on the Wuhan connection to Christchurch City, which is a neighbouring location to Enshi. Mayor Ayers reflected that the previous Council had received several approaches from different Chinese cities before it agreed to a relationship with Enshi.

Mayor Ayers reflected on the art exhibition that occurred at Oxford last year, and that it will be on display in the Rangiora Chamber Galley soon. Mayor Ayers commented on the business of international education and the associated important connection for culture and income. Mayor Ayers has written to all four district secondary schools and feedback is that they are all keen to build educational and cultural relationships.
8.4. **Update of Delegation S-DM 1049 Manager Regulation – J Palmer (Chief Executive)**

J Palmer spoke briefly to the report, refreshing councillors of the delegation processes from Council to the Chief Executive and to senior staff. Reasoning of why this process is undertaken and the provision of levels of separation explained.

Moved: Councillor Gordon Seconder: Councillor Williams

**THAT** the Council:

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

(b) **Approves** Delegation S-DM 1049 to the Manager: Regulation.

**CARRIED**

9. **MATTER REFERRED FROM COMMITTEES AND COMMUNITY BOARDS**

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


C Sargison spoke to the report acknowledging the land locked property and reasoning for the proposals.

Moved: Councillor Blackie Seconder: Councillor Atkinson

**THAT** the Council:

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

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

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

**CARRIED**

Councillor Blackie believed this was a straightforward decision as the land comprises of sand hills and will require ongoing maintenance. He stated this was practical action to undertake.

10. **HEALTH AND SAFETY**


J Palmer spoke briefly to the report, commenting on various aspects contained in the report.

Councillor Stewart queried to the bee incident. J Palmer advised a large number of bees were involved.

Moved: Councillor Williams Seconder: Councillor Felstead

**THAT** the Council:

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

**CARRIED**
11. COMMITTEE/WORKING PARTY/JOINT COMMITTEE MINUTES FOR INFORMATION

11.1. Minutes of a meeting of the Audit and Risk Committee held on 28 November 2017
11.2. Minutes of a meeting of the Waimakariri Youth Council held on 28 November 2017
11.3. Minutes of a meeting of the Regeneration Steering Group held on 4 December 2017
11.4. Minutes of a meeting of the Utilities and Roading Committee held on 12 December 2017

Moved: Councillor Doody  Seconder: Councillor Brine

THAT the information in Items 11.1 to 11.4 be received.

CARRIED

12. COMMUNITY BOARD MINUTES FOR INFORMATION

12.1. Minutes of a meeting of the Rangiora-Ashley Community Board held on 8 November 2017
12.2. Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board held on 20 November 2017
12.3. Minutes of a meeting of the Oxford-Ohoka Community Board held on 7 December 2017
12.4. Minutes of a meeting of the Woodend-Sefton Community Board held on 11 December 2017
12.5. Minutes of a meeting of the Rangiora-Ashley Community Board held on 13 December 2017
12.6. Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board held on 18 December 2017

Moved: Councillor Atkinson  Seconder: Councillor Meyer

THAT the information in Items 12.1 to 12.6 be received.

CARRIED

Councillor Felstead commented on the current situation following further discussions with the Ohoka Domain Advisory Group and the Farmers Market relating to the market operation that both Councillors Doody and Felstead had attended.

Councillor Felstead commented on the removal of three on-street car parks from the Main Street, and the positive feedback being received.

Councillor Atkinson commented on an Ecan presentation to the Kaiapoi-Tuahiwi Community Board, and limited communication from Ecan. Councillor Atkinson was interested in members experiences with Ecan on other projects.

Councillor Stewart reflected on Councillor Atkinson’s point.

Councillor Gordon queried regular liaison with Ecan.

Staff indicated discussions were currently occurring to organise meetings between Ecan and Waimakariri at a councillor level.
13. CORRESPONDENCE

Nil.

14. MAYOR'S DIARY

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

Mayor Ayers commented on the Waitangi Day event held in Trousselot Park, Kaiapoi. The event was well organised and well supported. He thanked the organisers and all those involved for a great day.

Moved: Councillor Williams    Seconder: Councillor Meyer

THAT the Council:

(a) Receives report no. 180129008044.

CARRIED

15. COUNCIL PORTFOLIO UPDATES

15.1. Iwi Relationships

Mayor Ayers had joined the Tuia programme in 2017 through the Mayoral Taskforce for Jobs initiative. The programme involves Mayors mentoring young Maori from the district that have been identified as being potential leaders. Mayor Ayers had enjoyed the experience and reflected on the 2017 mentor experience and was looking forward to a new student for 2018.

Mayor Ayers reflected on Waitangi Day celebrations that occurred in Kaiapoi and the strong kapa haka groups representing four schools that performed. He also referenced the speech from Te Maire Tau and Runanga strengthening.

15.2. Canterbury Water Management Strategy

Councillor Stewart, advised of an upcoming workshop that would be the first meeting of the year.

Councillor Stewart commented on experiments Ecan had undertaken on Kaiapoi aquifers in relation to nitrates.

15.3. International Relationships

Councillor Felstead commented on the report from earlier in the meeting and the establishment of an advisory group which will be an important part of the ongoing Chinese relationship.

15.4. Regeneration (Kaiapoi)

Councillor Blackie commented on land divestment and the LINZ process continuing to work well.

Robyn Wallace attended her first meeting the previous week as the Runanga representative on the Regeneration Steering Group.

Councillor Blackie provided an update on several projects and developments.

- The roading rebuild in Courtenay Drive had been approved and would be linked with future development to town centre plan.
- A cultural report on mahinga kai had been received and would form a basis for future developments.
- The NZ Motorhome Association had expressed an interest in purchasing land, with further discussions to occur.
- Reserves and road naming aspects would be worked through the Kaiapoi-Tuahiwi Community Board.
- Work was progressing on ‘the Terraces’, beside the Williams Street bridge with the next phase of development occurring through February and March.
- The food forest was going well.
• The Waimakariri Sailing and Powerboat Club, now have use of the section next door to the Club that has been allocated for storage.

Mayor Ayers noted that for any regeneration land sale, once costs have been cleared, 50% of funds are required to be returned to the Crown.

16. QUESTIONS
Nil.

17. URGENT GENERAL BUSINESS
Nil.

18. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved: Councillor Felstead    Seconder: Mayor Ayers

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

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

<table>
<thead>
<tr>
<th>Item N°</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1</td>
<td>Minutes of the public excluded portion of Council meeting of 5 December 2017</td>
<td>Confirmation of minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.2</td>
<td>Minutes of the public excluded portion of the Audit and Risk Committee meeting of 28 November 2017</td>
<td>Receipt of Minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.3</td>
<td>Report of Gerard Cleary (Manager Utilities and Roading) and Kelly LaValley (Project Delivery Manager)</td>
<td>Delegated Authority to Negotiate Agreement</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item N°</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1 – 18.3</td>
<td>Protection of privacy of natural persons To carry out commercial activities without prejudice</td>
<td>A2(a) A2(b)ii</td>
</tr>
</tbody>
</table>
CLOSED MEETING

The Public Excluded portion of the meeting occurred from 2.05pm to 2.15pm.

19. NEXT MEETING

The next scheduled meeting of the Council is on Tuesday 20 February 2018 commencing at 3.15pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 2.16pm.

CONFIRMED

________________________
Chairperson

________________________
Date
MINUTES OF THE MEETING FROM THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON TUESDAY 20 FEBRUARY 2018, COMMENCING AT 3.15PM.

PRESENT:
Mayor D Ayers (Chair), Deputy Mayor K Felstead, Councillors N Atkinson, K Barnett, R Brine, W Doody (arrived 3.18pm during item 4), D Gordon, J Meyer, S Stewart and P Williams.

IN ATTENDANCE:
J Palmer (Chief Executive), J Millward (Manager Finance & Business Support), M Edgar (Corporate Planner) and S Nichols (Governance Manager).

1. APOLOGIES
Moved: Mayor Ayers Seconded: Councillor Williams
An apology for absence was received and sustained from Councillor Blackie.
CARRIED

2. CONFLICTS OF INTEREST
Nil.

3. CONFIRMATION OF MINUTES
Minutes of a meeting of the Waimakariri District Council held on Tuesday–Thursday 30–31 January and 1 February 2018

Moved: Mayor Ayers Seconded: Councillor Felstead
THAT the Council:
(a) Defer the minutes of 30 January 2018 to the 6 March 2018 meeting.
CARRIED

4. REPORTS

4.1. Draft Long Term Plan 2018-2028, draft Consultation Document, draft 30 Year Infrastructure Strategy and draft Financial Strategy

J Millward tabled the Audit NZ opinion in relation to the Council’s Consultation Document for the proposed 2018-2028 Long Term Plan (LTP). The opinion on the consultation document stated that the document provides an effective basis for public participation in the Council’s decisions about the proposed content of the Long Term Plan because it fairly represented the matters proposed for inclusion in the LTP and identified and explains the main issues and choices facing the Council and district, and the consequences of those choices. J Millward spoke of minor changes to the staff recommendation based on Audit NZ comment and noted the reasoning for the edits.

M Edgar tabled an updated version of the Consultation Document, which addresses Audit NZ comments. J Palmer outlined the minor edits to the document. It was advised the consultation document would be viewed once more by the Auditors prior to printing and distribution to the community on 9 March 2018.
Councillor Gordon commented favourably on the layout of the document, suggesting the inside first page feature a photograph of all the councillors. J Millward noted the suggestion and would endeavour to incorporate the group council photograph into the design, subject to Audit NZ approval.

Councillor Barnett commented favourably on the document and the focus on capital projects. Councillor Barnett expressed concern at information relating to community space in Woodend/Pegasus, and queried library space. J Palmer responded by referring to the decision of the LTP budget meeting, noting budget for such a facility was in year ten (2028) and that at least one further Long Term Plan process was yet to occur before any decision of an outcome. J Palmer spoke of timing and the intent of community level of service for library space district wide. It was possible a library element would be incorporated into a service centre provision, possibly similar to the Oxford Service Centre, but any such facility would be subject to further investigation and Council reporting.

In a secondary question Councillor Barnett enquired if there were concerns of raising expectations of facilities for the Pegasus Community. J Palmer reiterated the budget resolution of approving the level of service for provision of library space of 60m² per 1000 population as the basis for district wide planning, commenting on the intent and trigger for library provision in our communities.

Moved: Councillor Gordon  Seconded: Councillor Felstead

THAT the Council:

(a) Receives report No. 180209012521;

(b) Adopts the Financial Strategy, noting it is one of the principal documents relied on for the content of the Consultation Document and is included within the Draft Long Term Plan for adoption;

(c) Adopts the 30 Year Infrastructure Strategy, noting it is one of the principal documents relied on for the content of the Consultation Document and is included within the Draft Long Term Plan for adoption;

(d) Notes the Draft Revenue & Financing Policy was previously adopted at the 7 February 2018 Council meeting and is included within the Draft Long Term Plan for adoption;

(e) Adopts the Draft Long Term Plan 2018-2028 as the principal document relied on for the content of the Consultation Document;

(f) Adopts the Audit opinion from Audit New Zealand on the Consultation document;

(g) Adopts the Consultation Document as the statement of proposal for public participation in decisions on the content of the draft LTP;

(h) Notes the Draft LTP Engagement Schedule with the special consultative procedure to open on 9 March 2018 and close on 9 April 2018;

(i) Notes the Draft LTP and the Consultation Document refers to further information and reports and this information will be provided on the Council website during the special consultative procedure from 9 March 2018 to 9 April 2018;

(j) Delegates to the Mayor and Chief Executive authority to make changes to the Consultation Document following Audit opinion and Council comments.

CARRIED
Councillor Gordon reflected on the Audit NZ comments and thanked staff for the work undertaken thus far in producing an excellent document, in which he appreciated the visual elements of the high quality document. Councillor Gordon was looking forward to the community feedback in the coming weeks.

Councillor Felstead reflected on his involvement with the Long Term Plan Steering Group and the volume of work undertaken behind the scenes to get to this stage.

Mayor Ayers thanked staff, recognising the budget process was a large and important part of Council management.

5. **NEXT MEETING**

The next scheduled meeting of the Council is on Tuesday 6 March 2018 commencing at 1.00pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 3.33pm.

CONFIRMED

________________

Chairperson

________________

Date
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO: IRU-17-54 / 180227020873

REPORT TO: Council

DATE OF MEETING: 6th March 2018

FROM: Kalley Simpson, 3 Waters Manager
Gary Boot, Senior Engineering Advisor

SUBJECT: Dudley Drain Regeneration – Request to Bring Budget Forward and Award Contract 18/01

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

1 SUMMARY

1.1 The purpose of this report is twofold:
   a) To request approval to bring forward $176,000 budgeted in the 2018/19 year to the current year to enable the Dudley Drain Regeneration project in west Kaiapoi to be completed.
   b) To request approval for Council staff to award Contract 18/01 Dudley Drain Regeneration, Raven Quay to Hilton Street to Ongrade Drainage and Excavation Ltd for a sum of $94,734.78.

1.2 This project was originally programmed to extend over two financial years, 2017/18 and 2018/19. However, the Earthquake Recovery Team have managed to complete the investigations and design and tendering, and are now in a position to award a contract to complete the project.

1.3 The advantage of bringing the $176,000 budget forward from 2018/19 to complete the project this year is that it would enable the work to be complete prior to the start of the 2018 whitebait season.

1.4 This Contract is for works to repair drainage structures and undertake regeneration works in a reach of Dudley Drain between Raven Quay and Hilton Street the north west of the Kaiapoi Town centre. The proposed work includes:
   • Site clearance, including removal of existing timber retaining walls
   • Trim and shape banks and low-flow channel
   • Construct block faced reinforced earth retaining wall up to 1.2m high

1.5 In total 3 tenders were received for this contract. In accordance with the Conditions of Tendering the tenders were evaluated by the Lowest Price Conforming Method. The Engineer's Estimate for the physical works contract was $108,614.63.

1.6 Following tender evaluation it is recommended that the tender of Ongrade Drainage and Excavation Ltd for $94,734.78 be accepted.

1.7 This contract is funded from Dudley Drain Earthquake Repairs (100470.000.5124). The tender price is not within the current available budget of $87,000, but there is a further $176,000 in the 2018/19 financial budget, which was intended to cover the Construction contact.
1.8 The construction budget was pushed back one year due to a desire to take a conservative approach to budgeting. The Earthquake Recovery Team have been able to progress this project and there are significant advantages to progressing it this year, prior to the start of the 2018 whitebait season.

1.9 Delaying tender award would result in missing the construction season this year, and delay completion of the project by around 9 months due to restricted periods of access to carry out work on Dudley Drain.

2 RECOMMENDATION

That the Council:

a) Receives report No 180227020873.

b) Resolves to bring forward $176,000 budgeted in the 2018/19 year (100470.000.5124) to the current year to enable the Dudley Drain Regeneration project in west Kaiapoi to be completed.

c) Authorises Council staff to award 18/01 Dudley Drain Regeneration, Raven Quay to Hilton Street to Ongrade Drainage and Excavation Ltd for a sum of $94,734.78.

d) Notes that this project is funded from the Dudley Drain Earthquake Repairs budget (100470.000.5124) and that providing recommendation (b) is adopted, there will be sufficient budget to complete the project this year.

e) Notes that in accordance with the Conditions of Tendering, all tenderers will be advised of the name and price of the successful tenderer, and the range and number of tenders received.

3 ISSUES AND OPTIONS

3.1 Background

3.1.1 This Contract is for works to repair drainage structures and undertake regeneration works in a reach of Dudley Drain between Raven Quay and Hilton Street the north west of the Kaiapoi Town centre. The proposed work includes:

- Site clearance, including removal of existing timber retaining walls
- Trim and shape banks and low-flow channel
- Construct block faced reinforced earth retaining wall up to 1.2m high

3.2 Tender Process

3.2.1 Tender Opening

This tender was an invited tender, and 4 firms were invited to tender.

Tenders for the project closed at 4:00pm, Wednesday 14 February 2018. In total 3 tenders were received before closing time. In accordance with the Conditions of Tendering the Tenders were opened by the Manager – Community and Recreation, and Manager – Finance and Business Support.

The Lowest Tender was received from Ongrade Drainage and Excavation Ltd for $94,734.78.
3.2.2  **Tags, Arithmetic Errors and Alternative Tenders**

The recommended tender from Ongrade Drainage and Excavation Ltd did not contain any tags.

The recommended tender from Ongrade Drainage and Excavation Ltd did not contain any arithmetic errors.

There were no alternative tenders submitted.

3.3. **Attribute and Price Evaluation**

The tender evaluation was carried out using the Lowest Price Conforming Method. The tender evaluation team consisted of:

- Bevan Pratt
- Kieran Straw
- Owen Davies

The tender evaluation team assessed the following non-price attributes:

- Relevant Experience
- Track Record
- Relevant Technical Skills (Personnel)
- Resources (Plant, Equipment, Materials)
- Relevant Management Skills
- Methodology
- Health and Safety

Reference checks were not deemed required, as Ongrade Drainage and Excavation Ltd has carried out similar works in the recent past for WDC, to a high standard.

3.3.1. **The Health and Safety risk associated with this Contract is assessed to be Medium, and therefore the minimum acceptable attribute score required for this attribute was 60.**

The table below summarises the tender price (In ascending order), non-price attribute assessment and SiteWise registration

<table>
<thead>
<tr>
<th>Tenderer</th>
<th>Tender Price</th>
<th>Satisfactory Non-Price Attributes</th>
<th>SiteWise Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor 1</td>
<td>$94,734.78</td>
<td>YES</td>
<td>97%</td>
</tr>
<tr>
<td>Contractor 2</td>
<td>$96,358.18</td>
<td>Not Assessed</td>
<td>%</td>
</tr>
<tr>
<td>Contractor 3</td>
<td>$189,690.58</td>
<td>Not Assessed</td>
<td>%</td>
</tr>
</tbody>
</table>

*note that only the attributes of the lowest tenderer are required to be checked, provided that they all pass.*

The table above demonstrates that each of Ongrade Drainage and Excavation Ltd’s non price attributes were assessed and found to pass, and that they had the lowest price of the conforming tenderers.
3.4. Options

3.5.1. The Council could authorise staff to accept the tender from Ongrade Drainage and Excavation Ltd for $94,734.78 for Contract 18/01. This is the recommended option subject to Council approval to bring forward the budget from the 2018/19 financial year.

3.5.2. The Council could reject all tenders and re-tender. This is not recommended, as the price received was competitive, within budget and less than the engineer’s estimate.

3.5.3. The Council could delay awarding the contract until the 2018/19 financial year. This would delay the awarding of the contract and likely compromise the ability to complete the works this construction season. Any such delay would mean the works would need to wait until after the 2018/19 whitebait season.

4 COMMUNITY VIEWS

4.1 Consultation

The views of the community have not been specifically sought on this matter, however this work is described on page 10 of the Waimakariri Residential Red Zone Recovery Plan.

5 FINANCIAL IMPLICATIONS AND RISKS

5.1 Financial Implications

5.1.1 The Engineer’s Estimate for the physical works contract was $108,614.63.

5.1.2 The tender price of $94,734.78 is comparable to this estimate.

5.1.3 The available budget versus the recommended tender price is summarised on the table below:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Total Budget</th>
<th>Recommended Tender</th>
<th>Outstanding Commitments (PDU Fees etc)</th>
<th>Total Projected Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dudley Drain (100470.000.5124)</td>
<td>$100,000</td>
<td>$94,735</td>
<td>$70,000</td>
<td>$165,000</td>
</tr>
</tbody>
</table>

5.1.4 The existing commitments against this budget are as follows:

- Professional Fees to Tender award - $13,000

5.1.5 The proposed commitments against this budget are as follows:

- Driveway Reconstruction 33 Hilton St - $20,000
- Planting Dudley Drain post civil works - $20,000
- Professional Fees to completion - $17,000

5.1.6 There is not adequate budget currently available to allow the tender to be accepted. However, there is $176,000 in the budget in the following financial year (FY 2018/19), as when the budgets were set, it was not known if the work could be undertaken this financial
year. The budget is therefore recommended to be brought forward to cover the costs of completing the work proposed in this financial year.

5.1.7 At this point in time, $7,000 has been spent against the budget, and there is a further $6,000 of outstanding professional fees, leaving $87,000 available to cover commitments until sufficient budget can be brought forward in order to award the construction works.

5.2 Risks

5.2.1 The normal risks associated with construction apply and these have been mitigated by the inclusion of a 5% construction contingency within the tender price.

5.2.2 The period that work can be undertaken in the Dudley Drain is restricted by Environment Canterbury resource consents, whitebait season and spawning season. Work is not allowed in flow water between May to September inclusive, and it would be very controversial to carry out work during the whitebait season of August to November inclusive. This leaves a relatively small window of December to April when the works can be undertaken. If the Contract is not awarded now, the civil works will not be able to be undertaken until December 2018 at the earliest, and the planting will then have to wait until the next planting season. Awarding the contract now would bring completion of the project forward by a year. Delaying it would also bring in cost uncertainty, given we believe we have a competitive price to do the work now.

5.2.3 This project went through a Safety in Design process to identify and eliminate Specific Risks involved in this project. All residual risks have been passed onto the Contractor to manage during construction.

6 CONTEXT

6.1 Policy

The Council has the authority to receive this report, bring the requested budget forward and approve the award of tender for the construction contract.

6.2 Legislation

The Local Government Act is relevant in this matter.

6.3 Community Outcomes

This report relates to the following community outcomes:

- There is a safe environment for all.
- There is sufficient clean water to meet the needs of communities and ecosystems.
- Core utility services are provided in a timely, sustainable, and affordable manner.
1. **SUMMARY**

1.1. The purpose of this report is to request a decision from Council on the naming of the Urban Cycleway project which runs between Rangiora and Woodend.

1.2. There have been no official requests received to name the cycle/walkway to date.

1.3. The cycle/walkway will need to be referenced by ‘a name’ in order for appropriate signage to be erected and to assist with future promotion, marketing and mapping references.

1.4. It is anticipated the community, particularly the Woodend community may expect a similar level of significance in the naming process to be given to this cycle/walkway as has been provided for the Passchendaele Memorial Path, the other Urban Cycleway project running between Rangiora and Kaiapoi.

2. **RECOMMENDATION**

THAT the Council:

(a) Receives report No: RDG-32-50/180223019153 and either

(b) Approves the name ……………………….. for the cycle/walkway which runs between Rangiora and Woodend:

Or

(c) Invite the Rununga to put a recommended name forward to the Council for consideration.

3. **BACKGROUND**

Waimakariri District has two Urban Cycleway projects currently under construction.

3.1 The Rangiora to Woodend cycle/walkway runs alongside Rangiora-Woodend Road between Rangiora and Woodend. The cycle/walkway will be off-road on the southern side of Rangiora-Woodend Road and will connect into on-road facilities at either end.
The Rangiora to Woodend cycle/walkway is anticipated to be completed late April, early May 2018, with an official opening date yet to be determined.

3.2 The Passchendaele Memorial Path (Rangiora to Kaiapoi cycle/walkway) runs from the Mafeking Footbridge near Smith Street and follows the Kaiapoi River stop-bank before passing beneath the rail bridge. The off-road path runs parallel with Linesside Road on the western side of the railway line. The northern end of the cycle path connects into existing on-road facilities at Southbrook in Rangiora.

3.3 In March 2017, following approval from both the Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards as a result of a Passchendaele Memorial Trust request, the Council approved the naming of the Kaiapoi to Rangiora cycle/walkway as the 'Passchendaele Memorial Cycle/Walkway', in memory of the fallen of the First World War battle of Passchendaele. (GOV-26-08-06/170125006380 report refers)

The name of the Passchendaele Memorial Cycle/walkway was subsequently modified by agreement amongst Councillors and Community Board members to Passchendaele Memorial Path for ease of reference. An official opening of the cycleway was held on Saturday 3 March 2018. (RDG32-50/180222018649)


4. ISSUES AND OPTIONS

4.1 Both the Rangiora to Woodend cycle/walkway and the Passchendaele Memorial Path are Urban Cycleway projects and are funded by Council, NZ Transport Agency and NZ Government (UCP).

4.2 The Rangiora to Woodend cycle/walkway connects two of the district’s communities and also provides access to and from areas of interest, such as the Tūhaitara Coastal Park and is also close to significant areas of history as well as bordering Maori Reserve 873.

4.3 The Rangiora to Woodend cycle/walkway is scheduled to be completed in late April, early May with an official opening date yet to be determined. It is anticipated this would possibly take place late May, early June. Any naming process could therefore take place as part of the opening, either prior to or after.

4.4 The term 'cycle/walkway' does not lend itself to easy promotion and the Passchendaele Memorial Path was modified by agreement to use the word ‘path’ rather than cycle/walkway. As the funding is cycleway funding, the word ‘path’ is the most appropriate to retain that connection.

4.5 Following a recent briefing to the Council there were two key options identified for naming the path.

Option 1. The Council choose a name and advise the community; This is a valid option in this case as the path crosses and impacts on three different Community Boards. The Council has representatives from across the district and therefore is the appropriate governance body to make this decision.

Option 2. The Council seek a recommendation from the Rununga; Given the location of the path the Council may choose to seek a recommended name from the Rununga.

5. COMMUNITY VIEWS

5.1. The Urban Cycleway projects, have generated a lot of enthusiastic support, positive comment and feedback from the community. Although neither cycle/walkway has officially been opened the paths, where completed, are already being used by cyclists.
5.2 There have been no official requests to name the Rangiora to Woodend cycle/walkway, however, interest in the naming process has been expressed by the Community Boards whose boundaries the path crosses.

5.3 Questions have been received in regard to the official opening of the Rangiora to Kaiapoi cycle/walkway and if/when this is happening. A perception has been expressed that the Rangiora to Woodend cycle/walkway doesn’t appear to have had the same level of publicity or importance afforded the Passchendaele Memorial Path.

5.4 Part of the Rangiora to Woodend cycle/walkway runs along the border of Maori Reserve 873.

6. **IMPLICATIONS AND RISKS**

6.1 **Financial Implications:**

There will be costs involved in initial and ongoing advertising and signage related to the Rangiora to Woodend cycle/walkway. These costs will be incurred regardless of whether there is an official name or not.

6.2 **Community Implications:**

The naming of the Rangiora to Woodend cycle/walkway would provide an opportunity to engage further with the community around cycling and active travel helping to reinforce our commitment to our Walking and Cycling Strategy.

6.3 **Risk Management:**

Community expectations need to be considered in the process of naming the path.

6.4 **Health and Safety:**

Not applicable

7. **CONTEXT**

7.1 **Policy**

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

The Council’s ‘Naming of Roads and Streets (Including private roads) Policy is not applicable in this instance as the cycle/walkway is within current road reserve, being Rangiora Woodend Road.

7.2 **Legislation**

Not applicable

7.3 **Community Outcomes**

There are wide ranging opportunities for people to contribute to the decision making that effects our District

- The Council makes information about its plans and activities readily available.
- The Council takes account of the views across the community including mana whenua.
- Opportunities for collaboration and partnerships are actively pursued

Kathy Graham
Journey Planner/Road Safety Co-ordinator
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: RDG-31/ 180115002738

REPORT TO: Council

DATE OF MEETING: 6 March 2018

FROM: Bill Rice (Senior Transport Engineer)
       Chris Sexton (Intern Engineer)

SUBJECT: Lees Road and Barkers, Kaiapoi Road Speed Limit

1. SUMMARY

1.1. The purpose of this report is to seek Council approval to change the speed limits on Lees Road and Barkers Road.

1.2. A speed limit of 60km/h is proposed on both Lees Road and Barkers Road over their entire length. Currently both roads have a speed limit of 80km/h.

1.3. In November 2017 the Kaiapoi-Tuahiwi Community Board approved consultation being carried out on the proposed changes and consultation was carried out between 27 November and 18 December 2017.

1.4. A total of 35 Submissions were received, as summarised in Table 1 below.

<table>
<thead>
<tr>
<th>Supports a 60km/h Speed Limit</th>
<th>54%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested a 50km/h limit</td>
<td>37%</td>
</tr>
<tr>
<td>Retain 80km/h limit</td>
<td>9%</td>
</tr>
<tr>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

1.5. NZTA supports the proposal in full. There have been no formal responses from the NZ Automobile Association, NZ Police or from the Road Transport Forum NZ to this proposal.

1.6. The submissions received on this proposal have been distributed to the Board along with a covering memo for their information.

1.7. Based on this feedback it is recommended the speed limit be reduced to 60km/h, however there is no opposition to a 50km/h speed limit being adopted.

Attachments:

i. Plan showing proposed speed limits (TRIM 171025114968)
ii. Submission Details (TRIM 180109001301)
iii. Memo for Speed Limit Review along Lees Road (TRIM 171025114912)
iv. Speed Survey for Lees Road (TRIM 171025114913)

2. **RECOMMENDATION**

**THAT** the Council:

(a) ** Receives** report No. 180115002738.

(b) ** Approves** the speed limit change on Lees Road and Barkers Road in Kaiapoi, as outlined below, and as shown in the attached plan (TRIM 171025114968)

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

(d) **Notes** that the Speed Limits Bylaw 2009 allows speed limits to be change by Council resolution following consultation as required by the Land Transport Rule: Setting of Speed Limits (2017).

(e) **Notes** that the submissions on this proposal have been distributed to the Kaiapoi-Tuahiwi Community Board for their information.

(f) **Notes** that a copy of this report has been provided to the Runanga Liaison Committee.

(g) **Supports** engagement with affected property owners and the community to identify and assess options to provide suitable pedestrian, cycle and vehicle facilities on Lees Road.

(h) **Notes** that any works identified in (g) above will need to be prioritised with other Council projects.

(i) **Circulates** this report to all Community Boards.

3. **ISSUES AND OPTIONS**

3.1. The expansion of the Sovereign Lakes development (north Kaiapoi), which now connects onto Lees Road has resulted in a change in how Lees Road is being used. In the past Lees Road has been used only for access to properties on Lees Road and Barkers Road. With the expansion of the Sovereign Lakes development and the connection of Bayliss Drive onto Lees Road, Lees Road is now being used as an access route to travel through and into the Sovereign developments from the Northern Motorway.

3.2. Concerns from residents, along with the expansion of Kaiapoi’s northern developments has resulted in the need to reconsider the speed limits along both Lees Road and the adjoining road of Barkers Road.
The majority of land adjacent to Lees Road is zoned Rural. The Sovereign Lakes development is zoned Residential 2. However, all of the properties in the development which are adjacent to Lees Road have access from Bayliss Drive or Sutherland Drive. The developer has included a fence along the Lees Road Boundary. It is therefore anticipated that few, if any, of these properties will have access to Lees Road.

A block of land west of Sovereign Lakes is zoned Residential 5. Nine of the residential 5 zoned properties access Lees Road via a right of way. There are also eight rural zoned properties on the south side of Lees Road between Williams Street and the Sovereign Lakes development. The lot sizes of these properties vary from 0.1 to 0.2ha. Despite the rural zoning, the land use to the south of Lees Road, between Williams Street and Bayliss Drive, is more residential than rural.

There is no kerb and channel or footpath on Lees Road. The seal width is approximately 6.0m.

Barkers Road joins Lees Road approximately 115m east of Bayliss Drive. The Lees Road road reserve continues for approximately 2.5km beyond Barkers Road. The first approximately 100m beyond Barkers Road effectively functions as a private driveway. The remainder of Lees Road is unformed.
3.7. Barkers Road continues for approximately 500m from the intersection with Lees Road. It provides access to six properties, and is sealed. The sealed carriageway is narrow (approximately 4.0m).

3.8. For the purposes of the Speed Classification Method, Lees and Barkers Road are considered to be predominantly ‘Rural’.

3.9. The NZ Speed Management Guide was published in late 2016. The guide sets out a framework to assess safe and appropriate speed limits for different road environments. It also refers to the Infrastructure Risk Assessment Tool, which assesses the on road and roadside hazards of a section of road.

3.10. The **Land Transport Rule: Setting of Speed Limits 2017** came into effect on 21st September 2017, and mandates the use of the Speed Management Guide.

3.11. Lees Road is a secondary collector road to the north of the Kaiapoi Township. Lees Road currently has a speed limits of 80km/h over its entire length. Barkers Road is a short no exit road off Lees Road with a similar environment to Lees Road.

3.12. A traffic count and speed survey was carried out on Lees Road between the 18th and 27th of September 2017. This traffic count survey found the Average Daily Traffic (ADT) to be 996 Vehicles per day for Lees Road. The survey also found that the mean speed of vehicles on Lees Road to be 62.5km/h with an 85th percentile speed of 73km/h. It is expected that the vehicle numbers on Lees Road will increase significantly as the northern end of Sovereign Lakes develops.

3.13. Using the NZ Speed Management Guide the safe and appropriate speed on both Lees Road and Barkers Road is assessed to be 60km/h. It is proposed that the speed limit be set to 60km/h on Barkers Road to remain consistent with Lees Road. This proposed speed aligns with the Land Transport Rule: Setting of Speed Limits 2017 section 4.4, which states that the Road Controlling Authority is to aim to achieve a mean operating speed of less than 10% above the speed limit.

3.14. The NZTA Safer Journeys Risk Assessment Tool is a nationwide automated desktop tool for assessing risk ratings of roads. These risk ratings can be used to identify safe and appropriate speeds for roads. This tool assesses the safe and appropriate speed to be 80km/h for both Barkers Road and Lees Road.

3.15. The NZTA Safer Journeys Risk Assessment Tool is a desktop assessment and individual consideration is recommended when assessing the safe and appropriate speed for each road.

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

4. **COMMUNITY VIEWS**

4.1. The Land Transport Rule: Setting of Speed Limits as amended requires the Council to formally consult with a number of external agencies during the review of a speed limit. The following persons or groups were asked for feedback during the consultation period:
   - The local community that is considered to be affected by the proposed speed limit
   - The Commissioner of Police
   - The Chief Executive Officer of the NZ Transport Agency
   - The Chief Executive Officer of the NZ Automobile Association Inc.
   - The Chief Executive Officer of the Road Transport Forum NZ.
At their meeting on 20 November 2017 the Kaiapoi-Tuahiwi Community Board approved consultation being carried out on the speed limit on Lees Road and Barkers Road.

In December, feedback on the proposed new speed limits was sought through advertising in the local newspapers and on the Council website. Letters were also sent to the NZTA, NZ Police, NZ Automobile Association Inc. and the Road Transport Forum NZ as required by the setting of speed limits rule.

A submission has been received from the NZTA. They support a 60km/h speed limit as proposed as quoted below.

"Further to recent correspondence the Transport Agency can confirm it supports your proposed 60km/h speed limit on Lees Road based on the current level of development and the appearance of the road."

At the time of writing no responses had been received from the Police, Automobile Association or the Road Transport Forum.

A copy of this report has been provided to the Runanga Liaison Committee.

The Consultation was publicised via Council’s website and Facebook page, and with advertisements in the Northern Outlook. In addition, approximately 75 flyers were delivered to homes in the northern Kaiapoi area which would be affected by the speed limit change. These flyers included a pre-paid postage to return to Council. Submissions were also received via email, and online, using Survey Monkey.

A total of 35 Submissions were received on the proposal. This consisted of 20 posted or emailed submissions and 15 online submissions. Table 1 below summarises the results of the submissions received.

Table 2 - Summary of Submissions Received

<table>
<thead>
<tr>
<th>Supports a 60km/h Speed Limit</th>
<th>54%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested a 50km/h limit</td>
<td>37%</td>
</tr>
<tr>
<td>Retain 80km/h limit</td>
<td>9%</td>
</tr>
<tr>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

A Lower Speed Limit of 50km/h

13 respondents (37%) suggested a 50km/h speed limit rather than that of the 60km/h limit as proposed by Council.

Response

It is acknowledged that reducing typical vehicle operating speeds to 50km/h would be likely to result in a safer road environment than 60km/h operating speeds. Further, the NZ Speed Management Guide indicates that either 50km/h or 60km/h are safe and appropriate speeds for both Barkers Road and Lees Road.

Other benefits of having a 50km/h speed limit include less speed changes for motorists travelling from the Motorway into the Sovereign Developments. With a 50km/h speed limit there would be two speed changes (100km/h to 80km/h to 50km/h), whereas a 60km/h speed limit would result in three speed changes over a short distance, potentially causing confusion for drivers due to the constantly changing speed limits.
4.12. As noted above, the land use on Lees Road is largely urban on the southern side of the road and rural on the northern side. Barkers Road is rural.

4.13. When using the Speed Management Guide for Assessing the Roads, both Lees Road and Barkers Road were assessed as Rural Roads due to not having any footpaths or kerb and channel. Both of these roads look and feel more like rural roads than urban ones.

4.14. It is considered that the limited urban development on Lees and Barkers Roads, combined with a lack of urban roadway features is likely to result in drivers perceiving the road environment as more rural than urban. Compliance with a 50km/h limit in this environment is therefore expected to be poor without further engineering measures to reinforce an urban environment.

4.15. As noted above, the Setting of Speed Limits Rule 2017 requires that “… a road controlling authority must aim to achieve a mean operating speed less than 10% above the speed limit.”

4.16. The mean operating speed on Lees Road was recorded in a speed survey (Attachment iv, TRIM 171025114913) was 62.5km/h with an 85th percentile operating speed of 73km/h. A 50km/h speed limit would require a mean operating speed of 55km/h. This would require a reduction in mean operating speed of 7.5km/h. It is considered that a more urban environment with engineering measures would be required to reduce the mean speed to within that 10% threshold.

4.18. It is therefore considered that compliance with a lower speeds in this environment may be poor with only a speed limit change and no extra measures put in place.

**Improving the Road Environment**

4.19. 34% of respondents suggested engineering improvements to Lees Road with 26% of respondents suggesting both engineering improvements and a speed reduction are required. There was a strong emphasis on measures that achieve a more urban feel to Lees Road amongst those respondents suggesting changes to the road environment. Suggested improvements included road widening, adding kerb and channel, adding footpaths, intersection improvements at both Bayliss Drive and Williams Street, and lighting improvements.

4.20. Many of the respondents who suggested further engineering improvements on Lees Road expressed concerns about the safety impacts of increased pedestrian, cyclist and vehicle numbers on Lees Road as the Sovereign Lakes development grows.

**Response**

4.21. A small number of respondents suggested making the road environment suitable for 80km/h. The urban nature of the southern side of Lees Road, combined with the expected increase in traffic make this section unsuitable for an 80km/h speed limit.

4.22. It is agreed that the expected increase in traffic, pedestrian and cycle volumes on Lees Road may have adverse safety effects. Staff therefore propose to engage with the community to identify and assess options to provide appropriate pedestrian, cycle, and vehicle facilities on Lees Road. Any works identified would need to be prioritised alongside other Council projects.
Retain the 80km/h Speed Limit

4.23. 9% of respondents wanted to keep the 80km/h speed limit. Arguments for retaining the existing speed limit arose from the perception that changing the speed limit would have little impact on the speeds at which vehicles are travelling down Lees Road due to the nature of the road environment. Those who suggested retaining the current speed limit also suggested roading improvements to help improve safety. One respondent suggested that the speed limit should only be lowered if Williams Street was too.

Response

4.24. Due to the road environment along Lees Road with the number of access ways into properties and the semi-urban nature, 80km/h is not assessed to be a safe and appropriate speed.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. The total cost to Council will be able to be met through existing budgets.

5.2. There is no significant risk to Council.

6. CONTEXT

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

6.2. Legislation
Section 145 of the Local Government Act 2002 empowers the Council to make a bylaw for its district to protect, promote and maintain public health and safety.
The Land Transport Rule: Setting of Speed Limits Rule (54001/1) requires that permanent speed limits be set by bylaw.
The Speed Limits Bylaw 2009 enables the Council to set speed limits by Council resolution.

6.3. Community Outcomes
6.3.1. There is a safe environment for all:
    • Crime, Injury and road accidents are minimised
    • Harm to people from natural and manmade hazards is minimised

6.3.2. Transport is accessible, convenient, reliable, affordable and sustainable
    • The standard of our District’s roads is keeping pace with increasing traffic numbers
## LEES ROAD / BARKERS ROAD SPEED LIMIT REVIEW SUBMISSIONS

<table>
<thead>
<tr>
<th>TRIM</th>
<th>#</th>
<th>SUPPORT 60km/h SPEED LIMIT</th>
<th>CONDITIONAL SUPPORT</th>
<th>OPPOSE AND RETAIN 80km/h SPEED LIMIT</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>171205131661</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>Makes no sense unless Williams Street is also changed</td>
</tr>
<tr>
<td>171207132952</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td>Yes, completely support a speed reduction and surprised it has not occurred earlier.</td>
</tr>
<tr>
<td>171208133510</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
<td>We fully support the Lees Road + Barkers Road speed reduction: We are Lakes subdivision residents in the 80k section - Would you consider it also time to reduce the speed limit in the section from Sovereign Palms to Pineacres as this section is going to get busier and the entrance from Williams to the subdivision is becoming dangerous to enter from the Kaiapoi direction (No clearance on left carrageway) - This has been suggested at an earlier date - no response.</td>
</tr>
<tr>
<td>171211134132</td>
<td>4</td>
<td>1</td>
<td></td>
<td></td>
<td>This had to come. 60km/h is reasonable. Maybe Lees Road could be widened a little and white lined down the middle. Also, cound it possibly be that at some stage, that Barkers Road can have some improvement at fixing some of the potholes. Its like the dodgeums! Thankyou</td>
</tr>
<tr>
<td>171211134134</td>
<td>5</td>
<td>1</td>
<td></td>
<td></td>
<td>50km should be total residential, Dogs and Kids. Very short road to be going 80km before Bayliss Dr, to narrow.</td>
</tr>
<tr>
<td>171212134742</td>
<td>6</td>
<td>1</td>
<td></td>
<td></td>
<td>As a resident of Barkers Road I do kinda support this. But I think making Lees Road wider all the way would be a very good idea and make it safer. Right now we have walkers, who walk on the road regardless of the traffic, making it dangerous for drivers and the speed limit change won't matter. I do realise, this would be expensive but as mentioned above Lees Road is now a lot busier.</td>
</tr>
<tr>
<td>171212134744</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td>We support the proposal to reduce the speed limit for Lees Road + Barkers Road. Cars travel at 100km/h and over down Lees Road. It is used as a race track at night and the early morning. People know there is no traffic police so they just put their foot down. Night and early morning are the worst times. Some of the houses have children that are in danger of being hit by a car or a truck. When trying to turn into our driveway cars are going so fast they almost run into you. Also it is dangerous cutting the grass on the street as all the vehicles are travelling fast you are concerned that they will hit you. When some of the trucks go past it feels like back to earthquake days the house shakes. There used to be a lot of people going for walks along here but there isnt many now. People are worried about the speed. We used to have a lovely quiet country road. We would like to see the speed limit dropped to 50km/h.</td>
</tr>
<tr>
<td>171212134746</td>
<td>8</td>
<td>1</td>
<td></td>
<td></td>
<td>I support lowering the speed limit. I have lived in Lees Road for 50 years and because of the Sovereign Palms development the traffic is a hundred fold busier. Cars are coming off the motorway and using Lees Road as the entrance to Sovereign Palms. There is also an increase in foot traffic, people walking their dogs, catching busses ect, children catching the buses to school in the morning and coming home later in the day.</td>
</tr>
<tr>
<td>TRIM</td>
<td>#</td>
<td>SUPPORT 60km/h SPEED LIMIT</td>
<td>CONDITIONAL SUPPORT</td>
<td>OPPOSE AND RETAIN 80km/h SPEED LIMIT</td>
<td>COMMENTS</td>
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<tr>
<td>171212134754</td>
<td>9</td>
<td>1</td>
<td></td>
<td></td>
<td>Yes definitely support it being lowered to 60kms. People come around the Williams St/Lees Road corner too fast and they do need to slow down. Might also give our kittens a better chance to get off the road as one has been hit by a car already. Noise level will also reduce as they’re not &quot;flooring it&quot; on the corner.</td>
</tr>
<tr>
<td>171213135368</td>
<td>10</td>
<td>1</td>
<td></td>
<td></td>
<td>We support the proposal to reduce the speed limit in Lees Road and Barkers Road. At present with the increased volume of traffic on Lees Road there is a need to make this area safer as it is currently a potential accident area. This is not helped by how narrow the road is and the number of large vehicles and trucks using the road. As new residents in Bayliss Drive we have observed many vehicles speed up as they approach Lees Road, and as continue at speed as they come onto Bayliss Drive. We have the following suggestions: Letterboxes At least 5 letterboxes on Lees Road are positioned at the road edge — these pose a potential danger for an accident as the road is narrow. Suggest all letterboxes are stepped back from the road edge. Road width Lees Road is wider at Williams Street turnoff and again at edge of Sovereign Lakes but narrow between these two areas. If all letterboxes were stepped back from the road this would allow the road to be widened and/or road edge to be sealed and safer for the increased volume of traffic. A centre line painted on the road would also much improve safety. Speed Reduce speed to 60 kph especially on Lees Road with clear signage in all directions. Visibility Lees Road / Williams Street intersection is a Give−way but presently has poor visibility due to overgrown vegetation on the northern side when approaching on Lees Road. Because of this you need to stop to see that the way is clear. This intersection either needs regular maintenance of the vegetation on and around the fence / road edge if it is to remain as a Give−way or be changed to a Stop sign.</td>
</tr>
<tr>
<td>171214135858</td>
<td>11</td>
<td>1</td>
<td></td>
<td></td>
<td>We support a change to 50km/h not 60km.h for safety and amenity reasons. Lees and Barkers Roads are very narrow and undivided it has become unsafe due to the increase in traffic and increase in population therefore more walkers. Also a larger number of hoons doing wheelies and throwing rubbish and bottles on side of road. Also drinking on sides of road and being a social nuisance!</td>
</tr>
<tr>
<td>171214135859</td>
<td>12</td>
<td>1</td>
<td></td>
<td></td>
<td>Yes I do support the proposal to reduce the speed limit. I think it should be reduced to 50km/h for the following reasons: 1. They are both multi function roads (Pedestrians, cyclists horses and trucks) 2. Lees and Barkers Road are narrow and undivided roads. Its a safety issue now. There is an increase in traffic, pedestrians, school children, dog walkers etc. We support a change to 50km/h not 60km/h for safety and amenity reasons</td>
</tr>
<tr>
<td>171214135860</td>
<td>13</td>
<td>1</td>
<td></td>
<td></td>
<td>Yes we do support the lowering of the speed limit but feel 50km/h would be a better option.</td>
</tr>
</tbody>
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TRIM: XX
<table>
<thead>
<tr>
<th>TRIM</th>
<th>#</th>
<th>SUPPORT SPEED LIMIT</th>
<th>CONDITIONAL SUPPORT</th>
<th>OPPOSE AND RETAIN SPEED LIMIT</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>171215136403</td>
<td>14</td>
<td>60km/h</td>
<td></td>
<td></td>
<td>We support the proposal to reduce the speed limit. We would like it to drop to 50km. There are horses that are upset by the speeding traffic. We omitted to add that from the first replies sent in, we totally agree with the Fahy's submissions including traffic calming and engineering works.</td>
</tr>
<tr>
<td>171218137107</td>
<td>15</td>
<td></td>
<td>1</td>
<td></td>
<td>Yes I support, reduce the speed limit to 50 km/h on Lees and Barkers Road. (THAT'S RIGHT) there is a lot more people on foot with children walking their dogs. SLOW Down 50km's (SAFETY)</td>
</tr>
<tr>
<td>171218137107</td>
<td>16</td>
<td></td>
<td>1</td>
<td></td>
<td><strong>Please refer to TRIM: 180209013068 For full response.</strong> Summary Below: Believes that traffic will incerease as Sovereign Palms sells more properties, with increased volumes making it clear 80km/h is unsafe. Believes that Lees Road should be classified as Urban and 50km/h. Makes points over many speed changes inciting non-compliance and a 50km/h limit will mean less speed changes. Proposes that traffic calming engineering solutions are also implemented along with retaining the narrow carrigeway. Resident expressed concerns on proposed eastern bypass.</td>
</tr>
<tr>
<td>171218137229</td>
<td>17</td>
<td></td>
<td>1</td>
<td></td>
<td>We support any action that reduces the speed limit along Lees Road. We would encourage the Council to consider reducing it to 50km/h as it applies on williams St alongside the golf course. Lees Road is narrow with no footpath for pedestrians or cyclists. Currently the problem is compounded by the number of heavy trucks. Further a 50k restriction would complement the folk in the Sovereign subdivision.</td>
</tr>
<tr>
<td>171218137235</td>
<td>18</td>
<td></td>
<td>1</td>
<td></td>
<td>I support this change in the speed restrictions due to the amount of traffic now turning in and our of Bayliss Drive at the Lees Intersection. Safety is paramount.</td>
</tr>
<tr>
<td>171218137245</td>
<td>19</td>
<td></td>
<td>1</td>
<td></td>
<td>I think it should go down to 60km/h. We Live at (Address) in a gated community, and I've noticed when we turn left out of our driveway onto Lees Road, cars are going quite fast and it's a little scary. I definitely think it will be safer lowered.</td>
</tr>
</tbody>
</table>
As residents living on Lees Road, we as a family support a reduced speed limit of 50 km/h, rather than 60 km/h, for reasons of safety and noise reduction. With the opening of Bayliss Drive (50km/h speed limit) to the Sovereign Palms subdivision, the volume of traffic has increased significantly. With greater numbers of vehicles now using Lees Road, we have found that the current speed limit of 80 km/h is far too high for members of our household to feel safe driving, walking or cycling along Lees Road. The narrowness of the road combined with the lack of center line road markings means that opposing traffic has to pass in close proximity to each other. In this situation, an 80 km/h speed limit means vehicles could have a relative closing speed of 160 km/h! A moment's inattention or misjudgement on the part of either driver would be disastrous. The lack of paved footpaths on either side of Lees Road also means that pedestrians and cyclists are often seen walking/cycling on the road itself or close to the edge of the road, including school children during weekday mornings and afternoons. With the increase in the volume of traffic using Lees Road the probability of an accident occurring has also increased - we dread the thought of such an accident occurring at the current speed limit of 80 km/h. Taking all the above into consideration, we strongly believe that a 50 km/h speed limit is more appropriate for Lees Road. This would also have the added benefit of reducing the noise level for residents living on Lees Road. Indeed, in addition to a reduced speed limit of 50 km/h, some form of traffic-calming road engineering would also help to ensure that drivers do not inadvertently exceed this speed limit, thus maximising the safety and amenity of all those using Lees Road. Thank you & kind regards, M. Kamiya 23/261 Lees Road

I definitely support the reduction in speed. I would like it to go to 50 though like the subdivisions are. There is no reason for it to be any faster than any other residential road as Lees Road is residential now, especially with the 2 subdivisions coming out on Lees Road. I live at 287 Lees Road and cars come around the Williams St corner VERY fast. I would even like a speed bump kind of thing close to our house as a lot of young drivers or drivers in souped up cars, plant boot once they turn the corner and go screaming down Lees Road. If there was a speed bump thing there they couldn't get up too much speed. A lot of people are walking down Lees Road with animals and kids, and the fast cars are very dangerous. Poor animals don't have a chance with the speed some of the cars are going.

Yes! It's become much busier

I support the proposed speed reduction.

Kinda But dropping the speed limit doesn't change the fact that lees road isn't very wide and not everybody moves to the side of the road. Plus we have silly walkers who like to use the road. Dropping the speed limit will just change a higher speed crash into not so high speed crash. Lees road needs widening!!!!!!!!!

No. But traffic control on bayliss entering into lees road would be useful
<table>
<thead>
<tr>
<th>TRIM</th>
<th>#</th>
<th>SUPPORT 60km/h SPEED LIMIT</th>
<th>CONDITIONAL SUPPORT</th>
<th>OPPOSE AND RETAIN 80km/h SPEED LIMIT</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Submission</td>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td>yes. with sovereign palms opening to Lees Rd there is more traffic and road is narrow</td>
</tr>
<tr>
<td>Online Submission</td>
<td>27</td>
<td></td>
<td></td>
<td></td>
<td>I do support the reduction in speed as a lot of school kids and people now walk along Lees Rd to get to the bus stop on Williams St. Due to the poor condition of the road, and the amount of foot traffic, and no pedestrian footpath, the road needs to be upgraded and mended with a footpath as there have been some near misses esp in dark winter hours due to people having to walk on the road.</td>
</tr>
<tr>
<td>Online Submission</td>
<td>28</td>
<td></td>
<td></td>
<td></td>
<td>Dear sir, We write in response to Council's proposal to reduce speed limits on Lees and Barkers Roads from 80km/h to 60km/h. The encroachment of the Sovereign Palms subdivision on Lees Road has had an impact on usage. Until the development arrived, Lees Road was essentially a rural road bordered by some residential properties. Now Lees Road is rapidly becoming an urban road with traffic volumes to match. When Sovereign Palms' housing construction was oriented around the initial development stages, heavy traffic entered the subdivision along Sovereign Boulevard. Now that the majority of housing construction has shifted north, it is logical that more construction vehicles choose to use the Lees Road access. However Lees Road itself is barely able to accommodate the increase, in both construction vehicles and Palms residents choosing this route to reach the motorway. As it currently stands, Lees Road is not wide enough to be an urban route. Two trucks can barely pass each other in safety, and domestic vehicles are endangered by heavy transport flicking up stones or dominating the sealed area. We have witnessed cars swerving along the roadside grass to avoid other vehicles. Sooner or later, a car will collide with one of the letterboxes that are positioned on this berm at road's edge. Street lighting along Lees Road is poor, indicative of its previous life as a rural-type road. We have personally near-missed several dogs in this area. Lighting needs improving, along with widening of the road surface, and the installation of proper curbing to define the edge of the road and provide proper drainage. Further, the minimal roadworks at the Williams Street/Lees Road intersection were inadequate to support traffic growth. A small piece of sealing was installed on Williams Street at the northern side of Lees Road, to provide a minor exit point for traffic entering Lees Road. However it did not coincide with the removal of the high earthen shoulder at that position. Now the intersection is filling with loose gravel from the edge of the shoulder, making the intersection a skid danger. The shoulder needs removing, and the intersection provided with a dedicated turning lane into Lees Road for traffic from the north. Therefore we support Council's suggestion of a speed reduction along Lees Road, but this must be accompanied by an urgent upgrade of the road, curb, lighting and intersection. Your sincerely, Phil Braithwaite and Shelley Morris, 28 Sutherland Drive, Sovereign Lakes, Kaiapoi</td>
</tr>
<tr>
<td>TRIM</td>
<td>#</td>
<td>SUPPORT 60km/h SPEED LIMIT</td>
<td>CONDITIONAL SUPPORT</td>
<td>OPPOSE AND RETAIN 80km/h SPEED LIMIT</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>-----------</td>
<td>----</td>
<td>---------------------------</td>
<td>---------------------</td>
<td>--------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Online Submission 29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>I live around this area and I have noted there is a marked increase in use of Lees Road and Barkers Road. The current speed limit of 80 is far too fast and the suggestion of 60k is not quite slow enough and I feel it would be more appropriate at 50k limit.</td>
</tr>
<tr>
<td>Online Submission 30</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>Yes, Lee road is narrow and has increased walking traffic and having car traveling at 80kph is crazy and dangerous.</td>
</tr>
<tr>
<td>Online Submission 31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>For full response see TRIM 180209013077 Summary: Believes that a reduced speed limit will not provide enhanced safety to the community. Believes road is too narrow and in bad state of repair. Believes that the road should be improved by widening and mark centre lines. Resident believes vehicles aren't travelling at 80km/h down Lees Road due to the danger. Believes that the Williams Street/Lees Road intersection needs improvement and would be more useful to do.</td>
</tr>
<tr>
<td>Online Submission 32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>I fully support the reduction in speed limit for Lees Road, but believe it should be 50km not the proposed 60km. I also believe this road needs serious work both in widening and providing a footpath. Since Baylis Drive has opened to Lees Road, there are a lot more people (including school children) walking along this road. The narrow road makes it difficult when meeting opposing traffic I regularly have to stop to allow opposing traffic to safely pass, especially when passing some of the letterboxes. The edge of the road is breaking up as traffic has to move off the seal. I notice this has already been patched- which I'm sure will not be a cost effective long term solution.</td>
</tr>
<tr>
<td>Online Submission 33</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>yes, the traffic is too fast down there and people could get hurt</td>
</tr>
<tr>
<td>Online Submission 34</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>I support a lowering of the speed limit. I often walk in this area and have to be extra careful as cars do not bother to slow down and there is no footpath.</td>
</tr>
</tbody>
</table>

**Summary:**
- 17 SUPPORT 60km/h SPEED LIMIT
- 8 CONDITIONAL SUPPORT
- 1 OPPOSE AND RETAIN 80km/h SPEED LIMIT
The purpose of this memo is to report on the findings of a speed limit review undertaken on Lees Road.

Background

Lees Road is a secondary collector road to the north of Kaiapoi Township and Sovereign Palms development. Lees Road has a speed limit of 80km/h over its full length. The road has a narrow sealed carriageway with a number of roadside hazards along its length, including power poles, closely spaced vehicle accesses and boundary fences. The Average Daily Traffic (ADT) is 966 vehicles per day.

The reason for reviewing the speed limit on Lees Road is that development has extended along Lees Road and concerns have been raised regarding the speed of vehicles.
Figure 2. Sovereign Palms development off Lees Road

**Analysis and Results**

NZTA has recently reviewed the way speed limits are managed nationally and late last year the new NZ Speed Management Guide was published. The NZ Speed Management Guide sets out a framework to set safe and appropriate speed limits for different road environments. The recommended safe and appropriate speed ranges for different Road Classes are outlined in Table 1 below.

*Table 1. Recommended safe and appropriate speed ranges for Road Classes (Figure 1.4 from NZ Speed Management Guide)*

It should be noted that the Guide considers 70km/h and 90km/h speed limits to be interim speeds rather than permanent speed limits, and requires written approval from NZTA prior to implementing.

The key factors evaluated when classifying rural roads are detailed in Table 2 below.
Table 2. Proposed Safe and Appropriate Speed Classification Method – Rural Roads (Figure 2.2 from NZ Speed Management Guide)

<table>
<thead>
<tr>
<th>Function / Feature</th>
<th>Road Safety Metric</th>
<th>Infrastructure Risk Rating</th>
<th>Safe and Appropriate Speed (km/h)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ONRC is Class 1</td>
<td>• Personal Risk ≤ Low-Medium; • Collective Risk ≤ Medium-High;</td>
<td>• 'Low'</td>
<td>• 110*</td>
</tr>
<tr>
<td>• ONRC is Class 1 – 3</td>
<td>• Personal Risk ≤ Medium; • Collective Risk ≤ Medium-High;</td>
<td>• 'Low' or 'Low-Medium'</td>
<td>• 100</td>
</tr>
<tr>
<td>• Sealed road</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Any ONRC</td>
<td>• Personal Risk ≤ Medium-High;</td>
<td>• 'Low' to 'Medium'</td>
<td>• 80</td>
</tr>
<tr>
<td>• Any ONRC</td>
<td>No road safety metric used in the assessment</td>
<td>• 'Low' to 'High'</td>
<td>• &lt;80</td>
</tr>
<tr>
<td>• Not in a rural town</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sealed road</td>
<td>No road safety metric used in the assessment</td>
<td>• 'Low' to 'High'</td>
<td>• &lt;80</td>
</tr>
<tr>
<td>• Any ONRC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Not in a rural town</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Unsealed road</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• ONRC is Class 1 – 2</td>
<td>• Personal Risk ≤ Low-Medium • Collective Risk ≤ Medium-High;</td>
<td>• 'Low' or 'Low-Medium'</td>
<td>• 80</td>
</tr>
<tr>
<td>• Rural town</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• ONRC is Class 1 – 3</td>
<td>• Personal Risk ≤ Medium</td>
<td>• 'Low' to 'Medium'</td>
<td>• 60</td>
</tr>
<tr>
<td>• Rural town</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Any ONRC rural town</td>
<td>• Personal Risk ≤ Medium-High;</td>
<td>• 'Low' to 'Medium'</td>
<td>• 50</td>
</tr>
<tr>
<td>• Rural town</td>
<td>No road safety metric used in the assessment</td>
<td>• 'Low' to 'Medium-High' • Or 'High'</td>
<td>• &lt;50</td>
</tr>
</tbody>
</table>

Note 2: Not classified as urban according to Statistics New Zealand definition.

The majority of land adjacent to Lees Road is zoned ‘Rural’, with the exception of the Sovereign Palms development to the south of Lees Road. For the purposes of the Speed Classification Method, Lees Road is considered to be predominantly ‘Rural’ given that houses within the Sovereign Palms development do not directly front onto Lees Road and there are no formalised footpaths or kerb and channel.

Lees Road is classified as a Secondary Collector Road in the ONRC and the Waimakariri District Council road hierarchy.

The majority of vehicles using Lees Road are motorcycles, cars, and vans. There is also a large portion of pedestrians, cyclists and horse riders using Lees Road on a regular basis. There is no footpath along Lees Road, however there is space within the grass berm away from the road to accommodate these users.

Using the road classification outlined in Table 1, Lees Road is a Class 3 road.

The Road Safety Metric includes two different measures of risk: Collective Risk (Crash density) and Personal Risk (Crash rate). Collective and Personal Risks are formulated using crash data over a length of road and then categorised into a respective Risk Rating band, as shown in Table 3 below.
Table 3. Risk Ratings Associated with Collective and Personal Risk

<table>
<thead>
<tr>
<th>RISK RATING</th>
<th>COLLECTIVE RISK</th>
<th>PERSONAL RISK</th>
<th>COLOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>≤0.039</td>
<td>&lt;4</td>
<td>Green</td>
</tr>
<tr>
<td>Low-medium</td>
<td>0.04 ≤ 0.069</td>
<td>4 ≤ 4.9</td>
<td>Yellow</td>
</tr>
<tr>
<td>Medium</td>
<td>0.07 ≤ 0.10</td>
<td>5 ≤ 6.9</td>
<td>Orange</td>
</tr>
<tr>
<td>Medium-high</td>
<td>0.11 ≤ 0.189</td>
<td>7 ≤ 8.9</td>
<td>Red</td>
</tr>
<tr>
<td>High</td>
<td>0.19+</td>
<td>9+</td>
<td>Black</td>
</tr>
</tbody>
</table>

In the past 10 years Lees Road has had no reported serious injury or fatal crashes occurring along its length. Therefore, Lees Road is assessed to have Low Collective and Personal Risk.

The Infrastructure Risk Rating (IRR) is a proactive model used to assess the road safety risk. Eight key features are used to determine the road safety risk along a section of road. These are road stereotype, alignment, carriageway width, roadside hazards, land use, intersection density, access density and traffic volume. The model then assigns an IRR score which is allocated within a rural or urban risk band, as shown in Table 4 below.

Table 4. IRR Score and Risk Band

Table 5 below summarises the key features and risk ratings determined along Lees Road.

Table 5. Key features of Infrastructure Risk Rating for Lees Road

<table>
<thead>
<tr>
<th>Key Feature</th>
<th>Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Stereotype</td>
<td>3.7 (Two lane undivided)</td>
</tr>
<tr>
<td>Alignment</td>
<td>1.0 (Straight or gently curved)</td>
</tr>
<tr>
<td>Road Environment</td>
<td>2.01 (Narrow lane width, no sealed shoulder)</td>
</tr>
<tr>
<td>Roadside Hazard Risk</td>
<td>1.43 (Moderate)</td>
</tr>
<tr>
<td>Land Use</td>
<td>2.0 (Urban residential southern side, remote rural northern side)</td>
</tr>
<tr>
<td>Intersection Density</td>
<td>1.25 (2 to &lt;3 intersections/km)</td>
</tr>
<tr>
<td>Access Density</td>
<td>1.3 (20+ accesses/km)</td>
</tr>
<tr>
<td>Traffic Volume</td>
<td>1.0 (&lt;1,000 veh/day)</td>
</tr>
</tbody>
</table>

The overall IRR value for Lees Road is categorised to be Low-Medium Risk.
Discussion and Recommendation

The resulting classification indicate that a speed limit of less than 80km/h is a safe and appropriate speed along Lees Road, as shown below in Table 6.

Table 6. Resulting Classification

<table>
<thead>
<tr>
<th>Function / Feature</th>
<th>Road Safety Metric</th>
<th>Infrastructure Risk Rating</th>
<th>Safe and Appropriate Speed (km/h)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ONRC is Class 1</td>
<td>• Personal Risk ≤ Low-Medium;</td>
<td>'Low'</td>
<td>110°</td>
</tr>
<tr>
<td>• Median Divided and at least 2 lanes in each direction</td>
<td>• Collective Risk ≤ Medium–High;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• No direct property access</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Grade separated intersections</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• ONRC is Class 1 – 3</td>
<td>• Personal Risk ≤ Medium;</td>
<td>'Low' or 'Low Medium'</td>
<td>100</td>
</tr>
<tr>
<td>• Sealed road</td>
<td>• Collective Risk ≤ Medium–High;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Any ONRC</td>
<td>• Personal Risk ≤ Medium–High;</td>
<td>'Low' to 'Medium'</td>
<td>80</td>
</tr>
<tr>
<td>• Any ONRC</td>
<td>No road safety metric used in the assessment</td>
<td>'Low' to 'High'</td>
<td>&lt;80</td>
</tr>
<tr>
<td>• Not in a rural town2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sealed road</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Any ONRC</td>
<td>No road safety metric used in the assessment</td>
<td>'Low to high'</td>
<td>&lt;80</td>
</tr>
<tr>
<td>• Not in a rural town2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Unsealed road</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• ONRC is Class 1 – 2</td>
<td>• Personal Risk ≤ Low-Medium</td>
<td>'Low' or 'Low Medium'</td>
<td>80</td>
</tr>
<tr>
<td>• Rural town2</td>
<td>• Collective Risk ≤ Medium–High</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• ONRC is Class 1 – 3</td>
<td>• Personal Risk ≤ Medium</td>
<td>'Low' to 'Medium'</td>
<td>60</td>
</tr>
<tr>
<td>• Rural town2</td>
<td>• Collective Risk ≤ Medium–High</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Any ONRC rural town2</td>
<td>• Personal Risk ≤ Medium–High</td>
<td>'Low' to 'Medium'</td>
<td>50</td>
</tr>
<tr>
<td>• Rural town2</td>
<td>• High pace function and concentration of active road users</td>
<td>No road safety metric used in the assessment</td>
<td>'Low' to 'Medium–High' Or 'High'</td>
</tr>
</tbody>
</table>

Note 2: Not classified as Urban according to Statistics New Zealand definition.

The existing operating speed along Lees Road was determined using data collected from a special speed count site, 400m east of Main North Road (TRIM 171025114913). A mean speed of 62.5km/h and an 85th percentile speed of 72.98km/h were recorded. Based on Table SLNZ3 Mean and 85th Percentile Operating Speeds from the Setting of Speed Limits Rule a posted speed limit of 60km/h is appropriate for this section of road, and is in line with the resulting classification above.

Barkers Road is a short no exit road off Lees Road with a similar road environment. For consistency a 60km/h speed limit is considered to be an appropriate speed along Barkers Road.

It is recommended that the speed limit on Lees Road be changed to 60km/h and the speed limit on Barkers Road also be changed to 60km/h for consistency.

Refer to the attached plan (TRIM 171025114968) showing the suggested speed limits along Lees Road and Barkers Road.
Next Steps

The setting of speed limits rule requires formal consultation on the proposed changes.

The next step will be formally requesting the Board to approve a proposal and timeframe for consultation.

Harriette Davies

Roading Projects Engineer
Waimakariri District Council Metrocount Report

Speed Statistics by Hour

Datasets:
Site: [0372ASP] LEES RD 400m east of Main North Rd <80> OS# 269
Attribute: [-43.354513 +172.667383]
Direction: 7 - North bound A>B, South bound B>A. Lane: 1
Survey Duration: 9:57 Monday, 18 September 2017 => 13:16 Wednesday, 27 September 2017,
Zone: File: 0372ASP 0 2017-09-27 1416.EC1 (Plus )
Identifier: W085X6J8 MC56-L5 [MC55] (c)Microcom 19Oct04
Algorithm: Factory default axle (v4.08)
Data type: Axle sensors - Paired (Class/Speed/Count)

Profile:
Included classes: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13
Speed range: 10 - 160 km/h.
Direction: North, East, South, West (bound), P = North, Lane = 0-16
Separation: Headway > 0 sec, Span 0 - 100 metre
Name: Default Profile
Scheme: Vehicle classification (NZTA2011)
Units: Metric (metre, kilometre, m/s, km/h, kg, tonne)
In profile: Vehicles = 8916 / 8916 (100.00%)
### Speed Statistics by Hour

**Site:**
0372ASP.1.2NS

**Description:**
LEES RD 400m east of Main North Rd <80> OS# 269

**Filter time:**
9:58 Monday, 18 September 2017 => 13:16 Wednesday, 27 September 2017

**Scheme:**
Vehicle classification (NZTA2011)

**Filter:**
Cls(1-13) Dir(NESW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Vehicles = 8916

Posted speed limit = 80 km/h, Exceeding = 482 (5.41%), Mean Exceeding = 86.78 km/h

Maximum = 130.5 km/h, Minimum = 11.1 km/h, Mean = 62.5 km/h

85% Speed = 72.98 km/h, 95% Speed = 80.31 km/h, Median = 62.37 km/h

20 km/h Pace = 53 - 73, Number in Pace = 6051 (67.87%)

Variance = 133.95, Standard Deviation = 11.57 km/h

<table>
<thead>
<tr>
<th>Hour</th>
<th>Bin</th>
<th>Min</th>
<th>Max</th>
<th>Mean</th>
<th>Median</th>
<th>85%</th>
<th>95%</th>
<th>&gt;PSL</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000</td>
<td>43</td>
<td>0.5%</td>
<td>45.2</td>
<td>66.0</td>
<td>75.7</td>
<td>83.2</td>
<td>2</td>
<td>4.7%</td>
</tr>
<tr>
<td>0100</td>
<td>29</td>
<td>0.3%</td>
<td>49.9</td>
<td>61.1</td>
<td>75.8</td>
<td>90.5</td>
<td>2</td>
<td>6.9%</td>
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<tr>
<td>0200</td>
<td>30</td>
<td>0.3%</td>
<td>48.9</td>
<td>91.6</td>
<td>84.0</td>
<td>107.2</td>
<td>7</td>
<td>23.3%</td>
</tr>
<tr>
<td>0300</td>
<td>26</td>
<td>0.3%</td>
<td>51.1</td>
<td>66.2</td>
<td>73.0</td>
<td>86.0</td>
<td>3</td>
<td>11.5%</td>
</tr>
<tr>
<td>0400</td>
<td>74</td>
<td>0.8%</td>
<td>49.6</td>
<td>66.6</td>
<td>77.1</td>
<td>83.9</td>
<td>6</td>
<td>8.1%</td>
</tr>
<tr>
<td>0500</td>
<td>203</td>
<td>2.3%</td>
<td>13.9</td>
<td>65.7</td>
<td>77.7</td>
<td>85.4</td>
<td>19</td>
<td>9.4%</td>
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<tr>
<td>0600</td>
<td>455</td>
<td>5.1%</td>
<td>11.9</td>
<td>109.1</td>
<td>75.5</td>
<td>87.0</td>
<td>40</td>
<td>8.8%</td>
</tr>
<tr>
<td>0700</td>
<td>523</td>
<td>5.9%</td>
<td>15.5</td>
<td>90.3</td>
<td>73.2</td>
<td>79.3</td>
<td>22</td>
<td>4.2%</td>
</tr>
<tr>
<td>0800</td>
<td>567</td>
<td>6.4%</td>
<td>14.3</td>
<td>96.3</td>
<td>72.5</td>
<td>79.8</td>
<td>26</td>
<td>4.6%</td>
</tr>
<tr>
<td>0900</td>
<td>460</td>
<td>5.2%</td>
<td>11.1</td>
<td>99.0</td>
<td>71.8</td>
<td>79.0</td>
<td>21</td>
<td>4.6%</td>
</tr>
<tr>
<td>1000</td>
<td>509</td>
<td>5.7%</td>
<td>11.8</td>
<td>93.2</td>
<td>72.5</td>
<td>78.8</td>
<td>21</td>
<td>4.1%</td>
</tr>
<tr>
<td>1100</td>
<td>544</td>
<td>6.1%</td>
<td>13.5</td>
<td>96.1</td>
<td>70.7</td>
<td>78.1</td>
<td>17</td>
<td>3.1%</td>
</tr>
<tr>
<td>1200</td>
<td>589</td>
<td>6.6%</td>
<td>19.6</td>
<td>86.2</td>
<td>72.1</td>
<td>78.3</td>
<td>25</td>
<td>4.2%</td>
</tr>
<tr>
<td>1300</td>
<td>554</td>
<td>6.2%</td>
<td>17.0</td>
<td>103.6</td>
<td>71.4</td>
<td>79.1</td>
<td>24</td>
<td>4.3%</td>
</tr>
<tr>
<td>1400</td>
<td>577</td>
<td>6.5%</td>
<td>16.9</td>
<td>101.8</td>
<td>72.2</td>
<td>78.9</td>
<td>28</td>
<td>4.9%</td>
</tr>
<tr>
<td>1500</td>
<td>731</td>
<td>8.2%</td>
<td>13.7</td>
<td>119.3</td>
<td>72.4</td>
<td>79.7</td>
<td>36</td>
<td>4.9%</td>
</tr>
<tr>
<td>1600</td>
<td>904</td>
<td>10.1%</td>
<td>12.2</td>
<td>100.2</td>
<td>73.1</td>
<td>79.0</td>
<td>37</td>
<td>4.1%</td>
</tr>
<tr>
<td>1700</td>
<td>801</td>
<td>9.0%</td>
<td>13.8</td>
<td>130.5</td>
<td>72.5</td>
<td>79.3</td>
<td>36</td>
<td>4.5%</td>
</tr>
<tr>
<td>1800</td>
<td>487</td>
<td>5.5%</td>
<td>21.3</td>
<td>115.0</td>
<td>74.1</td>
<td>82.8</td>
<td>32</td>
<td>6.6%</td>
</tr>
<tr>
<td>1900</td>
<td>308</td>
<td>3.5%</td>
<td>26.6</td>
<td>117.0</td>
<td>75.5</td>
<td>86.4</td>
<td>30</td>
<td>9.7%</td>
</tr>
<tr>
<td>2000</td>
<td>205</td>
<td>2.3%</td>
<td>35.0</td>
<td>100.4</td>
<td>76.8</td>
<td>83.6</td>
<td>23</td>
<td>11.2%</td>
</tr>
<tr>
<td>2100</td>
<td>152</td>
<td>1.7%</td>
<td>14.1</td>
<td>123.2</td>
<td>76.6</td>
<td>83.5</td>
<td>16</td>
<td>10.5%</td>
</tr>
<tr>
<td>2200</td>
<td>92</td>
<td>1.0%</td>
<td>23.4</td>
<td>101.5</td>
<td>72.9</td>
<td>88.3</td>
<td>6</td>
<td>6.5%</td>
</tr>
<tr>
<td>2300</td>
<td>53</td>
<td>0.6%</td>
<td>37.1</td>
<td>99.9</td>
<td>64.1</td>
<td>84.3</td>
<td>3</td>
<td>5.7%</td>
</tr>
</tbody>
</table>

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|     | 8916 | 100.0%| 11.1 | 130.5| 62.5 | 62.4 | 73.0 | 80.3 | 482 | 5.4% |
REPORT TO: Council
DATE OF MEETING: 6 March 2018
FROM: Simon Markham, Manager Strategy & Engagement
SUBJECT: Appointment to District Planning and Regulation Committee
SIGNED BY: (for Reports to Council, Committees or Boards)

1. SUMMARY
This report proposes that the process of appointment of a representative of Te Ngāi Tūāhuriri Rūnanga to the District Planning and Regulation Committee (DPRC) be initiated by the Mayor. The purpose of such an appointment would be to assist the Committee in guiding the Review of the District Plan for Council’s consideration. This will help ensure the responsibilities of the Council under legislation and the spirit and intent of its Memorandum of Understanding with Te Ngāi Tūāhuriri Rūnanga are given effect to.

2. RECOMMENDATION
THAT the Council:
(a) Receives report No. 180223019257.
(b) Requests the Mayor to recommend to the Council an appointee representing Te Ngāi Tūāhuriri Rūnanga to the District Planning and Regulation Committee for the purposes of contributing to the Committee’s work in preparing a proposed Reviewed Waimakariri District Plan

3. BACKGROUND
3.1 The DPRC has before it a significant programme of work over the next two years in preparing for the Council’s consideration a proposed Review of the Waimakariri District Plan made operative in 2005. In so doing, an overarching obligation on the Council under the Resource Management Act 1991 (RMA) is to recognise and provide for the relationship of Maori and their culture and traditions with their ancestral lands, water, sites, waahi tapu, and other Taonga.

3.2 A number of other provisions of the RMA and the Local Government Act 2002 (LGA) (see Section 7.2) mandate Councils to facilitate iwi participation in decision-making, particularly with respect to resource management matters. In line with its Memorandum of Understanding with Te Ngāi Tūāhuriri Rūnanga (MOU), the Council does this now in a number of ways such as through regular hui. Maahanui Kurataiao Ltd as specialist environmental consultants are providing significant information and advice on the District Plan Review but this is not governance level engagement. The MOU provides for appointment of Te Ngāi Tūāhuriri Rūnanga representation to committees of the Council.
4. **ISSUES AND OPTIONS**

4.1. Ensuring meaningful engagement of Maori at formative stages of preparing resource management plans is recognised by Local Government New Zealand (LGNZ) as an important issue for the sector. In guidance material released in 2017 [http://www.lgnz.co.nz/assets/Uploads/44335-LGNZ-Council-Maori-Participation-June-2017.pdf](http://www.lgnz.co.nz/assets/Uploads/44335-LGNZ-Council-Maori-Participation-June-2017.pdf) they set out a number of options. This reflects the increasing importance attached to this issue by Government, as exemplified by the passage of amendments to the RMA last year under the banner of ‘Mana Whakahono a Rohe: Iwi Participation Arrangements’. These provisions provide for an extensive process of engagement with iwi in order to arrive at enhanced ways of securing iwi involvement in Council decision-making.

4.2. The precise means of doing so are not prescribed. A range of formal and informal means are available and in use across the country ranging from hui, through advisory groups, to formal committees and joint entities. Discussions with Ngāi Tūāhuriri through the regular forum with representatives attended for the Council by the Mayor and Chief Executive have noted the increasing importance being attached to participation at formative stages in RMA policy and plan development. This helps to ensure issues and concerns are identified and addressed earlier rather than later in submission and appeal processes.

4.3. An increasingly used way of ensuring this is through representation on standing committees of Councils charged with Review of the District Plan such as is the case with Selwyn District Council. They are undertaking a Review in a comparable timeframe to Waimakariri and have for this purpose appointed representatives from Ngāi Tūāhuriri and Taumutu Rūnanga to their District Planning Committee.

4.4. From available options for ensuring appropriately mandated Ngāi Tūāhuriri advice on cultural values related to resource management through the District Plan Review a similar appointment to the DPRC is considered the best option. Under Standing Orders, the Mayor has certain responsibilities in relation to Committee appointments. It is recommended he be requested to initiate the process with Te Ngāi Tūāhuriri Rūnanga of identifying a suitably qualified and available representative to join the DPRC on those occasions it is considering matters relating to the District Plan Review. It is envisaged this appointment would, with the agreement of the new Council in 2019 be for the duration of the preparation process until such time as when the Council is in a position to notify a Proposed Reviewed District Plan. This is currently projected to be in early 2020.

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

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

The views of Te Ngāi Tūāhuriri Rūnanga representatives on the Joint Council:Rūnanga Liaison Committee have been canvassed and they support this proposal.

5.2. **Wider Community**

Views of the wider community on the matter have not been canvassed.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

An appropriate meeting allowance will need to be determined. It is envisaged the fees payable to elected members as RMA Hearings Panel members would act as a guide.
Upon identification of a suitable appointee for recommendation to the Council, the precise costs can be determined. It is anticipated this cost can be met from within existing budget.

6.2. Community Implications

Through legislation and its MOU based partnership, the Council has a particular relation with Ngāi Tūāhuriri people. It is envisaged this governance level input through Rūnanga contribution directly into DPRC recommendations on the Council’s key resource management document meaningfully acknowledges this relationship and will prove mutually beneficial in a better District Plan.

6.3. Risk Management

Having direct Ngāi Tūāhuriri involvement with the DPRC at a formative stage of the District Plan Review mitigates the risk of later divergence of view. This could otherwise arise through potential proposed provisions of the Plan that attract opposition through later statutory engagement processes.

6.4. Health and Safety

There are no particular health and safety issues that arise from extending DPRC membership.

7. CONTEXT

7.1. Policy

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

7.2. Legislation

Local Government Act 2002 - Section 14(1)(d), Section 81 (1) (a) & (b), Schedule 10, Clause 8:

14 Principles relating to local authorities

(1)(d) a local authority should provide opportunities for Māori to contribute to its decision-making processes;

81 Contributions to decision-making processes by Māori

(1) A local authority must—

(a) establish and maintain processes to provide opportunities for Māori to contribute to the decision-making processes of the local authority; and

(b) consider ways in which it may foster the development of Māori capacity to contribute to the decision-making processes of the local authority; and

8 Development of Māori capacity to contribute to decision-making processes

A long-term plan must set out any steps that the local authority intends to take, having undertaken the consideration required by section 81(1)(b), to foster the development of Māori capacity to contribute to the decision-making processes of the local authority over the period covered by that plan.

Resource Management Act 1991 – Section 6(e), Schedule 1 Clause 3b and all of Part 5 Subpart 2—Mana Whakahono a Rohe: Iwi participation arrangements:

6 Matters of national importance

In achieving the purpose of this Act, all persons exercising functions and powers under it, in relation to managing the use, development, and protection of natural and physical resources, shall recognise and provide for the following matters of national importance:
(e) the relationship of Maori and their culture and traditions with their ancestral lands, water, sites, waahi tapu, and other taonga:

Schedule 1 Preparation, change, and review of policy statements and plans

3B Consultation with iwi authorities

For the purposes of clause 3(1)(d), a local authority is to be treated as having consulted with iwi authorities in relation to those whose details are entered in the record kept under section 35A, if the local authority—

(a) considers ways in which it may foster the development of their capacity to respond to an invitation to consult; and

(b) establishes and maintains processes to provide opportunities for those iwi authorities to consult it; and

(c) consults with those iwi authorities; and

(d) enables those iwi authorities to identify resource management issues of concern to them; and

(e) indicates how those issues have been or are to be addressed.

7.3. Community Outcomes

The recommended course of action in this report furthers the following Council objective:

“Effect is given to the principles of the Treaty of Waitangi

• The Council in partnership with Te Ngāi Tūāhuriri Rūnanga continue to build our relationship through mutual understanding and shared responsibilities.

7.4. Delegations

The DPRC is delegated the authority to initiate the processing and reviews of the District Plan.
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO: GOV-29 / 180302022316

REPORT TO: Council

DATE OF MEETING: 6 March 2018

FROM: Mayor David Ayers

SUBJECT: Appointments of Councillor to Portfolio, Committees, Outside Organisations

SIGNED BY:

1. SUMMARY

1.1. The purpose of this report is to fill vacancies of Portfolio, Committees and Outside Organisations previously held by the late Councillor P Allen.

Attachments

i) Councillor Portfolio listing and Standing Committee Membership as of 1 March 2018 (Trim 161005102831)

2. RECOMMENDATION

THAT the Council:

(a) Receives report No. 180302022316.

(b) Notes under section 41A of the Local Government Act, the Mayor has the power to establish committees of the Council and to appoint the chairperson of each committee, and may make the appointment before the other members of the committee are determined, and may appoint him/herself.

(c) Revokes Councillor Stewart from the Audit and Risk Committee and appoints Councillor Stewart to the District Planning and Regulation Committee.

(d) Appoints Councillor Barnett to the Audit and Risk Committee.

(e) Appoints Councillor Barnett to the Community and Recreation Committee.

(f) Appoints Councillor Barnett as joint portfolio holder of the Community Development and Wellbeing Portfolio, noting Councillor Wendy Doody already holds a supportive role for this portfolio.

(g) Amends the timing of the second chair of Community and Recreation Committee held by Councillor Doody to 30 April 2018, rather than 31 October 2018, (as resolved by the Council in October 2016).

(h) Amends the timing of the third chair of Community and Recreation Committee held by Councillor Blackie to be from 1 May 2018 to 31 January 2019.

(i) Appoints Councillor Barnett as the fourth Chair of Community and Recreation Committee from 1 February 2019 to 9 October 2019.
(j) **Appoints** Councillor Barnett for Hearings, to the Hearings Committee.

(k) **Appoints** …………………………. as the Council’s representative on the Wellbeing North Canterbury Trust.

(l) **Appoints** Councillor ……………..…….. as the Council’s representative on the Waimakariri Art Collection Trust.

(m) **Appoints** Councillor Kirstyn Barnett to the Rangiora-Ashley Community Board in accordance with section 19F of the Local Electoral Act 2001.

(n) **Notes** all appointments cease at the end of the 2016-19 Local Body Triennial term, being 12 October 2019, unless appointed to a Council Controlled Organisation (CCO) or specifically altered by the Council.

3. **ISSUES AND OPTIONS**

3.1. In recent years, each committee has comprised of five Council members and the Mayor as an ex-officio member of each committee. This is recommended to continue. All Councillors are entitled to attend and speak at any Standing Committee, however only those appointed to that particular committee hold voting rights. Additional briefings have been scheduled for the District Planning and Regulation Committee to ensure members are fully briefed on matters pertaining to changes to the District Plan. All Councillors are encouraged to attend all briefings whenever possible.

3.2. Councillor Allen was appointed to the Community & Recreation and District Planning & Regulation Committees, the Code of Conduct Committee, the CE Review Committee and the Hearings Committee.

3.3. Former Councillor Allen was one of two councillors sharing the busy portfolio of Community Development and Wellbeing. This portfolio was jointly shared with Councillor Doody, however with the passing of Councillor Allen in August 2017 and subsequent by-election outcome it is now appropriate to fill the portfolio vacancy.

3.4. All councillors have held informal discussions with the Mayor through February, reaffirming their preferences and interests in Standing Committees and portfolios. Councillor Barnett has expressed an interest in the Community & Recreation and the Audit & Risk Committees. To enable Councillor Barnett to be appointed to the Audit & Risk Committee another Councillor would need to agree to fulfil the place of Councillor Allen on the District Planning & Regulation Committee, as the Committee delegation stipulates that five councillors are required.

3.5. The Chairperson of each standing committee are normally rotated on a 12 or 18 month basis to share the workload and assist Councillors gaining a greater understanding of each area of the Council. As Councillor Allen had chaired the Community and Recreation Committee until May 2017, the balance of time has been divided into three to enable already allocated Councillor Doody and Blackie to continue their chairing opportunity and enable Councillor Barnett a chairing opportunity in 2019.

3.6. All Councillors are appointed to the Hearings Committee. The CE Review Committee currently comprises of Councillors Atkinson, Felstead and Gordon, and is chaired by Mayor Ayers. The Code of Conduct Committee currently comprises of Councillors Atkinson, Brine and Doody and is chaired by Deputy Mayor Felstead. It is not essential that the vacancy of Councillor Allen on both the Code of Conduct and CE Review Committees are filled and it is the view of the Mayor that the current committee membership remain unchanged.
3.7. Councillor Allen was the Council’s representative on the Canterbury Rural Primary Health Organisation, and this position was filled by Councillor Gordon in December 2017. Vacant Council representation to outside organisations are Wellbeing North Canterbury Trust and the Waimakariri Arts Collection Trust.

3.8. The Chief Executive has reviewed this report.

4. COMMUNITY VIEWS
4.1. The views of Councillors have been sought in the preparation of this report.

5. FINANCIAL IMPLICATIONS AND RISKS
5.1. Remuneration will be paid in accordance with the Remuneration Authority’s determination. The Remuneration Authority has accepted and approved all Waimakariri Councillors as holding portfolios and therefore they receive a slightly higher remuneration to allow for the additional duties than the base remuneration. During the term the individual portfolio holders chair a committee related to their portfolio. No additional remuneration is provided for committee membership as that is seen as part of a Councillors normal duty.

5.2. Servicing of meetings either occurs through existing operational budgets or the hosting Council in the case of joint committees (ie Christchurch City Council or Environment Canterbury).

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

6.2. Legislation

6.3. Community Outcomes
   Council appointments contribute to the achievement of all community outcomes.

David Ayers
Mayor
COUNCIL AND COMMITTEE MEMBERSHIP
FOR TERM COMMENCING 2016

Standing Committees and Portfolio Holders

Audit and Risk Committee

- Deputy Mayor Kevin Felstead (First Chairperson – to 30 April 2018)
- Cr Neville Atkinson (Second Chairperson – from May 2018 to end of term)
- Cr Al Blackie
- Cr Sandra Stewart
- Cr P Williams
- Mayor David Ayers (ex officio)

Community and Recreation Committee

- VACANT (formerly Cr Peter Allen (First Chairperson – to October 2017))
- Cr Al Blackie (Third Chairperson – 1 November 2018 to end of term)
- Cr Robbie Brine
- Cr Wendy Doody (Second Chairperson – from 1 November 2017 to 31 October 2018)
- Cr Dan Gordon
- Mayor David Ayers (ex officio)

District Planning and Regulation Committee

- Cr John Meyer (First Chairperson – to 30 April 2018)
- VACANT (Formally Cr Peter Allen)
- Cr Neville Atkinson
- Cr Wendy Doody
- Cr Dan Gordon (Second Chairperson – from 1 May 2018 to end of term)
- Mayor David Ayers (ex officio)

Utilities and Roading Committee

- Cr Robbie Brine (First Chairperson – to 31 October 2017)
- Deputy Mayor Kevin Felstead
- Cr John Meyer
- Cr Sandra Stewart (Second Chairperson – from 1 November 2017 to 31 October 2018)
- Cr Paul Williams (Third Chairperson – from 1 November 2018 to end of term)
- Mayor David Ayers (ex officio)
### COUNCIL AND COMMITTEE MEMBERSHIP FOR TERM COMMENCING 2016

**Standing Committees and Portfolio Holders**

<table>
<thead>
<tr>
<th>PORTFOLIO</th>
<th>PORTFOLIO HOLDER (FROM OCTOBER 2016)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COUNCIL</strong></td>
<td></td>
</tr>
<tr>
<td>Iwi Relationships</td>
<td>Mayor Ayers</td>
</tr>
<tr>
<td>Canterbury Water Management Strategy</td>
<td>Councillor Sandra Stewart</td>
</tr>
<tr>
<td>International Relationships</td>
<td>Deputy Mayor Kevin Felstead</td>
</tr>
<tr>
<td>Regeneration (Kaiapoi)</td>
<td>Councillor Al Blackie</td>
</tr>
<tr>
<td><strong>AUDIT AND RISK COMMITTEE</strong></td>
<td></td>
</tr>
<tr>
<td>Audit, Risk, Long Term Plan and Excellence Programme</td>
<td>Deputy Mayor Kevin Felstead</td>
</tr>
<tr>
<td>Communications</td>
<td>Councillor Neville Atkinson</td>
</tr>
<tr>
<td><strong>COMMUNITY AND RECREATION COMMITTEE</strong></td>
<td></td>
</tr>
<tr>
<td>Greenspace (Parks, Reserves and Sports Grounds)</td>
<td>Councillor Robbie Brine</td>
</tr>
<tr>
<td>Community Facilities (including Aquatic Centres, Halls, Libraries and Museums)</td>
<td>Councillor Wendy Doody</td>
</tr>
<tr>
<td>Community Development and Wellbeing</td>
<td>Shared jointly with Councillor Wendy Doody</td>
</tr>
<tr>
<td></td>
<td>One VACANCY (from late Cr Allen)</td>
</tr>
<tr>
<td><strong>DISTRICT PLANNING AND REGULATION COMMITTEE</strong></td>
<td></td>
</tr>
<tr>
<td>District Planning Development</td>
<td>Councillor Neville Atkinson</td>
</tr>
<tr>
<td>Regulation and Civil Defence</td>
<td>Councillor John Meyer</td>
</tr>
<tr>
<td>Business, Promotion and Town Centres</td>
<td>Councillor Dan Gordon</td>
</tr>
<tr>
<td><strong>UTILITIES AND ROADING COMMITTEE</strong></td>
<td></td>
</tr>
<tr>
<td>Drainage and Stockwater</td>
<td>Councillor Sandra Stewart</td>
</tr>
<tr>
<td>Roading</td>
<td>Councillor John Meyer</td>
</tr>
<tr>
<td>Utilities (Water Supplies and Sewer)</td>
<td>Councillor Paul Williams</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>Councillor Robbie Brine</td>
</tr>
</tbody>
</table>
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO: GOV-01-15 / 180131009463
REPORT TO: Audit and Risk Committee
DATE OF MEETING: 13 February 2018
FROM: Simon Markham, Manager, Strategy & Engagement
SUBJECT: Renewal of District Promotions Contract with Enterprise North Canterbury for 2018-21 Period

SIGNATURES
(f for Reports to Council or Committees)
Department Manager
Chief Executive

1. SUMMARY

The purpose of this report is to request the Committee, to recommend to the Council, that it renews the District Promotions Contract with Enterprise North Canterbury (ENC), on similar terms and conditions as at present, for a further three year period. The contract implements the Statement of Intent the Council agreed with ENC and in turn, it provides for an annually agreed business plan and six monthly performance report on promotional activities undertaken on the Council’s behalf.

The district promotions activity was comprehensively reviewed in 2008 and 2014 and it is proposed the next such review, which would also give effect to new legislative provisions for service reviews, be undertaken in 2020 in the lead up to the contract expiry in 2021.

Attachments:

i. Overview of Tourism and District Promotions Expenditure (180131009400)
ii. Adopted ENC 2016/17 District Promotions Report to WDC (180131009376)
iii. Approved ENC 2017/18 District promotions Business Plan (180131009390)
iv. Copy of signed letter from Chair of ENC (180205011053)

2. RECOMMENDATION

THAT the Audit and Risk Committee Receives Report No. 180131009463 and recommends to the Council that it:

(a) Notes that comprehensive reviews of District Promotions Services were undertaken in 2008 and 2014.

(b) Notes that the three-year District Promotions Contract, with Enterprise North Canterbury, expires on 30 June 2018 and that contract provides for Council approval of an annual district promotions business plan setting out the scope of services that are to be provided from year to year.

(c) Renews the District Promotions Contract with Enterprise North Canterbury on similar terms and conditions as at present for a further three year period from 1 July 2018.

(d) Authorises the Chief Executive to execute, for the Council, a refreshed contract document with ENC to give effect to recommendation (c) above.

(e) Agrees that the next such review of the delivery arrangements for district promotions services, in terms of S.17A of the Local Government Act, be undertaken in 2020.
(f) **Notes** that the Audit and Risk Committee, in the lead up to the approval of the 2018/19 district promotions business plan, intend to review the following elements of the promotions activity:

- The role/structure/process of the events grants budget with the Events Funding Panel and the Promotions Portfolio Holder;
- The role and function of a physical i-Site in the context of the changing marketing and i-SITE Network landscape which is rapidly moving online.

3. **ISSUES AND OPTIONS**

3.1. Since 2005 the Council has maintained a three yearly District Promotions Contract with ENC. Key provisions of that agreement are:

- A three year term, with a right of renewal for a further three years.
- Services to be delivered are outlined in a Business Plan that is agreed annually. The agreement provides for minimum annual funding of $200,000 for services specified in the Business Plan. Formal six-monthly reporting to the Council on progress.
- While parts of the contract can be sub-contracted, the contract cannot be assigned or wholly or largely sub-contracted, without the Council’s approval.
- The Council and Enterprise North Canterbury will share information that could benefit each other, including promotion images.

**Attachment i** summarises the tourism context and the funding and spend on current promotions activities. In addition **attachments ii and iii** are ENC’s most recent annual report and business plan.

3.2. The Promotions Plan sets out proposed activities and targets for delivery against four key goals:

- **BUSINESS PROMOTION**
  - Market the district so that more businesses want to set up here
- **ENHANCE THE VISITOR EXPERIENCE**
  - Collectively market the district to visitors
  - Provide quality information services
- **CONNECT WITH RESIDENTS**
  - Increase local pride, awareness of events and endorse their own district to friends and family
- **DEVELOP NEW PRODUCTS**
  - Grow the districts offering by assisting and promoting new visitor attractions

3.3. The Committee, during 2017, received several briefings on the scope, nature and performance of district promotions activities and all elected members were invited to a half-day Workshop on this during the year. These events, and related discussions, led to the Committee to be advised of the intent to furnish this report and for staff to report prior to finalisation of the 2018/19 Annual Plan and the District Promotions Business Plan on:

- The role/structure/process of the events grants budget in association with the Events Funding Panel and the Promotions Portfolio Holder;
- The role and function of a physical i-Site in the context of the changing marketing and i-SITE Network landscape which is rapidly moving online.
3.4. Attachment iv is a letter to the Committee from the Chair of ENC requesting renewal of the contract for a further three year period and recommending the next full review of services be undertaken in 2020.

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

4. COMMUNITY VIEWS

4.1. Ongoing dialogue ENC has with the local business sector and visitor industry assisted with preparation of the statement of intent and resultant business plans/programmes.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. During 2017/18, through the District Promotions Contract, payments of $373,770 are made for services specified in the approved Business Plan. A further $47,370 is provided as an events grant fund for distribution by an independent Event Fund Advisory Group made up of external representatives. The anticipated allocation of these funds by major area of activity is as follows:

- Business Promotion - $104,000.
- Visitor Promotions and Coordination - $125,000.
- Events Grants and advice - $102,000.
- Visitor information Centre operations - $90,000.

5.2. ENC formally reports at six monthly intervals, and meets regularly with WDC staff to monitor progress and address any issues that arise.

6. CONTEXT

6.1. Community Outcomes that are particularly relevant to this report are:

- Businesses in the District are diverse, adaptable and growing.
- The Community’s cultures, arts and heritage are conserved and celebrated
- People are friendly and caring, creating a strong sense of community in the District.

6.2. Reporting relationships with ENC are established as a result of it being a Council organisation. The District Promotions Contract with ENC provides for the contractor to prepare, and for Council and the ENC Board to jointly approve, the statement of intent, annual promotions business plan and for an Annual Report to the Council against Plan.

6.3. Relevant policies in the Council’s Role in Economic Development Policy (S-CP1405) are:

"Promotion and Advocacy"

- Resource Enterprise North Canterbury and relevant business associations and through its own endeavours, promote the District as a visitor destination and support business development and training opportunities across the District.

Business Incentives and Seed Funding

- Provide through rigorous processes seed funding and other grants to organisations establishing and operating events that promote and draw visitors to the District.”

Simon Markham
Manager, Strategy & Engagement
1. Overview of Tourism in the Waimakariri District

- Tourism injects $148m per annum into our local economy
- Made up of $20k International (13%), $50k Domestic (53%) and $78k Christchurch residents (34%)
- 66,447 International Visitor nights in 2017
- Tourism generates, directly and indirectly. A Tourism Industry Association reports records 14% of all employment in Waimakariri District is tourism related.
- Visitors become customers of many and varied businesses which permeate all aspects of the community
- No other industry benefits local communities, both economically and socially, more than tourism
- Promotion Contract key objectives:
  - Operate the i-SITE
  - Promote and fund Events
  - Market the district to visitors and businesses

The largest business sectors in the Waimakariri are:

<table>
<thead>
<tr>
<th>Industry</th>
<th>Numbers of people employed</th>
<th>GDP for Waimakariri</th>
<th>Median annual earnings for individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>3,890</td>
<td>$178m</td>
<td>$51,120</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>2,934</td>
<td>$94m</td>
<td>$50,700</td>
</tr>
<tr>
<td>Agriculture</td>
<td>1,696</td>
<td>$76m</td>
<td>$31,110</td>
</tr>
<tr>
<td>Retail</td>
<td>2,383</td>
<td>$65m</td>
<td>$27,630</td>
</tr>
<tr>
<td>Tourism*</td>
<td>Approx. 2,600*</td>
<td>$148m</td>
<td>See notes below*</td>
</tr>
</tbody>
</table>

*Tourism includes other industries (such as retail and hospitality), but as estimated through eftpos and credit card spend from visitors, it is our second biggest earner and has good potential for further growth. Tourism 2025 and the Tourism Industry Association estimate that 18.3% of residents’ jobs are supported by tourism (approx. 2,600). Given that most tourism employees are based in hospitality or retail jobs, median earnings are likely to be low.
### 2. Total income and expenditure for District Promotion Contract with WDC is broken down to four areas of activity:

<table>
<thead>
<tr>
<th>What</th>
<th>Council</th>
<th>Other sources of funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Marketing to visitors</td>
<td>$124,600 ($88k staff and operating costs) leaves $37,500 for marketing LESS $5k to CNZ direct $32,500 is leveraged another $66k from businesses</td>
<td>$66,000</td>
</tr>
<tr>
<td>District Marketing to businesses</td>
<td>$104,170 ($88k staff and operating costs) leaving $16k for any marketing activity</td>
<td>$8,750</td>
</tr>
<tr>
<td>Events: Promotion Funding – direct to event organisers</td>
<td>$57,370 (this includes $44k staff and overheads) leaving $10k for marketing</td>
<td>$8,000</td>
</tr>
<tr>
<td>Kaiapoi i-SITE</td>
<td>$90,000 (all staff and overheads)</td>
<td>$107,275</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$421,140</strong></td>
<td><strong>$190,025</strong></td>
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</tbody>
</table>

On the above figures excluding 2 full time (Sarah and Gwen) and three part time (Lynley, Miles and Mel) staff working in the promotion contact there is $58,500 left in the budget from Council that is spent on marketing the district. This is leveraged another $83k from business partners, sponsors and user pay.
20 September 2017

Chief Executive Officer
Waimakariri District Council
Private Bag 1005
Rangiora

Dear Jim

Promotion of Waimakariri District
Annual Report 30 June 2017

We are very pleased with the excellent results being achieved in promoting Waimakariri District to visitors and businesses.

Key results include:

- Business Promotion: Promotion initiatives in Christchurch media and on the ENC website resulted in a very satisfying level of engagement from business interests.
- Visitor Promotion: A digital marketing campaign supplemented with key hard copy publications and attendance at selected visitor industry events raised the profile of Waimakariri District.
- Events: The number of local events receiving financial grants was increased.
- The Kaiapoi i-SITE: While the i-SITE continued to support local events organisers with ticket sales and drop off points, the level of engagement with visitors decreased due to the impact of the loss of through traffic to and from Kaikoura.

WAIMAKARIRI DISTRICT PROMOTION OBJECTIVES

To promote the District as an innovative and progressive place to live, work, stay, play, and prosper by:

- Engaging with Council, local developers and property owners to promote business development opportunities
- Marketing the District to visitors
- Promoting activities and events that engender "community identity" amongst residents, as well as stimulating domestic visitor numbers
- Maintaining services at the Kaiapoi i-SITE for visitors and residents
1. Goals

The 2016/17 Promotion Plan has four key goals, one of which is focussed generally on the business sector, and three of which are specific to the visitor industry sector.

**GOAL 1: Business Promotion (Business Sector)**

*Build a strategic and long range approach to promote market awareness of the District, predominantly by using on-line tools and a focus on key sectors and firms.*

The key values seen by businesses, developers, investors, and banks is ENC’s ability to be independent, apolitical and to offer sound impartial advice. It is a partnership-focused relationship building on good collaboration with business.

1.1 Marketing of District

A marketing plan for business promotion has been developed in conjunction with WDC staff and is implemented as follows:

**Print Media:**
ENC pulled together three paid Press articles together promoting the district as a diverse and dynamic business community:
- September 2016 - two pages on the diversity of business in Waimakariri, profiling the winners of the North Canterbury Business Awards. It was funded by the advertisers
- January 2017 – one page raising the awareness of the commercial developments
- April 2017 – one page on ‘Waimakariri Doing Business with the World’

**ENC Website:**

Twelve case studies have been written and placed on the Investment Section of the ENC website. The website has been updated to entice commercial real estate agents and developers to list their commercial property opportunities and profile their businesses. Two commercial property developers have signed up to partner with ENC.

Since launching the new website in January 2017 the Investment Section has received 2,258 visits. This makes up 4.7% of our total website visits during this timeframe.

**Social Media:**

In addition to running positive business news stories, we have been re-posting our case studies on our social media channels to drive traffic to the investment section of our website. The most popular thing we posted on Facebook was a link to the Craze case study which reached over 6,000 people. Also very popular was a re-posting of the Pita Pit case study. These stories generate reaction and interest.

1.2 Identifying the business sector gaps for the District:
ENC and WDC have agreed to put a hold on this research. It was considered that Council should progress the District Development Strategy in the first instance.

1.3 Other Business Attraction support:

The Business Support Manager interviewed 49 start-up businesses, 23 received in-depth interviews and 26 were provided with information.

ENC is proactive in approaching businesses who ‘typically’ should be here. This period has included involvement in a Compass FM Radio campaign for four weeks resulting in securing a tenant for offices above the ENC Business Centre.

Engagement with other prospective businesses included:
- Assistance to a building owner in High Street
• a developer seeking 2 ha of land for a new distribution centre
• a developer with plans for a new commercial building in Kaiapoi
• a boutique brewing company looking to set up a processing and retail sales/bar
• a coffee processing company looking to set up in the District
• Ray White owners seeking to open another branch in the region
• a local farming business progressing a new tourism venture
• a presentation to over 20 businesses about opportunities at the Waimak Junction
• Joint hosting of 12 Chinese investors/business and government people

GOAL 2: Marketing and Coordination (Visitor Industry)
Promote the District so that visitors are attracted to visit and spend in the District by the special experiences and attractions offered

2.1 Marketing

2.1.1 Marketing Promotion

• Ran a $20k Christchurch Campaign ($13k from businesses and $7k from Council) to profile the Waimakariri to the Christchurch and surrounds. We produced a “Visit the Waimakariri” 16-page tabloid which was inserted in The Press. A digital campaign began the following week to support the tabloid with an Instagram competition.
• Attended the Christchurch A&P Show for the 2nd time. This provides good visibility and showcases the district and our business partners who came along with us.
• Attended the Motorhome and Caravan Trade Show with five other Canterbury DTO’s targeting the growing motorhome market.

2.1.2 Marketing Publications

• The North Canterbury Food and Wine Trail has 20 operators in a programme which includes a guide and its distribution, a dedicated website and some promotion.
• Visit Waimakariri:
  o reprinted 5,000 copies of Waimakariri Walking and Cycling guide.
  o advertised in the spring and summer editions of the Family Times
  o Coordinated Waimakariri walks in The Breeze Walking Festival and featured in a guide that went to 20,000 homes in the Christchurch market.
  o Advertised in the AA Travel Guide; adverts were sold to business partners so Waimakariri continues to have its own feature section, editorial and three town listings on their website.
  o Completed a “Weddings” feature in The Press on the day after Valentine’s Day, with eight advertisers ensuring the page was fully funded.
  o Completed a feature on Oxford with 10 advertisers - OPAC paid a contribution to ensure the page was fully funded.
  o Hosted a ChristchurchNZ media famil with Kia Ora magazine who featured two of our business partners in their June publication.
  o Metropol published an article on the Ashley Rakahuri Estuary.
  o Advertised in the Canterbury A&P Show guide that was delivered to 80,000 homes in Christchurch.

2.1.3 Website and online channels
The website of www.visitwaimakariri.co.nz and social media is constantly updated to promote the District. In February 2017, our new website went live. Total unique visitors were 71,323 vs 79,352 for the same period last year. We continue to promote the Waimakariri through our two main social media accounts of Facebook and Instagram.
Trip Advisor continues to provide excellent rankings in most cases, with 126 Waimakariri operators now listed on this highly regarded travel website.

2.2 Coordination

2.2.1 Visit Waimakariri Visitor Industry Partnership

- Three Business Partner Newsletters were written and distributed.
- 65 partners were signed up. This number is up slightly on the previous year.
- Five key business partners established Chinese-ready product and services and included attending a China workshop run by MBIE.
- Commercial Accommodation Monitor and shows we were down 970 guest nights for the year. This is reflective of the Christchurch market, and the number of operators switching to Air BnB which is not included. Please see Appendix 1
- The Regional Tourism Estimate Spend to March 2017 was $149mill in visitor spend. This is an increase 7.5% or $10mill in two years.

2.2.2 Town Centre Promotion and Support

After discussions with key stakeholders it was agreed the Rangiora Gift Vouchers would cease sales as of 30 November 2016. All operators were fully supportive of the decision. Redemptions will cease on 30 November 2017.

2.2.3 Other Stakeholders

Regular liaison has been maintained with local, regional and national stakeholders.
- Continually working with DOC to promote Conservation Areas specially Mt Thomas. We also joined DOC in their nationwide GEO Caching event.
- In conjunction with CIAL we provided itineraries and accommodation options for the Korean Charter service during the summer.
- We hosted two Town Association Chairs meetings which included a councillor and a council representative
- Hosted a KPA/YMWU meeting to ensure all Kaiapoi interested parties provide a consistent message and work together.

GOAL 3: Events (Visitor Industry)

Promote and support quality events which reinforce the strengths and brand of the District and are embraced by the community

3.1 Event Promotion

We continue to market Waimakariri Events:
- The “Waimakariri Events Guide” is published in The Northern Outlook every month.
- A printed events guide is distributed to 140 locations. A monthly Event Newsletter is distributed to our Event database of 1205.
- Events are promoted through multiple online channels – our website and Social Media, BNZ community e-Noticeboards, Family Times, WDC e-Noticeboards, Coffee News, Latitude, ChCh Star.
- Visit Waimakariri coordinated a full page of ‘Waimakariri Events’ showcasing six key events in the local papers in September and October and November.
- The number of events promoted for the period was 828 vs 721 the previous year.

3.2 Contestable Event Funding

The Waimakariri Events Funding Group reviewed 26 funding applications with 18 events funded (19 last year) in the amount of $37,159 was granted ($44,402 last year)
180131009376

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance 1 July 2016</td>
<td>$55,737</td>
</tr>
<tr>
<td>Less Funding Rounds</td>
<td>$37,159</td>
</tr>
<tr>
<td>Closing Balance 30 June 2017</td>
<td>$18,578</td>
</tr>
</tbody>
</table>

Please see Appendix 2 for breakdown of the events approved for funding.

There was a change in the Waimakariri Event Funding Panel membership with a new panel of three members to ensure a consistent approach is maintained with no conflicts of interest.

3.3 Non Contestable Event Funding

We are in year two of the Event Funding Round and three of the original four events that received approval in 2015 have received their second-year funding.

Please see Appendix 2 for breakdown of the events approved for funding.

3.4 Assistance to Event Organisers

- Visit Waimakariri hosted a Business Partner and Event Organiser function that included a H&S presentation of the new law with 27 attending.
- Met with YouMeWeUs to see how we can support them with their community events.

GOAL 4: Kaiapoi i-SITE

Provide i-SITE services so that visitors and residents receive timely, quality information and promotion advice that encourage them to visit and meets their information needs

The Kaiapoi i-SITE serves the local community by connecting visitors with residents and businesses.

- Commissionable sales remained steady at $114,000 (up from $113,000 last year)
- Visitor numbers were down 31% on the previous 12 months, however booking transactions were up 20% (720 transactions up from 602).
- Reason for decline in visitor numbers relates to the closure of State Highway One, north of Kaikoura and at times south of Kaikoura impacting on the general flow of visitors. Kiwi Rail sales were down 48% with the Coastal Pacific out of operation and the Tranzalpine closing for 6-weeks in the peak season. Road travel from Christchurch to Picton was a deterrent for some travellers with our bookings on Bluebridge down 34% and Interislander down 2%. Kaikoura Whale watch bookings were down 6%. The limited availability for Kaikoura Encounter to Swim with the Dolphins and the large number of Cruise ships coming into Akaroa, made capturing bookings near impossible.
- The decision was made to close the Kaiapoi i-SITE on Sundays, as the level of activity was too low on these days.
- The higher profile of the i-SITE has resulted with an increased awareness from locals that we are an agent for Intercity - bookings were up 109% over the 12-month period.
- TripAdvisor reviews for Kaiapoi i-SITE totalled 14 with 13 excellent and 1 very good
2. **Financials**

<table>
<thead>
<tr>
<th>Income</th>
<th>12 Months Actual</th>
<th>Annual Budget</th>
<th>%age</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Carried Forward</td>
<td>$48,102</td>
<td>$32,837</td>
<td>146%</td>
</tr>
<tr>
<td>WDC 201/17 Payment</td>
<td>$407,270</td>
<td>$407,270</td>
<td>100%</td>
</tr>
<tr>
<td>b. Other Income</td>
<td>$56,040</td>
<td>$67,740</td>
<td>83%</td>
</tr>
<tr>
<td>c. VIC Sales and Commissions</td>
<td>$114,426</td>
<td>$90,000</td>
<td>127%</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>$625,838</strong></td>
<td><strong>$597,847</strong></td>
<td></td>
</tr>
<tr>
<td>Expenditure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Operating</td>
<td>$397,678</td>
<td>$449,308</td>
<td>89%</td>
</tr>
<tr>
<td>e. Event Grants</td>
<td>$47,073</td>
<td>$67,837</td>
<td>69%</td>
</tr>
<tr>
<td>f. VIC Purchases</td>
<td>$100,987</td>
<td>$80,840</td>
<td>125%</td>
</tr>
<tr>
<td><strong>Total Operating</strong></td>
<td><strong>$545,738</strong></td>
<td><strong>$597,985</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Surplus to carry forward**

- $80,100
- $138

a. Timing of Event funding reimbursement requests
b. Street Maps not printed this year $3k, Rangiora Gift Vouchers cancelled $4k,
c. Increased KVIC sales
d. Wage Savings Business Attraction $40k and i-SITE $3k, no Street Maps $3k and no Rangiora Gift Vouchers $4k
e. Timing of events, fund carried forward
f. Due to increase sales

3  **Conclusion**

ENC significantly increased the awareness of the Waimakariri District’s business attributes, visitor attractions and events outside the district.

Our role in marketing the district as a desirable place to set up business has produced a significant number of inquiries and positive results in some cases. We remain proactive in promoting the district and working alongside commercial real estate agents, landowners and developers.

Through the Visit Waimakariri brand, engagement with the visitor industry sector was high with effective promotion resulting. Demand remains high for the visitor event funding used to promotion of local events or to pay an event organiser to lift event performance.

The integrated approach bringing the i-SITE together with visitor marketing, events and economic development under one roof in Kaiapoi has achieved efficiencies and created a greater profile while providing a one stop shop for visitor and business information support and services.

4  **Future Developments**

Product development is now a new key objective of the District Promotion Plan for the 2017/18 year. We are already working with:
The Council and its team looking at visitor and business opportunities in regard to the regeneration land in Kaiapoi.

A dairy farm looking to develop a new tourism business venture for the Cruise Ship market and Chinese tour operators.

Hurunui Tourism and a commercial cycle tour operator (ChCh based) on the development of a new cycleway “Wheels to Wine”. Starting in Christchurch, first night in Kaiapoi and surrounds and final night in Amberley/Waipara. Early October will involve forming a steering group, developing the concept and costings and then project management.

ENC will be undertaking, in conjunction with Council, a refresh of the Waimakariri Events Strategy.

Visit Waimakariri and ENC staff will jointly promote the business and visitor opportunities of Waimakariri at the Christchurch A&P Show.

Miles Dalton is now working 20 hours per week dedicated in ‘business promotion’ including business start up advice and support, expansion of existing businesses, compiling information that will add value to investors seeking to make good financial and locational decisions.

ENC will be working closely with Council to develop joint messaging on both websites about what support is available to new businesses setting up in the District.

Heather Warwick,
Chief Executive
PROMOTION OF WAIMAKARIRI DISTRICT

2017/18 BUSINESS PLAN

Incorporating

Business Promotion
Visit Waimakariri and Events
Kaiapoi i-SITE
EXECUTIVE SUMMARY

Enterprise North Canterbury (ENC) has been contracted since 2005 by Waimakariri District Council to promote the Waimakariri District as an innovative and progressive place to stay and play and since 2012 to come and set up business in.

This is being achieved by developing a strong, positive profile promoting Waimakariri to local, national and international audiences. This aims to attract visitors and new business through marketing and events, profiling why it is worth visiting/investing in/doing business in/relocating to.

Statistics released in 2014 by the Tourism Industry Association New Zealand (TIA) showed tourism supported a higher proportion of Waimakariri District residents’ jobs than anywhere else in New Zealand. According to TIA more than one in six (18.3%) residents’ jobs in Waimakariri are supported by tourism. Despite a limited accommodation base and no single major iconic attraction, tourism expenditure now totals over $150 Million - $20M international, $53M domestic (not including ChCh) and a further $77M per annum ChCh residents visiting and spending in our district. It’s the latter proportion which boosts total expenditure to rival that of Hurunui and Kaikoura shows the importance of the often-overlooked ChCh ‘friends and family’ market comprising well over half of all visitors.

Since 2012 ENC has been working closely with local developers and Council to promote the Waimakariri District as a destination for business relocation and start ups.

WAIMAKARIRI DISTRICT PROMOTION OBJECTIVES

GOALS

To achieve the Promotion Objectives, the 2017/18 Promotion Plan has four key goals, one of which is focussed on the business sector, and three of which are specific to the visitor industry sector.

- BUSINESS PROMOTION
  - Market the district so that more businesses want to set up here

- ENHANCE THE VISITOR EXPERIENCE
  - Collectively market the district to visitors
  - Provide quality information services

- CONNECT WITH RESIDENTS
  - Increase local pride, awareness of events and endorse their own district to friends and family

- DEVELOP NEW PRODUCTS
  - Grow the districts offering by assisting and promoting new visitor attractions

THE WAIMAKARIRI STORY

Approved 2017/18 Business Plan
GOAL ONE: BUSINESS PROMOTION (Business sector)

ENC conducts marketing activities by promoting the Waimakariri District as a destination for business to setup, expand or relocate to; ENC will:

- Work with existing businesses to build capability
- Work alongside developers to promote their developments
- Understand and promote the opportunities for businesses to set up in the district
- Give advice to start-up businesses
- Opens doors (make connections) while promoting the benefits of doing business in the Waimakariri District.

The Waimakariri District Council will:

- Develop ‘business friendly’ resources and processes aimed at helping new and expanding businesses in the district
- Develop key plans and strategies aimed at creating an appropriate environment and framework for businesses to operate within – Town Centre Plans, District Development Strategies, District Plan
- Provide the services of their Business & Centres Manager to successfully navigate all the regulatory and legislative requirements

ENC’s role is one of developing close working relationships with business and developers which can involve having important and impartial conversations with businesses that Council cannot (due to its role as the regulatory authority). ENC is also able to secure private funding to leverage the Council’s investment in business promotion programmes.

1.1 Marketing the District to attract new businesses; ENC will:

- Work with local developers and building/land owners to assist them to catalyse their developments and invite them to be involved in joint marketing of the district when opportunities arise when doing media and web marketing
- Provide case studies as part of the marketing profile
- Improve social media business promotion channels
- Raise awareness of the District as a business destination via quarterly print media campaigns.
- Produce a District promotional video with support from WDC

1.2 Providing statistical information online; ENC will:

- Source and profile statistics on ENC’s investment section of the website that will provide essential and useful information required for setting up a new business in the District
- Use the website to advise of land available to build on, existing buildings for lease, connecting external interest with local providers

1.3 Creating a business profile that aligns with the visitor information profile for the District, ENC will:

- Host a significant section on ENC’s website on business investment in the Waimakariri District including lifestyle, job opportunities and education with a link to Visit Waimakariri’s website showcasing the “play” element
• Ensure there is material on community assets, employment stats, spending, social and schools
• Work with the WDC Communications team and their online editors to link content on business promotion and Council support

1.4 Working with Council, businesses and developers identify the gaps for the District, ENC will:

• Facilitate regular collective Promotions Association Chairperson meetings to provide coordination and opportunities to communicate and work collaboratively for the District
• Upon completion of the District Development Strategy and in conjunction with Council, carry out quantitative research and analysis to identify business sector gaps in the District
• Work with Council to identify opportunities for the mixed-use business zone in the regeneration areas in Kaiapoi

1.5 Other support provided by ENC Business Support Manager, ENC will:

• Interview start-up businesses, those who are developing an idea and/or those newly started in business in the district
• Welcome new businesses to the District

Targets:

• Developers engage with ENC to raise the profile of their developments on ENC’s website
• Quarterly print media campaigns are produced and part funded by businesses
• Online statistical information about the district is researched and populated on the website and promoted
• A significant section of the website will profile the district and its opportunities
• District promotional video is produced - supported by WDC resources
• Track the number of businesses ENC has met with and supported investigating setting up a business in the district

GOAL TWO: ENHANCE THE VISITOR EXPERIENCE (Visitor Industry)

Visit Waimakariri aims to position the District in the minds of locals, domestic and international travellers as a desirable destination to visit. It will continue to deliver high quality core services e.g. research, website, information, trade relationships, social media, strategic relationships with ChristchurchNZ, other DTO’s and TNZ.

To achieve this Visit Waimakariri will deliver the following objectives:

2.1 MARKETING

2.1.1 Marketing Promotion

Visitation delivers a range of benefits that can be difficult to measure but are nevertheless important, including:

• Energy, excitement, confidence and pride
Opportunities to make deals, exchange knowledge and expand networks
The likelihood that some visitors will choose to permanently relocate their talents and capital to Waimakariri

Visit Waimakariri will continue to leverage the Waimakariri District profile widely by:

- Themed advertising campaigns in the print and online targeting the Canterbury market
- Showcasing the District at a dedicated stand at the Christchurch A&P show, the CCC Walking Festival and in conjunction with WDC, the Aged Concern Expo and any other large key events within the District.
- Increasing our international tourism investment by providing a toolkit for our operators specifically targeting China, access China specific online channels through ChristchurchNZ and continue to work closer with operators to tell the stories of the Waimakariri District on TNZ.
- Creating a Trade Manual and working with ChristchurchNZ to ensure it gets to key IBO’s.
- Creating a greater presence in other target market publications e.g. Motorhome and Caravan Association Members, people interested in walks, family friendly events and activities.
- Representing Waimakariri in the Official Visitor Guide and potential other domestic campaigns produced by ChristchurchNZ.

2.1.2 Marketing publications
Coordinate the design, sale (of content) and production of the following marketing collateral:

- Waimakariri Walking & Cycling Guide (in conjunction with Dept. of Conservation)
- Town Centre street maps – Rangiora, Kaiapoi and Pegasus/Woodend
- Trade Ready IBO Manual

2.1.3 Web and online channels
Manage the following online marketing channels:

- www.visitwaimakariri.co.nz which includes business partners, i-SITE and town profiles
- Visit Waimakariri social media channels – Facebook and Instagram
- Itineraries for families, camping, outdoors and events are profiled
- Continual increase of the profile of the Waimakariri District on the Tourism New Zealand and ChristchurchNZ web portals
- Translation of key itineraries available online for identified non-English speaking international visitors, especially in Chinese

Targets:

- Attend Christchurch A&P show and coordinate the CCC Walking Festival Waimakariri Walks and report benefits of doing so
- Achieve growth in international visitors to the district measured by Stats NZ (Commercial Accommodation Monitor)
- Achieve growth in visitor spend measured by MBIE (Regional Tourism Estimate Spend)
- Achieve growth in online presence through website page visits and Facebook likes and newsletter uptake
2.2 COORDINATION

2.2.1 Visit Waimakariri Visitor Industry Partnership
Visit Waimakariri maintains Business Partners with key participants in the visitor industry as a means of ensuring collective strength and consistent messaging in the sector and to ensure partners are well informed of industry developments.
Visit Waimakariri will:
- Continue to promote and sign up business partners annually
- Communicate with partners by a quarterly newsletter containing relevant industry information
- Coordinate a yearly networking function or topical workshop for Business Partners
- Commercial Accommodation Monitors and Visitor Spend is monitored and communicated to all relevant parties
- Continue to facilitate business partner communications and forums around the key events held in Christchurch and emerging and growing international markets of which the Waimakariri would appeal.
- Work alongside trade ready products to ensure they are represented at TRENZ and, where possible, to Inbound Tour Operators by ChristchurchNZ
- Host annual familiarisation visits by ChristchurchNZ, inviting TNZ, IBO’s and Air NZ to also attend.

2.2.2 Town Centre Promotion and Support
ENC’s role is to ensure that individual town organisation promotion programmes are well coordinated and complement one another to achieve a stronger district wide profile.
This will be achieved by:
- Coordinating and hosting regular meetings to maintain effective relationships with the Town Centre Promotion Association’s chairs and staff
- Support and cooperate with Council, Town Community Boards and the Town Centre Association’s.
- Identifying joint promotional opportunities

2.2.3 Other Stakeholders
When undertaking marketing projects, ENC will liaise with other stakeholders where appropriate:
- Town Centre Promotion Associations
- Waimakariri District Council
- Te Kohaka o Tuhaitara Trust
- Department of Conservation
- Canterbury Regional and District Tourism Organisations
- Tourism New Zealand

Targets:
- Achieve growth in business partners to fund website
- Achieve more awareness of the district with other tourism agencies which results in more inbound bookings
- Greater awareness of the Mt Thomas Conservation Park and Tuhaitara Coastal Park

2.3.1 OPERATING AND GROWING THE KIAIAPOI i-SITE
Approved 2017/18 Business Plan
The Kaiapoi i-SITE is the official Visitor Centre for Waimakariri District and has national i-SITE accreditation. It provides coordinated, consistent and professional District-wide information to residents and visitors, as set out in i-SITE standards and requirements.

- The i-SITE focus will continue to be the high standard delivery of information services. There will be continued emphasis on staff training, attend i-SITE Conference for increased knowledge and product presentations
- Strengthen customer relationships by developing a programme of regular contact and familiarisation of the District tourism businesses
- External revenues will be maximised contained by:
  - Raising the awareness of local residents and operators of the services available through the Kaiapoi i-SITE to achieve increased sales, bookings and commissions.
  - Managing and promoting fishing rod hire at the i-SITE
  - Acting as a ticketing agent for Dash, i-Ticket and NC Music Society

**Targets:**

- Meet i-SITE NZ membership accreditation
- Achieve income from business partners and commissions
- Communications plan with business partners is developed and implemented
- Maintain business partners
- Distribute all District marketing collateral

**GOAL THREE: CONNECT WITH RESIDENTS (Visitor Industry)**

Visit Waimakariri will promote and support the district’s quality events, which reinforce the strengths and brand of the Waimakariri District to the local and domestic markets. Events raise the profile of the District.

**3.1 Event Promotion**

Visit Waimakariri will raise the awareness of what Waimakariri has to offer including the many attractions our residents support such as local markets and events. This includes leveraging their personal networks (social media and word-of-mouth).

Develop and manage an Events Marketing and Communications Plan for the promotion of events in the Waimakariri District to residents and visitors, including:

- Produce a monthly Waimakariri Event Guide showcasing key visitor events, including the distribution of the guide and growth of the listings and distribution channels
- Produce an email newsletter showcasing events, walks and business partner promotions – currently monthly.
- Coordinate collective marketing of visitor attraction events – to gain a much greater reach with joint funding
- Manage event poster display on promotional signboards at the WDC Rangiora Service Centre and the Mega Mitre 10 Sports Centre and look to expand these signboards into other district locations
Investigate advertising collective events around a common time including school holiday promotional programmes, seasonal and outdoor events.

3.2 Contestable and Non-Contestable Event Funding

Provide a contestable and non-contestable events fund for the promotion of events and/or to fund event coordination.

Maintain and adhere to the funding conditions (e.g. allocations, criteria and application forms) of the event fund with the Events Funding Panel, and implement any enhancements to ensure criteria are relevant, realistic and achievable.

The Events Funding Panel1 will meet twice a year to review applications for visitor and community events applying to the Waimakariri Event Fund Contestable Fund and once a year when funding is available to review applications for established visitor events applying to the Waimakariri Event Fund Non-Contestable Fund.

3.3 Assistance to Event organisers

Add value to the events sector by:

- Providing a support role for event development and planning with existing and new event organisers as required. This may include assisting organisers with event management and marketing plans, but does not extend to delivering or managing events.
- Updating the online Waimakariri Event Toolkit, and offer it as a digital resource
- Continuing to work alongside event organisers to promote their events and identify any existing or new events that have the potential to grow and improve the districts attraction to visitors

Targets:

- Number of events currently promoted (800) increases by 5%
- Waimakariri Events Calendar distribution and the database continues to increase
- The non-contestable and contestable event fund is fully subscribed
- Event Organisers receive templates, advice and are trained to provide professional events

3.4 District Event Signage

Work with Council, Community Boards and Promotions Associations to develop a District permanent signage strategy.

GOAL FOUR: DEVELOP NEW PRODUCTS

Developing the Waimakariri District as a tourism destination includes improving and supporting existing operators and working with private sector investors to plan and develop new visitor attractors that leverage the Waimakariri offering.

New areas of development include:

1 This Event Funding Panel comprises: Robin Brown, Nicola Cull and Claire Gifford
• Work with Council to develop the ‘Waimakariri Story’ including producing videos of the district showcasing its tourism attractions and activities
• Work with Council to develop and produce content for its new Waimakariri App
• Create new maps promoting the district’s walking and cycling trails
• Identify and support new rural experiences such as a dairy farm visitor attraction
• Celebrate culture of local iwi

Targets:
• New video produced showcasing the District’s attractions
• New Waimakariri App has successful uptake
• New district wide walking/cycling map developed and printed
• New rural tourism product commenced
• Progress opportunities to promote culture of local iwi (eg food forest, interpretive stories)
28 August 2017

Audit & Risk Committee
Waimakariri District Council

Dear Committee Members,

ENC has successfully promoted the Waimakariri District since 2005 under contract with WDC. The delivery of promotion services by ENC is subject to a Business Plan and Budget process and related funding approvals by Council annually; with six month and annual written reporting to Audit & Risk Committee.

It is our understanding that as part of the Local Government Act Section 17A provisions Councils are required to review the method of delivery of Council services on a six year programme and that you will considering your 2018-24 programme for this over coming months.

We are aware that ENC's contract for Promotion Services with WDC runs until June 2018. We note that a major review of all aspects of district promotion including visitor and new business marketing, events and i-SITE services was undertaken by WDC in 2014 which extended the then current contracted scope of services. This followed a significant review in 2008 which confirmed the current contractual arrangement.

In light of this significant recent review activity we are recommending that the contract with Council be renewed for a further three year period to June 2021. We would support the next review of our services/the contractual arrangement being undertaken by Council nearing the end of that three year term.

In the meantime we recommend that,

- i-SITE (1 FTE):
  - Leave the i-SITE as part of the delivery of services for the term of the next contract while Kaiapoi is in its regeneration phase

- District Promotions (1 FTE):
  - Continue to leverage investment from sponsors and businesses to fully fund the Visit Waimakariri website, official visitor guide, town street maps, event advertising pages in the newspapers, town profiles and the Walking and Cycling Guides and marketing campaigns

- Events (.5 FTE):
  - Build a strong District profile by promoting events that deliver economic, social and cultural benefits while contributing to residents' perception of their quality of life and 'place'
  - Manage and distribute Council’s annual event funding budget of $45,000 ($15k for non-contestable funding and $30k for contestable funding)
• Continue to promote over 750 events through extensive online channels and outlets throughout the district
• Business Attraction (.5 FTE):
  o Work closely with Council to raise market awareness of the district to attract new businesses to set up while retaining expanding businesses
  o Maintain partnerships with developers and sponsors to advertise and promote the district as a business destination in the Press quarterly
  o Build a strong online profile, in conjunction with Council, to present the district as a quality destination for business and is business friendly

The current integrated model that ENC has with WDC, as the CCO, delivering marketing services, event promotion, i-SITE management and business support, is aligned with many other Councils throughout New Zealand, including the new Christchurch City Council entity, Christchurch NZ.

A great result for ENC and the Council has been bringing the economic and tourism development activities under one roof in Kaiapoi. Both in terms of staffing efficiencies but also profile while providing a one stop shop for visitor and business information support and services.

The ability of ENC to gain support from Government, the private sector and sponsors on various projects and activities is a very effective way of leveraging Councils’ funds. ENC has confidence that this will continue. We have developed trusted relationships with businesses, developers, event organisations and organisers, tourism operators, government organisations, local community groups.

ENC is very grateful for the Council’s investment in district promotion and business support and investment and will continue to strive to maintain high standards of delivery and engagement.

Yours sincerely
Nick Harris
Chair,
Enterprise North Canterbury
1. SUMMARY

1.1 The purpose of this report is to seek the Board’s recommendation that the Council approves the re-classification of Reserve 1651 which is located at 470 Woodstock Road, Oxford.

1.2 The reserve was set aside for public recreation (public domain) by New Zealand Gazette 1878 page 1670. In 1962 the Oxford County Council was appointed to control the reserve as the Domain Board (NZ Gazette 1962 page 1293).

1.3 Since 1995 the reserve has been used by Council for the dispersal and treatment of sewage with the balance being planted in pine trees. Council’s current use of the land does not fit with, and is in contradiction with, the current public recreation reserve classification.

1.4 It is recommended that Council classify the reserve to Local Purpose (Sewerage and Plantation) Reserve. This classification will correctly identify and reflect Council’s use of the land.

1.5 Waimakaririri District Council has delegated authority to classify this reserve from the Minister of Conservation.

Attachments:

i. Aerial image (Trim No. 180124005947)
ii. Title (gazettes) (Trim No. 180124005946)

2. RECOMMENDATION

THAT the Oxford Ohoka Community Board

a) Receives report No. 180109001167

Recommends that the Council:

Approves under the Reserves Act 1977 to classify the reserve described in the schedule as Local Purpose (Sewerage and Plantation) reserve, subject to the provisions of the Act.
Canterbury Land District – Waimakariri District

Schedule

<table>
<thead>
<tr>
<th>Area (Ha)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>87.4120</td>
<td>Reserve 1651 (<em>New Zealand Gazette</em> 1878 page 1670)</td>
</tr>
</tbody>
</table>

b) **Notes** that a subsequent report will be presented should any objections be received following public advertising.

3. **ISSUES AND OPTIONS**

3.1. Council has used the land as a sewerage dispersal field for a number of years. The proposed classification will correctly identify and record Council’s use of the land. It is recommended that the classification be approved by Council, subject to no public submissions or objections.

3.2. Should Council not classify the reserve it will continue to be held in trust as a public recreation (public domain) which is in contradiction to Council’s current use.

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

3.4. The approximate timeline for completion will be as follows:
   - Prepare public notice, resolution, submission period, publish and register new gazette notice is approx. 10 week process

4. **COMMUNITY VIEWS**

4.1. A notice will be published in the Northern Outlook newspaper seeking public submissions or objections to the proposed classification. The public will have one month to object to the change.

4.2. Should any objections be received a subsequent report will be presented to Council.

5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. Council’s current use of the land does not align with the current classification for public recreation (public domain). The proposed classification of Local Purpose (Sewerage and Plantation) reserve will correctly identify and permit Council’s current uses. There are penalties associated with the Reserves Act for unauthorised acts on reserves, this holds a penalty of a fine not exceeding $200,000.

5.2. There is a risk that members of the public may object to the proposed classification. This is, however, considered unlikely as Council have used the land in this manner for many years and the proposed classification is to perfect the existing situation.

5.3. The public recreation (public domain) classification promotes public access and use of the land. This poses a health and safety issue to Council as access to the sewerage dispersal fields should be restricted.

5.4. The costs associated with changing the status of this Reserve will not exceed $6,000.

6. **CONTEXT**

6.1. **Policy**

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

The land is subject to the provisions of the Reserves Act 1977. Section 24 of the Act requires public notification and section 16 provides the mechanism to classify reserves.

Monese Ball
Property Officer

NORMAN, Governor.

ORDER IN COUNCIL.

At the Government House, at Wellington, this eleventh day of November, 1878.

Present:

HIS EXCELLENCY THE GOVERNOR IN COUNCIL.

WHEREAS by the eleventh section of “The Public Domains Act, 1860,” it is enacted that the Governor, by Order in Council, may from time to time delegate all or any of the powers by the said Act conferred upon any person, for any period, and subject to such stipulations as may be specified in such order, and that every such delegation may from time to time in like manner be altered or revoked; and whereas it is enacted by “The Public Domains Act, 1865,” that the word “person” in the foregoing section of “The Public Domains Act, 1860,” shall be deemed to include more persons than one: And whereas, pursuant to “The Public Reserves Act, 1877,” by an Order in Council of even date herewith, the land described in the Schedule thereto is declared to be brought under and to be subject to the said “Public Domains Act, 1860.”

Now, therefore, His Excellency the Governor, by and with the advice and consent of the Executive Council of the Colony of New Zealand, doth, by this present Order, delegate all the powers conferred by the Act first above mentioned, except the powers under or conferred by subsections five and ten of section five and section eleven, to the under-mentioned persons, who shall be known as the “Oxford Recreation Domain Board”:

JOSEPH PEARSON, Senior,
RICHARD PERRHAM,
JOHN MULLINS,
JOHN ROBERTS PEARSON,
JOHN R. GORTON

(beneath referred to as “the Board.”), subject to the stipulations hereinafter contained, that is to say:

1. The Board shall meet for the transaction of business, on the first Monday in each month, at seven o’clock in the evening, at the office of the Oxford Road Board, or at such other time or place as may from time to time be fixed by the Board. The first meeting shall be held on Thursday, the twelfth day of December, one thousand eight hundred and seventy-eight.

2. Special meetings may be convened by the Chairman, or by any two members of the Board, provided that two days’ notice of such meeting be given to each member specifying the business to be transacted at such special meeting; and no other business than that so specified shall be transacted at such meeting.

3. Any three of the said Board shall form a quorum. Any meeting may be adjourned from time to time.

4. The members of the Board shall at their first meeting, and thereafter at an annual meeting to be held on the first Monday in January in every succeeding year thereafter, elect one of themselves to be Chairman, who may join in the discussion, and shall have an original as well as a casting vote. The Chairman shall hold office until the election of his successor.

5. If at any meeting the Chairman is not present at the time appointed for holding the same, the members present shall choose some one of their number to be Chairman of such meeting.

6. If, by resignation, death, or incapacity, or otherwise, the office of Chairman shall be or become vacant the members may at any monthly or special meeting appoint a Chairman.

7. All questions shall be determined by the majority of votes of the members of the Board present at a meeting.

Forster Goring, Clerk of the Executive Council.


NORMAN, Governor.

ORDER IN COUNCIL.

At the Government House at Wellington, this eleventh day of November, 1878.

Present:

HIS EXCELLENCY THE GOVERNOR IN COUNCIL.

BY virtue of the powers and authorities vested in me by the eleventh section of “The Public Reserves Act, 1877,” I, George Augustus Constantine, Marquis of Normanby, Governor of the Colony of New Zealand, by and with the advice and consent of the Executive Council of the said colony, do hereby order and declare that the reserve made for public recreation in the Provincial District of Canterbury, and known as the “Oxford Recreation-ground,” and described in the Schedule hereto, shall be and the same is hereby brought under the operation of and declared to be subject to the provisions of “The Public Domains Act, 1860,” and its amending Acts; and such domain shall hereafter be managed, administered, and dealt with in manner directed by the said Acts.

SCHEDULE.

All that area in the Provincial District of Canterbury containing by measurement two hundred and sixteen (216) acres, more or less, being Section numbered 1651 (in red). Bound to the West by Section numbered 2550 for a distance of forty-eight (48) chains sixty-four (64) links; towards the South by the Eyre Road South for a distance of thirty-four (34) chains eighty-eight (88) links; and towards the East by Section numbered 24130; and also by a line in continuation of its western boundary, a distance altogether of fifty-one (51) chains fifty-five (55) links; as the same is delineated on the official map in the Provincial District Survey Office, Christchurch.

Forster Goring, Clerk of the Executive Council.

Moa Flat and Ettrick Recreation-ground brought under “The Public Domains Act, 1860.”

NORMAN, Governor.

ORDER IN COUNCIL.

At the Government House, at Wellington, this eleventh day of November, 1878.

Present:

HIS EXCELLENCY THE GOVERNOR IN COUNCIL.

BY virtue of the powers and authorities vested in me by the eleventh section of “The Public Reserves Act, 1877,” I, George Augustus Constantine, Marquis of Normanby, Governor of the Colony of New Zealand, by and with the advice and consent of the Executive Council of the said colony, do hereby order and declare that the reserve made for public recreation in the Provincial District of Otago, and known as the “Moa Flat and Ettrick Recreation-ground,” and described in the Schedule hereto, shall be and the same is hereby brought under the operation of and declared to be subject to the provisions of “The Public Domains Act, 1860,” and its amending Acts; and such domain shall hereafter be managed, administered, and dealt with in manner directed by the said Acts.
Appointment of the Waitangi Beach Reserve Society, Incorporated, to Control and Manage a Reserve

Pursuant to the Reserves and Domains Act 1953, the Minister of Lands hereby appoints the Waitangi Beach Reserve Society, Incorporated, to control and manage the reserve described in the Schedule hereto, subject to the provisions of the said Act, as an historic reserve for a period of seven years from the date hereof.

SCHEDULE

Otago Land District—Mapoutahi Pa Historic Reserve
Sections 57A and 1340n, Block IV, North Harbour and Blue-skin Survey District: Area, 4 acres, more or less.

Dated at Wellington this 3rd day of August 1962.

R. G. GERARD, Minister of Lands.

(L. and S. H.O. 1/893; D.O. 8/3(1121))

Reappointment of Appointment of Oxford Domain Board, Amendment of New Board, and Union of Oxford and George Domains

Pursuant to the Reserves and Domains Act 1953, the Minister of Lands hereby renews the appointment of the Oxford Domain Board as published in the Government Gazette, 5 May 1955, Vol. II, page 740, and appoints the Oxford County Council to be the Oxford Domain Board to have control of the reserve described in the First Schedule hereto, subject to the provisions of the said Act, as a public domain, and also declares that on and after the 1st day of September 1962 the public domain described in the First and Second Schedules hereto shall be united to form one public domain to be known as the Oxford Domain.

FIRST SCHEDULE

CANTERBURY LAND DISTRICT—OXFORD DOMAIN

Reserve 1651, situated in Blocks VIII and XII, Oxford Survey District: Area, 261 acres, more or less (S.O. Plan 5866.) Reserve 4133, situated in Block VIII, Oxford Survey District: Area, 1 rood 33 perches, more or less. All certificate of title, Volume 687, folio 26 (limited to as parcel).

Reserve 4158, situated in Block VIII, Oxford Survey District: Area, 8 acres 2 roods 26 perches, more or less. All certificate of title, Volume 125, folio 120.

Reserve 4432, situated in Block VI, Oxford Survey District: Area, 10 acres and 3 perches, more or less (formerly shown acres). All certificate of title, Volume 144, folio 190.

(L. and S. H.O. 1/316; D.O. 8/3(91))

SECOND SCHEDULE

CANTERBURY LAND DISTRICT—ASHLEY GORGE DOMAIN

Reserve 3094, situated in Block IV, Oxford Survey District: Area, 11 acres, more or less (S.O. Plan 1422.) Reserve 3221, situated in Block XVI, Upper Ashley Survey District, Block XIV, Mount Thomas Survey District, Block I, Mairaki Survey District: Area, 432 acres, more or less. (S.O. Plan 5914.)

(L. and S. H.O. 1/496; D.O. 8/3(86))

Dated at Wellington this 1st day of August 1962.

R. G. GERARD, Minister of Lands.

Board Appointed to Have Control of Rotherham Domain

Pursuant to the Reserves and Domains Act 1953, the Minister of Lands hereby appoints a member of the Amuri County Council representing the Rotherham Riding to be appointed in that behalf by the County Council.

Mervyn David Chirk,
Guy Palmer-Dampier-Crossley,
Robert Bruce Henderson, and
Andrew Clement Rutherford Robinson

to be the Rotherham Domain Board to have control of the reserve described in the Schedule hereto, subject to the provisions of the said Act, as a public reserve.

Dated at Wellington this 3rd day of August 1962.

R. G. GERARD, Minister of Lands.

(L. and S. H.O. 1/802; D.O. 8/3(107))

Appointments of Members of Fergusson Domain Board

Pursuant to the Reserves and Domains Act 1953, the Minister of Lands hereby appoints

Robert Haswell

to be a member of the Fergusson Domain Board, North Auckland Land District, in place of Arthur Reginald Allen, resigned.

Dated at Wellington this 6th day of August 1962.

R. G. GERARD, Minister of Lands.

(L. and S. H.O. 1/923; D.O. 8/3(205))

Members of National Parks Authority Appointed

Pursuant to subsection (1), (f), (g), (h), and (i) of section 4 of the National Parks Act 1952, the under-mentioned persons are hereby appointed to be members of the National Parks Authority for a term of three years from 1 April 1962:

Francis Raymond Callaghan (on the recommendation of the Royal Society of New Zealand);

David Bowie (on the recommendation of the Executive of the Forest and Bird Protection Society of New Zealand, Incorporated); and

Lancelot William McCaskill, to represent the National Parks Board constituted under the aforesaid Act.

Dated at Wellington this 1st day of August 1962.

R. G. GERARD, Minister of Lands.

(L. and S H.O. NP 3)

Declaration that a Reserve be the Murupara Domain and Appointment of Domain Board

Pursuant to the Reserves and Domains Act 1953, the Minister of Lands hereby declares the reserve for recreational description in the Schedule hereto to be a public domain, subject to the provisions of Part III of the said Act, to be known as the Murupara Domain and, further, appoints the Murupara Town Council to be the Murupara Domain Board to have control of the said domain.

SCHEDULE

SOUTH AUCKLAND LAND DISTRICT—MURUPARA DOMAIN

Lot 2, D.P.S. 5003, being part Section 15, Block XIII, Galatea Survey District: Area, 1177 acres, more or less. Also Lot 4, D.P.S. 4669, being part Sections 13 and 15, Block XIII, Galatea Survey District: Area, 412 acres, more or less. Also Lot 217, D.P.S. 4890, being part Sections 13 and 26, Block XIII, Galatea Survey District: Area, 38 acres, more or less. Also Lot 1, D.P.S. 7081, being Section 57 and parts Sections 13, 15, 26, 59, 60, and 64, Block XIII, Galatea Survey District: Area, 45 acres, more or less.

Dated at Wellington this 3rd day of August 1962.

R. G. GERARD, Minister of Lands.

(L. and S. H.O. 1/1024; D.O. 8/836)

Chairman of Board of Examiners Appointed Under the Boilers, Lifts, and Cranes Act 1950

Pursuant to section 40 of the Boilers, Lifts, and Cranes Act 1950, the Minister of Marine hereby appoints

Donald James McKenzie

to be the Chairman of the Board of Examiners constituted under the Boilers, Lifts, and Cranes Act 1950.

Dated at Wellington this 30th day of July 1962.

R. G. GERARD, Minister of Marine.

(M. 16/4(49))
Reversion of the Reservation Over Part of a Reserve

Pursuant to the Reserves and Domains Act 1953, the Minister of Lands hereby revokes the reservation over that part of the reserve for scenic purposes described in the Schedule hereeto.

**SCHEDULE**

Southland Land District—Southland County

Gorge Road Scenic Reserve

Sections 90 and 91 (formerly part Section 46), Block VII, Otakamori Hundred: area, 1 acre 2 roods 20 perches, more or less (S.O. Plan 7718).

Dated at Wellington this 29th day of April 1969.

DUNCAN MACINTYRE, Minister of Lands.

(L. and S. H.O. 4/261; D.O. 13/68)

Reservation of Land

Pursuant to the Land Act 1948, the Minister of Lands hereby sets apart the land described in the Schedule hereeto as a reserve for recreation purposes.

**SCHEDULE**

Southland Land District—Southland County

Lot 1, D.P. 7277, being part Section 41, Block VII, Otakamori Hundred: area, 5 acres and 2.5 perches, more or less. Part certificate of title, Volume 85, folio 280.

Dated at Wellington this 29th day of April 1969.

DUNCAN MACINTYRE, Minister of Lands.

(L. and S. H.O. 4/261; D.O. 13/68)

Reservation of Land

Pursuant to the Land Act 1948, the Minister of Lands hereby sets apart the land described in the Schedule hereeto as a reserve for scenic purposes.

**SCHEDULE**

Southland Land District—Southland County

Caroline Bush Scenic Reserve

Sections 913 and 1044, Block XVIII, and Sections 930, Block XXV, Hokonui Survey District: area, 116 acres, more or less (S.O. Plans 4184 and 7734).

Dated at Wellington this 29th day of April 1969.

DUNCAN MACINTYRE, Minister of Lands.

(L. and S. H.O. 4/1370; D.O. 13/107)

Reservation of Land and Declaration That Land be Part of the Tiniritu Domain

Pursuant to the Land Act 1948, the Minister of Lands hereby sets apart the land described in the Schedule hereeto as a reserve for recreation purposes; and, further, pursuant to the Reserves and Domains Act 1953, declares the said reserve to be a public domain, subject to the provisions of Part III of the last-mentioned Act, to form part of the Tiniritu Domain, to be administered as a public domain by the Domain Board.

**SCHEDULE**

Gisborne Land District—Cook County

Section 79, Tiniritu Village (formerly part Sections 14 and 15, Tiniritu Village), situated in Block XV, Hangaroa Survey District: area, 2 roods and 23.8 perches, more or less. Crown land in transfer 9/385. (S.O. Plan 5677.)

Dated at Wellington this 6th day of May 1969.

DUNCAN MACINTYRE, Minister of Lands.

(L. and S. H.O. 1/169; D.O. 8/871)

Vesting a Reserve in the Eltham Borough Council

Pursuant to the Reserves and Domains Act 1953, the Minister of Lands hereby vests the reserve described in the Schedule hereeto in the Council for the Borough of Eltham, in trust, for a site for a public pound.

**SCHEDULE**

Taranaki Land District—Eltham Borough

Lot 7, D.P. 1624, being part Section 77, Eltham Village Survey District, situated in the Borough of Eltham: area, 1 rood, more or less. All certificate of title, Volume 50, folio 42.

Dated at Wellington this 29th day of April 1969.

DUNCAN MACINTYRE, Minister of Lands.

(L. and S. H.O. 6/11/72; D.O. 14/33)

**Union of Oxford and Carleton Domains**

Pursuant to the Reserves and Domains Act 1953, the Minister of Lands hereby declares that on and after the 1st day of April 1969, the public domains described in the Schedules hereto shall be united to form one public domain to be known as Oxford Domain.

**FIRST SCHEDULE**

Canterbury Land District—Oxford County

Oxford Domains

*RESERVE 1651*, situated in Blocks VIII and XII, Oxford Survey District: area, 216 acres, more or less (S.O. Plan 596).

*Reserve 3094*, situated in Block IV, Oxford Survey District: area, 11 acres, more or less (S.O. Plan 1422).

*Reserve 3231*, situated in Block XVI, Upper Ashley Survey District, Block XIII, Mount Thomas Survey District, Block II, Oxford Survey District, and Block I, Mairaki Survey District: area, 432 acres, more or less (S.O. Plan 5914).

*Reserve 4156*, situated in Block VIII, Oxford Survey District: area, 8 acres 2 roods 26 perches, more or less. All certificates of title, Volume 125, folio 129.

*Reserve 4432*, situated in Block VI, Oxford Survey District: area, 10 acres 3 perches, more or less. All certificates of title, Volume 144, folio 190 (S.O. Plan 8924).

(L. and S. H.O. 1/316; D.O. 8/3/91)

**SECOND SCHEDULE**

Canterbury Land District—Oxford County

Carleton Domain

*RESERVE 2808*: area, 7 acres 2 roods, more or less.

*Reserve 2858*: area, 6 acres 1 rood, more or less.

Both situated in Block V, Mairaki Survey District (S.O. Plan 7154).

(L. and S. H.O. 1/74; D.O. 8/3/90)

Dated at Wellington this 29th day of April 1969.

DUNCAN MACINTYRE, Minister of Lands.

(L. and S. H.O. 1/316; 1/74; D.O. 8/3/90)

The Road Classification (Opotiki County) Notice 1969

Pursuant to regulation 3 of the Heavy Motor Vehicle Regulations 1955*, the Secretary for Transport hereby gives the following notice:

**NOTICE**

This notice may be cited as the Road Classification (Opotiki County) Notice 1969.

The Opotiki County Council's proposed classification of roads as set out in the Schedule hereeto is hereby approved.

The Warrants dated the 26th day of June 1959 and the 3rd day of October 1951 which relate to the classification of roads described in the Schedule hereto are hereby revoked.

1969 - 862
1. SUMMARY
1.1. The purpose of this report is to update the Council on Health and Safety matters for the month of February.

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

2. RECOMMENDATIONS
THAT the Council:
(a) Receives report No 180228020936.

3. ISSUES AND OPTIONS
3.1. Since the last report there were four work-related accidents and two near misses.

<table>
<thead>
<tr>
<th>Date</th>
<th>Occurrence</th>
<th>Event description</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 January</td>
<td>Property Damage</td>
<td>Backed work truck into bank, resulting in damaging left tail light.</td>
<td>Investigation was held and discussion raised about providing a practical session on slow manoeuvring/ backing and towing. CLOSED</td>
</tr>
<tr>
<td>25 January</td>
<td>Near Miss</td>
<td>Suspected asbestos on a Contract Site - Courtenay Place. Staff member saw building rubble on a work site where there is known asbestos contamination (any demolition waste may have asbestos). The area where the building rubble was detected was not subject to active asbestos management protocols at the time.</td>
<td>Staff informed the Contractor on site and rang the WDC Project Manager, followed up by email. The site was isolated and testing completed. Tests showed negative for asbestos, and the area was made safe to continue work as per Contractor’s asbestos management plan. The contractor has submitted an incident report as the question was raised as to whether site</td>
</tr>
</tbody>
</table>
3.2. The dashboard review shows:

- The Health and Safety Risk Register will be updated as part of the 6-monthly review in early March. It is currently out for consultation with staff and managers, and will be reviewed by the Management Team prior to finalisation.

- There is a great deal of work which is currently being done to ensure compliance with Asbestos Regulations. In particular, the development of an Asbestos Management Policy, and asbestos surveys for all Council assets which are required to comply with the regulations. Additionally an
asbestos management plan system will be implemented to ensure that all asbestos surveys are available to relevant contractors and staff.

4. COMMUNITY VIEWS

4.1. Not applicable.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1 Not applicable

6. CONTEXT

6.1. Policy

Not applicable

6.2. Legislation

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

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

<table>
<thead>
<tr>
<th>OFFICER DUTIES</th>
<th>EXAMPLES OF ACTIVITIES TO SUPPORT DISCHARGE OF DUTIES</th>
<th>FREQUENCY</th>
</tr>
</thead>
</table>
| **KNOW** (To acquire, and keep up to date, knowledge of work health and safety matters) | • Updates on new activities/major contracts  
• Council reports to include Health and Safety advice as relevant  
• Audit Committee to receive minutes of Health and Safety Committee meetings  
• Update on legislation and best practice changes to Audit Committee | Various Committee reports  
Monthly, as required  
Two-monthly  
As required |
| **UNDERSTAND** (To gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations) | • Induction of new Council through tour of District and ongoing site visits.  
• H&S Risk register to Audit Committee  
• Training on H&S legislation and best practices updates  
• CCO activities reported to the Audit Committee | Start of each new term and as required  
Six monthly, or where major change  
At least annually  
At least annually |
| **RESOURCES** (To ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking) | • LTP or Annual Plan to have a specific report on H&S resources  
• Reports to Committees will outline H&S issues and resourcing, as appropriate | Annually  
As required |
| **MONITOR** (To ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information) | • Report to every Council meeting – standing agenda item to include Dashboard Update and any major developments  
• Risk register review by Audit Committee | Monthly  
Six monthly |
| **COMPLY** (To ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act) | • Programme of H&S internal work received by Audit Committee  
• Internal Audit reports to Audit Committee  
• Incident Investigations reported Audit Committee  
• Worksafe review of incidents/accidents reported to Audit Committee | Annually  
As completed  
As required  
As required |
| **VERIFY** (To verify the provision and use of the resources and processes) | • Receive ACC WSMP audit results and remedial actions (if any) reported to Audit Committee  
• Worksafe audits, if undertaken  
• Self-assessment against Canterbury Safety Charter reported to the Audit Committee | Two yearly  
As completed  
Annually |
<table>
<thead>
<tr>
<th>Major Projects</th>
<th>Current</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective 1: Improve Health and Safety data management, and encourage all staff to report incidents and hazards.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action 1: Safety Management System investigation and procurement project (includes carry-over of 'Reporting Improvement' project from 2016/17).</td>
<td>Meeting was held with 4 other Councils in the region during to investigate the potential to embark on a shared services' procurement project, as each of those Councils are in varying stages either procuring, reviewing or replacing their Safety Management System software. However this shared services project has now been placed on hold due to differing priorities and workload levels across the Councils. In the meantime, WDC is pursuing the following potential option for improving Safety Management:</td>
<td></td>
</tr>
<tr>
<td>- Incident management in Technology One (with mobility interface, and bespoke reporting developed by Technology One team)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Risk Management via Promapp (yet to be implemented)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Training Management via Promapp (yet to be trialed and approved)</td>
<td></td>
<td></td>
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<tr>
<td>- Auditing schedule as per SafePlus requirements (see below), and continue with current inspection schedules for regular site audits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Documentation management via TRIM and new intranet portal (see below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Procedure management via Promapp (yet to be implemented) and linked to new intranet portal (see below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action 2: Implementation of Tech1/Mobile Hazard, Incident and Take-5 systems (carry-over project).</td>
<td>Hazards and Incidents: Both hazard forms and incident forms have 'gone live' online. All staff can lodge hazards or incidents via intranet link or mobile device. Link has been established to Technology 1, which is now the database for hazard and incident data. If staff are developing workflows for any actions to be assigned to relevant staff. Completion of the workflows in Technology 1 is imminent, with IT currently working to finalise.</td>
<td></td>
</tr>
<tr>
<td>- Take-5 Forms: Take-5 forms have been developed for mobile devices, and are in use in the Water Unit. The forms have been demonstrated to Audit &amp; Risk Committee, Health and Safety Committee, and key users throughout the organisation. Trial for Utilities and Roading team has been completed, and feedback will be incorporated into Take-5 prior to roll-out to remainder of organisation (early 2018).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action 3: Improvement of Due Diligence Health and Safety reporting.</td>
<td>Linked with Action 2, the finalisation of the Technology 1 Hazard and Incident database will allow for improved due diligence reporting reporting of both hazards and incidents. In addition, the Information Services team are developing bespoke reporting program to be able to draw the required information from Technology 1. Goal is to have this complete by early 2018.</td>
<td></td>
</tr>
<tr>
<td>Action 4: Contractor management process improvement project.</td>
<td>Project is now in implementation phase. Stage 1: Complete Stage 2 Steps: - Creation of interim contract register - Process mapping of Contract Management processes - Implementation of a Contract Management software system (e.g. Technology One Contract Management module). 1. Interim contract register has been created, introduced to key contract managers and handed over to Organisation (business as usual). 2. Process mapping has commenced, and the Contractor Management Process Improvement project has been identified as one of the 'pilot' projects that will utilise Promapp to map processes (early 2018 - completion by March/April 2018). 3. A 'walkthrough' of the Technology One Contract Management module was completed on 19 February, where Project Control Group plus other key staff had the opportunity to review the system. A meeting will be held to decide whether it is fit-for-purpose, and report to Management Team will be submitted with recommendation.</td>
<td></td>
</tr>
<tr>
<td>Objective 2: Maintain a fit-for-purpose internal health and safety auditing system to ensure that WDC is compliant with health and safety policies, procedures and legal requirements.</td>
<td></td>
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</tr>
<tr>
<td>Action 5: Review and re-develop internal health and safety auditing system, aligned with best practice.</td>
<td>Initial investigation has lead to reviewing WorkSafe’s proposed “SafePlus” as a model. SafePlus has not been designed to replace WSMP. It has a different approach from a purely compliance audit. SafePlus is a business improvement tool that uses a behaviour-based assessment approach, and also offers independent guidance and advice on how to improve health and safety performance in a business. The toolkit will be available as three separate products: - Resources and guidance from WorkSafe website (available September 2017) - An independent onsite assessment (available September 2017). - A free online self-assessment. (available mid 2018). Report to Management Team has been submitted to seek approval to align WDC H&amp;S systems with SafePlus, and in turn, create an internal auditing programme to suit.</td>
<td></td>
</tr>
<tr>
<td>Action 6: Contractor management process improvement project.</td>
<td>Project is now in implementation phase. Stage 1: Complete Stage 2 Steps: - Creation of interim contract register - Process mapping of Contract Management processes - Implementation of a Contract Management software system (e.g. Technology One Contract Management module). 1. Interim contract register has been created, introduced to key contract managers and handed over to Organisation (business as usual). 2. Process mapping has commenced, and the Contractor Management Process Improvement project has been identified as one of the 'pilot' projects that will utilise Promapp to map processes (early 2018 - completion by March/April 2018). 3. A 'walkthrough' of the Technology One Contract Management module was completed on 19 February, where Project Control Group plus other key staff had the opportunity to review the system. A meeting will be held to decide whether it is fit-for-purpose, and report to Management Team will be submitted with recommendation.</td>
<td></td>
</tr>
<tr>
<td>Objective 3: Ensure that all contractors are managed according to health and safety procedural requirements, and improve staff knowledge of those requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action 7: Wellbeing strategy development and implementation project.</td>
<td>A Wellbeing Survey was distributed in mid-September. Report to Management Team to present the findings of the Survey was submitted and approved in November. Decision has been made to create a Wellbeing Committee/Workgroup which will includes members of HR &amp; H&amp;S, MAD Committee, Social Club, and other interested staff. Strategy development is now currently in progress, with a goal of creating an inclusive, diverse and easily accessed range of wellbeing offerings. Due for completion at end of March 2018.</td>
<td></td>
</tr>
<tr>
<td>Objective 4: Improve the Health and Wellbeing of staff, and create measures to ensure success.</td>
<td></td>
<td></td>
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<tr>
<td>Action 8: Lone working equipment procurement project.</td>
<td>Work is complete on this project. SmarTrak devices have been procured for the Water Unit on-call team, which are satellite capable and externally monitored by ADT. They act as panic alarms and communication devices, even when the staff are out of cell-phone coverage range. A panic alarm has been assessed in the Environmental Services Unit, and the trial was successful, therefore they will be going ahead with purchase.</td>
<td></td>
</tr>
</tbody>
</table>

**Progress against 2017/18 Workplan - February 2018 (**as at Friday 23rd February 2018)**

**Legend**
- On track
- Slightly behind schedule (less than one month)
Incidents/Accidents - February 2018 (**as at Friday 23rd February 2018)**

Feb 2017 to Current: Worker Incident Reporting
<table>
<thead>
<tr>
<th>Risk Description</th>
<th>Rating (out of 25)</th>
<th>Current actions</th>
<th>Action Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Health and Safety Management</td>
<td>15</td>
<td>*Train all contract managers in H&amp;S processes/requirements at time of induction.</td>
<td>Charlotte Browne</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Develop comprehensive contract administration/contract management training package to deliver to all staff managing contractors.</td>
<td>Gerard Cleary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Identify volunteer groups and leaseholders that engage contractors on behalf of WDC and train in contract H&amp;S management processes.</td>
<td>Charlotte Browne</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Complete development of Safety in Design procedures and embed in design processes.</td>
<td>Gerard Cleary</td>
</tr>
<tr>
<td>Vehicle Use &amp; Driver Safety</td>
<td>15</td>
<td>*Deliver driver training as per training strategy (Driver Safety / 4WD)</td>
<td>Charlotte Browne</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Identify any drivers that require further progressive driver training on an as-needs basis and provide relevant training.</td>
<td>Managers &amp; Team Leaders</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Provide information and training regarding use of safety equipment such as fire extinguishers in staff pool vehicles to all drivers.</td>
<td>Charlotte Browne</td>
</tr>
<tr>
<td>Volunteers</td>
<td>15</td>
<td>*Undertake a review of operations to ensure that all activity and training is being carried out as per internal H&amp;S processes.</td>
<td>Liz Ashton</td>
</tr>
<tr>
<td>*Conducting hazardous activities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Injury/death</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adverse Weather</td>
<td>15</td>
<td>*Develop protocols for response to adverse weather events (especially at night), and include in Safe Working in the Field Manual *Include in Emergency Management Plan out-of-hours deployment in adverse weather.</td>
<td>Charlotte Browne</td>
</tr>
<tr>
<td>Airfield Operations</td>
<td>15</td>
<td>*Develop of Airfield Safety Committee and appointment of Airfield Safety Co-ordinator to administer all actions from safety review.</td>
<td>Craig Sargison</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Develop of Airfield Operations Manual, and adoption of the manual by Council as the key safety document for the Airfield operations.</td>
<td>Craig Sargison</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Provide regular Airfield Operations report to Council</td>
<td>Craig Sargison</td>
</tr>
</tbody>
</table>
MINUTES OF A MEETING OF THE REGENERATION STEERING GROUP HELD IN THE RUATANIWHA KAIAPOI CIVIC CENTRE ON MONDAY 29 JANUARY 2018 AT 4.00PM.

PRESENT:

A Blackie (Chair), J Watson, P Redmond, S Stewart, C Greengrass, R Blair, J Meyer, N Atkinson.

Te Ngāi Tūāhuriri representative R Wallace; Environment Canterbury representative C McKay; D Ayers (Mayor); J Palmer (Chief Executive); C Sargison (Manager Community and Recreation); D Roxborough (Implementation Project Manager - District Regeneration).

IN ATTENDANCE:

H Crombie, LINZ

1. APOLOGIES

An apology was received and sustained from C McMillan and J Barr for absence.

Moved: A Blackie Seconded: N Atkinson

CARRIED

2. CONFIRMATION OF MINUTES

Moved: A Blackie Seconded: C McKay

THAT the Regeneration Steering Group:

Confirms as a true and correct record the minutes of a meeting held on Monday 4 December 2017.

CARRIED

3. MATTERS ARISING

There were no matters arising.

4. DEPUTATIONS AND PRESENTATIONS

There were no deputations and presentations.

Motion

Moved that a variation of the agenda be moved into Public Excluded agenda for the items on the Public Excluded agenda.

Moved: A Blackie Seconded: R Wallace

CARRIED

5. LINZ UPDATE

LINZ update incorporated as part of the Public Excluded agenda.
6. REPORTS

6.1 Proposed Divestment of Council Owned Land at 16 Hood Avenue, The Pines Beach – Roxanne Ramsay, Project Administrator - District Regeneration

D Roxborough noted that this report refers to a small parcel of land that the Council currently own at 16 Hood Avenue, The Pines Beach. This parcel of land is land-locked, and was originally earmarked as a water supply site many years ago but it has never been required for this and is no longer needed for this purpose. The proposal is to vest the land to the Crown so they can amalgamate it into the surrounding blocks and would then become part of the Te Kōhaka o Tūhaitara Coastal Park.

Moved: A Blackie  Seconded: J Watson

THAT the Regeneration Steering Group recommends:

THAT the Council:

(a) Receives report No.171212135037.

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

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

CARRIED

6.2 Courtenay Drive Reconstruction – Additional Entrance Gateway Threshold at Bowler Street – Bill Rice, Senior Transportation Engineer

B Rice noted that this report comes out of the report from the December RSG meeting to lay on the table regarding the threshold treatment at Bowler Street on Courtenay Drive.

N Atkinson asked what the time frames are for the short term, medium term and long term and what term does the Mahinga Kai area sit in.

D Roxborough advised that the medium term is 2 – 10 years. For the Mahinga Kai project we are looking to start some early planning this calendar year and will start doing the main implementing phases in the next financial year and that will be over a number of years. We are probably two 2 years off from now before we have some more definition around what is happening specifically in those areas.

C Sargison advised that we have not yet had conversations with Te Ngāi Tūāhuriri in terms of that timing as there are a lot of things to work through with the Mahinga Kai areas. We have also not yet had any discussions about co-governance and therefore have not been able to start planning as yet.

R Wallace asked when those conversations would be likely to start.

C Sargison advised that we need to start engaging in this process and having some around the table conversations about how we think the co-governance may look and feel and then from there we have a way of going forward to work towards a plan.

Moved: N Atkinson  Seconded: J Meyer

THAT the Regeneration Steering Group:

(a) Receives report No180118003921.
(b) **Approves** the construction of an additional gateway threshold on Courtenay Drive at Bowler Street as part of the current construction process, with the design concept agreed with Te Ngāi Tūāhuriri.

(c) **Notes** that timing for the Kaiapoi Town Centre Plan Refresh project is unclear at the moment.

(d) **Notes** that the threshold construction would be funded from the Minor Improvements budget.

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

CARRIED

6.3 **Cultural Values Report – Kaiapoi Regeneration Areas** – Michelle Flanagan, Landscape Planner, District Regeneration

M Flanagan advised that the purpose of this report is to bring a Cultural Values report to the Regeneration Steering Group. The Cultural Values report was prepared by Mahaanui Kuritaiao Ltd. There are a number of important concepts that are highlighted in the report with some key ones to note going forward that we will need to look at in terms of the design, planning and implementation of the Recovery Plan such as Wāhi Ingoa (Māori place names), Wāhi Taonga/ Tapu, Mahinga Kai, Waitai (coastal water) and Waimāori (freshwater) and Taonga species, and how they can be incorporated into the implementation of the Recovery Plan. Consideration of these values will need to be kept in ‘front of house’ when we are doing our design and planning work.

The report also talks about a collaboration on a culturally appropriate design for interpretation panels along the Kaiapoi River, which extends outside of the regeneration areas.

S Stewart asked where Reserve 877 (Kaikanui) is located.

M Flanagan to prepare a map to show the two reserves and bring back to the March Regeneration Steering Group meeting.

Moved: A Blackie                                Seconded: J Watson

**THAT** the Regeneration Steering Group:

(a) **Receives** report No. 180117003533.

(b) **Receives** the Cultural Values Report for the Kaiapoi Regeneration areas (180117003354).

CARRIED

7. **COMMUNITY ENGAGEMENT**


D Roxborough noted that this report is to provide the regular update on the Communication’s activity. Noting as per Clause 3.1.1 that there are still ongoing issues with vandalism to barriers and fences in the Kaiapoi East area particularly around the Askeaton area.

As noted in Clauses 3.1.9 and 3.1.10 the road works have started in Kaiapoi East and Kaiapoi South. The Information Notices for these works have been issued and sent out.
As noted in Clause 3.1.11 the community consultation information for the tree planting in the road reserves of the new road link in Kaiapoi East, and the Courtenay Drive and Charters Street is attached to the agenda. The planned consultation period is for the month of February.

Moved: R Blair

Seconded: A Blackie

**THAT** the Regeneration Steering Group:

(a) **Receives** report N° 180118004146.

(b) **Approves** the consultation information for street trees as attached to this report.

**CARRIED**

8. **MINUTES FROM PCG MEETINGS**

Regeneration Project Control Group (PCG) Meeting Minutes

Nothing to report.

Kaiapoi River Marine Precinct Project Control Group (PCG) Meeting Minutes

Nothing to report.

9. **CORRESPONDENCE**

There was no correspondence.

10. **GENERAL**

10.1 Reserves and Road Naming Outcomes from KTCB Briefing Verbal Update – Duncan Roxborough, Implementation Project Manager – District Regeneration

D Roxborough noted that the attached is a file note to summarise discussions held with the Kaiapoi-Tuahiwi Community Board meeting in November last year. This outlines the next steps and a proposed timeline.

Section four show two separate timelines, one being for the process of the roads and the other being for the process for the reserves. In regard to the roads, the first thing to be done is to check that the proposed names meet the appropriate standards and there has been some discussion with the Council officer in charge of this area who has advised that the New Feldwick Drive name is unlikely to meet the standards for approval. The reason being that a New Feldwick Road might create some confusion. The next step is to consult with the effected private property owners, which will be planned for February.

It was suggested by D Ayers to name the Cass Street East as a continuation of Jollie Street.

10.2 New Zealand Motor Caravan Association Verbal Update – Duncan Roxborough, Implementation Project Manager – District Regeneration

D Roxborough noted that the NZMCA approached us towards the end of last year and we met with them late December last year. The NZMCA have provided us with some further information and reiterated what their proposal was. The NZMCA are still keen on establishing a motor caravan park for the Association members in East Kaiapoi, which they have followed up with a written proposal. The NZMCA are looking for an area of around 1ha in size, which would give them around 50 spaces. The Association themselves are looking for land which they would then develop. This would include planting. The NZMCA have expressed a strong preference for an ownership model and therefore would be keen to purchase the land rather than lease it.
Staff have prepared a map to show a potential location located within the mixed-use business area in East Kaiapoi. If they were able to purchase the land the NZMCA would possibly establish their own caravan dumping station on site at their cost. The NZMCA expressed that they particularly like the location in East Kaiapoi due to its proximity to the supermarket and the town centre in general. The NZMCA were also keen on the proximity to all of the new activities that are being developed in the regeneration areas such as the walking tracks and the dog park etc.

N Atkinson asked if there would be any potential issues with having the motor caravan park located close to the dog park and would there be problem with dog barking and keeping people at the caravan park awake.

D Roxborough advised that the dog park would not have lighting so it would be unlikely that there would be dogs in the park during the evenings.

It was agreed for staff to continue negotiations, and send back a letter and map and advise that staff are keen to talk further with them once the land has been divested to the Council and to seek feedback from them on the suggested potential location for the motor caravan park.

10.3 The Old Pines Beach Community Hall Demolition Verbal Update – Duncan Roxborough, Implementation Project Manager – District Regeneration

D Roxborough advised that staff are proposing to demolish the old Pines Beach Community Hall building and garage on behalf of the Residents Association. The land is owned by the Council and the buildings are owned by the Residents Association. Staff have sought quotes from demolition contractors to remove the buildings and this area will ultimately become one of the key recreation and ecological linkages. The building is not suitable building to use as a ‘burn exercise’ by FENZ.

10.4 Kaiapoi Menz Shed – Al Blackie, Chair

A Blackie advised that he has been approached by the Kaiapoi Menz Shed as they have completely outgrown their current premises and have enquired about the possibility of new premises being available in the red zone area.

A Blackie advised them that there would be no problem with the land and that the West End of Kaiapoi where there has been some discussion about putting relocatable classroom type sheds on the land. Not sure where they are financially with regard to a building but allocating some land is no problem at all. This will come back as a request from the Menz Shed.

11. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved: Seconded:

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

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

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground() under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
</table>
This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

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

CARRIED

CLOSED MEETING

The public were excluded from the meeting from 4.05pm until 4.30pm.

12. NEXT MEETING

The next scheduled meeting of the Regeneration Steering Group commences at 4.00pm on Monday 5 March 2018 at the Ruatanewha Centre, Kaiapoi.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.38PM.
WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE
HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY 13 FEBRUARY 2018 AT 1.00PM.

PRESENT

Councillor W Doody (Chairperson), Mayor D Ayers, Councillors A Blackie, R Brine and D Gordon.

IN ATTENDANCE

Councillors A Blackie, K Barnett, K Felstead, P Williams
Messrs C Sargison (Manager Community and Recreation), C Brown (Community Green Space Manager), M Greenwood (Aquatic Facilities Manager), Mrs T Sturley (Community Team Manager), Mrs P Ashbey (District Libraries Manager) and Mrs A Smith (Committee Advisor).

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

There were no conflicts of interest recorded.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Community and Recreation Committee held on Tuesday 21 November 2017

Moved Councillor Blackie seconded Councillor Brine

THAT the Community and Recreation committee:

(a) Confirms the circulated minutes of a meeting of the Community and Recreation Committee, held on Tuesday 21 November 2017, as a true and accurate record.

CARRIED

4 MATTERS ARISING

There were no matters arising.

5 DEPUTATIONS

5.1 Waimakariri Youth Council

Andrew Besuyen, Waimakariri Youth Council Co-Chairperson, who shares the role with Thomas Robson, provided a brief rundown of activities for 2017 and what is coming up for 2018. There was a significant change of membership of the Youth Council in 2017, with only four coming through from 2016. Following this the structure of the Council was rearranged and two Chair people appointed. The Youth Council membership is young with most intending to continue on for the 2018 year. With the election in 2017 there
was an MP Q&A sessions held for young people. Six politicians came to the evening at the Rangiora Town Hall, with each speaking about their Party, what they stand for and the Party policies. This was considered to be a successful evening. A review of the Youth Development Strategy commenced, which was a key task of the year, with the existing Strategy being developed in 2010. This is an important Strategy for both Council and the Youth Council, who were keen to be involved in the review.

For 2018 the first plan is to recruit some new members, and schools and some areas will be targeted, with the hope of getting a wider coverage of members from across the district.

A survey is planned to be undertaken as part of the Youth Development Strategy review, and planning for this to be an on-line survey to encourage a better response rate than it just being on paper. It is hoped this will result in information coming in on what the youth in the district are looking for. One area that the Youth Council considers needs to be strengthened is the mental health sector, noting the current youth suicide rates in New Zealand. What can we be doing in our district be helping and supporting our youth as is needed.

Another planned project for 2018 for the Youth Council is running a series of workshops for youth offering practical skills for those who are leaving school and entering the workforce. This could include attending meetings and how to get the best out of that and job interview skills. Details on the running of the workshops have yet to be confirmed but Andrew noted that they could be partnered with schools.

There will also be a team building hui held this year in conjunction with Wai Youth, details of which are yet to be confirmed.

Andrew is looking forward to working with current Youth Council members and welcoming new members and also working with WaiYouth.

5.2 Wai Youth

Sam Redman, Youth Development Facilitator, has recently joined the Council in this role and introduced himself to the Committee. He advised he has enjoyed the opportunity in this time to meet the Youth Council and WaiYouth Chairs and to get out into the community and meeting organisations. Sam was previously in the role of Youth Worker at Rangiora High School for six years. Sam presented the highlights of the last years work and key forthcoming activities. Last year successful events conducted by WaiYouth were the foam party and Centre Stage talent quest. Both these events attracted a significant number of people and Sam said these were good examples of what WaiYouth can do. There has also been discussions with WaiYouth on some events which didn’t go quite so well and strategies which could be used to improve these and make them more successful in the future.

There is about to be launched a recruitment drive for WaiYouth. Posters have been circulated and the team is looking forward to getting more members and therefore bring more ideas to the meetings. These posters are being circulated around the High Schools through the Youth Workers. It has also gone up on Council screens around the district.

Plans for events in 2018 include a cultural festival, focussing on food and cultural customs. Centre Stage will also be held again this year.

Sam sees a real desire for strengthening relationships between WaiYouth and Youth Council, and potentially having a WaiYouth representative on the Youth Council.
The Chairperson thanked both Andrew and Sam for attending the meeting and the work they are doing.

Questions

There were no questions from members

5.3 Safe Communities Foundation New Zealand

Tania Peters, Director, Certifier and Trustee of Safe Communities Foundation New Zealand (SCFNZ) was present. With the aid of a PowerPoint presentation, Ms Peters provided some background information on Safe Communities New Zealand. New Zealand has a well-established local, regional and national network that supports community safety through injury and violence prevention programmes and initiatives. Safe Communities NZ has grown to 30 Territorial Authorities accredited in 24 Safe Community coalitions which covers approximately half of the population of New Zealand. These communities vary in type and size including large urban cities, small towns and rural areas. A further four communities are applying for accreditation, being Auckland, Waitomo, Ashburton and Gore.

SCFNZ is a not-for-profit national organisation with a vision that all people in their communities can live, work and play safely, free from preventable injury and violence.

Tania tabled copies of the SCFNZ Strategic Framework to all members present.

The Safe Communities Model was highlighted, noting that World Health Organisation (WHO) views the Safe Communities approach as an important means of delivering evidence-based violence and injury prevention strategies at the local level.

A Safe Community is one in which all relevant sectors of the community work together in a coordinated and collaborative way, forming partnerships to promote safety, manage risk and increase the overall safety of its residents and visitors. In our region Local Government is often the coordinating agency. Safe Communities is an integrated way of doing business and an approach to planning based on valuable evidence. Safe Communities is a way of having one message with many different delivering the message and an increase in participation by agencies that didn't typically see themselves in the role of community safety, e.g. some of the districts businesses or social agencies. Alcohol related harm was highlighted as an example of this, with many agencies have an interest and a role to play in reducing alcohol related harm. There is a variety of interventions that can be undertaken across different areas.

Tania noted that it is encouraging to know that here in Waimakariri, over a period of 15-20 years this is the way things are done here and are embedded practices.

A survey was undertaken in 2016 by the Foundation with seven communities who had undertaken the re-accreditation process in the year leading up to this. Structured questions asked the rationale undertaken and the perceived benefits for undertaking the process. The overwhelming response from the participants of the survey was that re-accreditation was a valuable process, a positive and productive exercise, a stocktake of past and present structures and activity and the opportunity to celebrate what had been achieved. It revealed that despite changes to funding and other resourcing issues, it was a valued process to be part of a Safe Community and that the associated national and international recognition provided credibility.

Waimakariri has a really strong association with Safe Community
Questions

Following question from Councillor Gordon, Ms Peters advised that WHO still supports the Safe Communities model and are actively involved, but NZ is now under the umbrella of Pan Pacific Network.

The Safe Community funding is 50% funded from ACC and other small funding from Ministry of Health. Funding has decreased over years by approximately a half. It costs a Council $2,000 to reaccredit, and there is no cost to be a member. Tania said there is not a lot funding from central government for injury prevention at a local level.

Mr Sargison noted that being a Safe Community Council does help with the process of funding applications.

Councillor Doody asked is there any planned help or assistance in getting the message out to sports groups – Yes Tania said this is an ongoing piece of work and there are good

Safer Communities Foundation would not submit on any Local Alcohol Policy processes, but would support communities in their preparation of this

Regarding mental health, Councillor Gordon asked how flexible is the model to adapt to mental health being a primary concern. Ms Peters advised that in most of the communities especially in New Zealand, mental health is one of the leading priorities for their high risk populations. This sits alongside civil defence, road safety, falls. It is up to the individual community to decide their local boundaries. Programmes are completely flexible with some directed to communities as a whole, and some would be directed to high risk members.

When there is the re-accreditation process being undertaken, the Community Team takes a community approach and the focus is not just what the Council is doing – a more holistic approach is undertaken.

Mayor Ayers observed that when this community became a Safer Community in 1999. This was under the Safer Community Council umbrella which initially came as a crime prevention tool, initially. Being a Safe Community provides a measure of benchmarks to be tested against, enables the Council to look at road safety programmes and injury prevention. The accreditation helps the Council to say “Yes, we’re doing alright”.

Councillor Doody, asked if there was any sources of fundings for suicide prevention in the district. Mrs Sturley said there has already been some project funding received for this from Lotteries for suicide prevention initiatives, and there is an application pending with the Rata Foundation to cover that as well. Potentially there will be other avenues for project funding. It is still to be determined how this funding will be directed, there are various programmes operating through the schools. Mayor Ayers noted that Woodend and Kaiapoi North have accreditation as Safe Schools.

Chairperson thanked Ms Peters for her informative report which helped members to understand the work of Safe Community Foundation NZ. It is very beneficial for our district to be part of this.

An invitation was extended to any Councillor or staff who may wish to visit another Council, at an accreditation, and the next one will be in Central Hawkes Bay. Speak to Tessa Sturley regarding this.
6 REPORTS

6.1 Youth Development Annual Report – Tessa Sturley (Community Team Manager)

Mrs Sturley presented this report which provided a summary of the key Youth Development activities of both the Youth Council and WaiYouth for 2016/17, alongside the presentations of Andrew Besuyen and Sam Redman earlier in the meeting.

The Youth Development Facilitator has done a significant amount of work in consolidation, which has seen both groups develop in cohesion. This has involved working on personal development of members, promoting team building activities both individually and collectively, the establishment of better group process making sure there are procedures in place, creating a clearer distinction between role of each group and improved WaiYouth/Youth Council communication.

The Youth Development Facilitator has a key role in making sure that Council and the community are more aware of the Youth Council. Over the last 18 months approximately it has been noted that individual teams from the Council have sought input from the Youth Council on several matters e.g. work on the Accessibility Strategy, review of the Libraries website, the electoral boundaries review, skate park review and the District Development Strategy.

Moved Mayor Ayers seconded Councillor Gordon

THAT the Community and Recreation Committee:

(a) Receives report no. 180202010203
(b) Receives the Youth Council and WaiYouth Annual Report
(c) Acknowledges the work achieved by WaiYouth and Youth Council supported by the Youth Development Facilitator.

CARRIED

Mayor Ayers complimented Andrew and Thomas Robson of their leadership of the Youth Council over the past year and also acknowledged the work of Leanne Bayler, who had until recently held the position of Youth Development Facilitator at the Council. Mayor Ayers said one of the aims of the Youth Development Strategy is to develop youth leadership and noted that two members of the Youth Council are in leadership roles in other parts of the district - Stella Graydon is Head Girl of Oxford Area School this year and Jacob Harford is one of the Deputy Head Students at Kaiapoi High School.

Councillor Gordon also acknowledged the leadership in the Youth Council of Andrew and Thomas and also the high calibre of all the members of the Youth Council, representing the district. As one of the Council representatives appointed to attend Youth Council meetings, Councillor Gordon invited any other Councillors to attend these meetings to see first-hand how the Youth Council operate.

Councillor Doody noted that she has very much enjoyed being part of the Youth Council, as appointed Council representative and WaiYouth and thanked Andrew and Thomas for their work done to date in promoting the Youth Council.
6.2 **Community Team Update – Tessa Sturley (Community Team Manager)**

Mrs Sturley presented this report providing an update on key activities of the Community Team from November 2017 to January 2018. The benefits were noted with the establishment of a “Volunteering North Canterbury” link on the Volunteer Canterbury website and the partnership arrangement with this group. Mrs Sturley also highlighted the growing support of Social Enterprise and have been looking at where this Council would best fit in supporting the social responsibility in our local community. A good local example of this is “Bellyful”, sponsored by Z Energy, which utilises volunteers who cook and supply meals to those who might be going through hardship in their family, or have new babies and really aligns with social responsibility. There is some good networks being developed through Christchurch and a South Island wide workshop is being planned.

Councillor Gordon asked how the neighbourhood connection undertaken at Kippenberger Estate could be carried out in other areas in the district. This was a very successful pilot project and suggested that this event be followed up with a Council workshop discussion. Mrs Sturley said the help of student interns was a useful way of making the Kippenberger Estate event happen. Mr Sargison noted as examples, the community groups of Waikuku Beach and Pegasus, which were initiated by the Council and are now both community led groups (Pegasus Residents Association). The issue of available Council resources needs to be considered with these projects.

Councillor Gordon asked when the Kippenberger Estate item is reported to the Rangiora-Ashley Community Board, if the student interns who worked on the project could be present at the meeting.

Moved Councillor Doody seconded Councillor Gordon

**THAT** the Community and Recreation Committee:

(a) **Receives** report No 180202010191

(b) **Notes** that the Community Team have been granted $12,500 from Office of Ethnic Communities for Migrant-led initiatives

(c) **Notes** that the Migrants Group has acquired Adult Community Education funding to support English Language driver licencing and cooking class provision in our District.

**CARRIED**

Councillor Doody is very supportive of the Migrants Group and questioned if there was still the information van available through the Fire Service regarding safety while cooking, and that this could align with the cooking classes for Migrant Groups. Ms Sturley is to follow up with this.

Councillor Gordon acknowledged the work of John Buckingham who had recently retired as chair of the Waimakariri Health Advisory Group. Is very encouraged that there will be follow up work undertaken following the event at Kippenberger Estate, where there was over 100 residents present. Thanks were extended to the Community Team for their work in developing and supporting this project.

Mayor Ayers, Healthy Greater Christchurch, Mrs Sturley said it is important for this Council to align with this, hui coming up in there will be a hui here on 29 October, and have advised
6.3 Aquatic Facilities Update – Matthew Greenwood (Aquatic Facilities Manager)

This report was presented by Matthew Greenwood, to summarise the performance of the aquatic facilities in the year to date. With regard to aquatic facility attendances, the mid-season update from the Oxford Community Aquatic Centre was highlighted – with the weather at the beginning of the season not conducive to swimming, numbers were down but there has since been a 40% increase in casual visitor numbers since the weather improved. A dog only swimming event is being considered for the end of the swimming season and there have been requests received for such an event from several dog enthusiast clubs and concerned individuals. Similar event have been held at other outdoor pools around the country and feedback and advice has been sought from them. Two recent surveys have been conducted, one on customer satisfaction of the Aquarobics participants at Dudley Park and Kaiapoi Aquatic Centres and a satisfaction survey for Learn to Swim. These both produced positive results from participants.

Moved Councillor Brine seconded Mayor Ayers

THAT the Community and Recreation Committee:

(a) Receives report 180201009878.

(b) Notes the Aquatic Facilities year to date achievement against key performance indicators including Water Quality, Facility attendance figures and financial results.

(c) Approves the holding of a dog only swimming event at the end of the Oxford Community Aquatic Centre summer season.

CARRIED

6.4 Library Update – Philippa Ashbey (District Libraries Manager)

Ms Ashbey presented this report providing an update on the customer service improvements of the Waimakariri Libraries and other events relating to the libraries. There are various activities and events scheduled at the libraries and in 2017 the libraries ran a total of 659 events in the district. In addition user orientation sessions were held, with these taking place either in the library or in school classrooms.

Lego Days have been held in Kaiapoi and Oxford libraries, and Councillor Barnett asked if these would be brought to Rangiora. Mrs Ashbey said it is likely that this would be case.

Moved Councillor Doody seconded Councillor Blackie

THAT the Community and Recreation Committee:

(a) Receives report No. 180201010087

(b) Notes that the Oxford Library and Service Centre was officially opened by Mayor David Ayers on 15 December 2017.

(c) Notes the reach and effectiveness of the Libraries’ activities and events programme.

(d) Notes the range and success of user orientation and training sessions, delivered by the Waimakariri Libraries, in 2017.
(e) **Circulates** the report to the Boards for their information.

**CARRIED**

Councillor Doody expressed support for all the additional activities that are undertaken in the libraries to encourage people to visit the libraries.

7 **PORTFOLIO UPDATES**

7.1 **Greenspace (Parks Reserves and Sports Grounds) – Councillor Robbie Brine**

Nothing to report

7.2 **Community Facilities (including Aquatic Centres, Halls, Libraries and Museums) – Councillor Wendy Doody**

Councillor Doody commented on the opening event for the Oxford Library and Service Centre.

Councillor Doody has visited the recently upgraded pensioner houses in Meadow Street.

7.3 **Community Development and Wellbeing – Councillor Wendy Doody**

Met with Mrs Sturley early this year and is good to have the community team focusing on the wellbeing of the community. Supports the work of the Youth Council.

8 **QUESTIONS**

There were no questions.

9 **URGENT GENERAL BUSINESS**

There was no urgent general business.

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

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

Moved Councillor Gordon seconded Councillor Brine

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

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

CARRIED

CLOSED MEETING

Resolution to resume in Open Meeting

Moved Councillor Gordon seconded Councillor Doody

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

CARRIED

OPEN MEETING

There being no further business, the meeting closed at 2.pm.

CONFIRMED

_____________________________
Chairperson

_____________________________
Date
MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD
HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KAIAPOI ON MONDAY 18 DECEMBER 2017
COMMENCING AT 4PM.

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

IN ATTENDANCE
Councillors J Meyer and A Blackie, Mayor D Ayers
J Palmer (Chief Executive), G Cleary (Manager Utilities and Roading), O Davies (Drainage
Asset Manager), J Fraser (Utilities Planner), K Graham (Journey Planner/Road Safety
Co-ordinator), T Sturley (Community Team Manager), S Hart (Business and Centres
Manager), and A Smith (Committee Advisor)

1 APOLOGIES
There were no apologies

2 CONFLICTS OF INTEREST
No conflicts of interest were noted. N Atkinson subsequently declared a conflict of
interest (in his role with Tag Busters), during questions in Item 5.2, Painting of the
Kaiapoi Skate Park Bowl art project.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 20 November 2017

Moved J Watson seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community
Board meeting, held 20 November 2017, with the following corrections,
as a true and accurate record.

Item 5.1, M Pinkham comment, addition of the word “left” to clarify that
concerns were with the left turning traffic at the intersection.

Item 7.3, replace last paragraph page 5, final comments from S Stewart
to read as follows:

S Stewart questioned the applicability of a denitrification wall in the
Silverstream environment where the high nitrate levels are a result of
farming practices considerable distances upstream. S Stewart
understands as a practical tool the walls have not had wide uptake as
a successful treatment option. While an interesting research topic,
S Stewart doubts whether this is a worthwhile undertaking and relevant
in the Waimakariri zone environment.

CARRIED
4 MATTERS ARISING

4.1 The Board noted its 24 November 2017 submission to the District Licence Committee regarding the application for an off licence by Bottle'O Silverstream Limited. (Trim 171121125924).

J Watson thanked Board members P Redmond and C Greengrass for attending the recent District Licence Committee hearing, representing the Board in presenting its opposition to the Bottle'O Silverstream off-licence application.

5 DEPUTATIONS AND PRESENTATIONS

5.1 Jill Waldron, Chairperson of the Waimakariri Access Group spoke to the Board regarding the role of the group (Refer Item 7.2 Appointment to Advisory Groups and Outside Organisations – Waimakariri Access Group).

J Waldron has been a member of the Group since 2004, and Chairperson for six years.

With the aid of a PowerPoint presentation, J Waldron provided an overview of the Access Group and its beginnings. The group was started as The North Canterbury District Committee on Disability in 1999. Original membership included representatives from Police, Safer Rangiora, Presbyterian Support Injury Prevention, National Council of Women, Rest Home Association and other independent members.

The original aim of the group was to heighten public awareness to some of the difficulties people with impairments had in carrying out normal activities of daily living. Support and advocacy was provided to people when there were issues that needed to be worked through to improve accessibility.

Today the Waimakariri Access Groups primary aim is to promote access to public places and facilities and have a barrier free inclusive environment for all people. Membership of the group comprises volunteers with a high level of expertise in the area of disability and accessibility issues in the community.

The group is guided by the NZ Disability Strategy, the United Nations Convention on Rights of Disabled People and the Waimakariri Accessibility Strategy. The group see plans for public amenities and facilities from concept stage and through various stages of development to provide information and experiences on physical access to libraries, swimming pools and community buildings. Ideas are contributed so the design of Council housing and facilities is appropriate, accessible, safe and available for everyone, including people with impairments.

The Group heightens public awareness of the difficulties that some people with impairments and challenges experience in undertaking normal community activities. Meetings are held on the second Tuesday of each month at the Council Rangiora Service Centre at 11am. New members and interest groups are always welcome.

5.2 Andrew Besuyen, co-chair of the Youth Council, spoke to the Board regarding the Kaiapoi Skate Park Bowl art project.

The Youth Council have secured funding from Creative Communities to apply Graffiti Art to the skate park Bowl. Conditions of the grant were that the Youth Council seek the support of the Kaiapoi-Tuahiwi Community Board and also work with the Councils Greenspace Unit on the detailed arrangements for the Graffiti Art creation day.

The Youth Council have contacted a Christchurch artist and intend to engage all the local high schools to be part of this project. The Youth Council seeks the support of the Community Board for this project. There will need to be
consideration of the actual paint used and how this can be hardwearing and withstand the use of the skateboarders. This is something that will need discussion with the painter.

At this stage, N Atkinson declared a conflict of interest in this item and withdrew from the table.

C Greengrass queried how those currently graffiti’ing the skate park could be approached to work on this project? The Youth Council did not know how this could be achieved and that the plan was to approach the high schools. S Stewart suggested contacting the Police who may know the people who do the graffiti.

There was unanimous support for this project from all the Board members. It was agreed that the Board would be comfortable with writing a letter of support to the Police if this were needed at any point.

5.3 Environment Canterbury (Ecan) and Council staff provided an update to the Board with regard to upcoming maintenance works on the Kaiapoi River and surrounds.

Andrew Arps (Zone Delivery Team Manager, ECan) and Owen Davies (Drainage Asset Manager, Waimakariri District Council), were present.

A Arps provided information on the plantings that are planned for the riverbanks. It is proposed to plant willow trees and dependant on the site, a narrow range of indigenous trees.

The recent removal of some of the trees was due to them being dangerous or obstructive.

The proposal with new plantings is not to obstruct any views, rather to enhance biodiversity, with self-seeding varieties. Part of the mix of varieties that are being suggested for planting is as a consequence of this. Planting areas will be approximately 30 metres long and 5 metres wide. These are not necessarily dense plantings. It is planned to start this project in April 2018.

N Atkinson suggested that there were several interest groups in Kaiapoi with whom the planting plan should have been shared, including the Kaiapoi River Rehabilitation Working Party, the Kaiapoi Town Centre Plan Committee and the Regeneration Steering Group.

Mr Palmer suggested that Kaiapoi River Rehabilitation Working Group would be the lead group in this area, though other groups could also workshop this matter. G Cleary suggested that there could be a workshop planned with the River Rehabilitation Group, and invite representatives from any of the other groups mentioned as well.

A Blackie suggested the Rūnanga needs to be involved in discussions regarding any planting. A Arps said this plan was prepared by ECan’s Parks Department and considered they would have spoken with the Runanga about this.

S Stewart believed all the inputs from the Council side need to get together and discuss this, particularly the Kaiapoi Town Centre Plan Committee. S Stewart suggested that before March 2018, there needs to be a wide ranging workshop to discuss this.

6 ADJOURNED BUSINESS

Nil.
7 REPORTS

7.1 40km/h Advisory School speed signs Clarkville School, Heywards Road – Kathy Graham (Journey Planner/Road Safety Co-ordinator)

K. Graham presented this report seeking approval from the Board for the installation of “40km/h when children are present” advisory school zone signs outside Clarkville School, on Heywards Road. These signs are approved for general use by the New Zealand Transport Agency (NZTA).

Clarkville School currently has an unofficial crossing point where cones are put out for crossing before and after school hours. The current speed limit on the stretch of Heywards Road near the school is 70kph. A traffic survey has noted that the average speeds during drop off and pick up was 42kph, though there was some vehicles also recorded travelling at 100kph. Ohoka School has also recently had similar signage installed outside their school, as has West Eyreton School. The signs are large and are easily visible to drivers approaching. Signs are estimated to cost $600 - $1000 to install.

Moved J Watson seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No 171207133080.
(b) Approves the installation of “40km/h when children present” school advisory signs on Heywards Road outside Clarkville School on Heywards Road as shown on the attached documents (Trim 150629103361 and 171207133082).
(c) Circulates this report to the Utilities and Roading Committee.

CARRIED

7.2 Appointment to Advisory Groups and Outside Organisations – Waimakariri Access Group – Edwina Cordwell (Governance Advisor)

This report requests that the Board consider appointing a representative to the Waimakariri Access Group (WAG). It was suggested that there be an individual representative from this Board, rather than the Council representative John Meyer, also being the representative for this Board. It was noted that all the other Community Boards have each appointed a representative.

Moved J Watson seconded N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No. 171122126748.
(b) Approves the appointment of Board Member C Greengrass as the Board’s representative and liaison person to the Waimakariri Access Group.

CARRIED
8 CORRESPONDENCE

Moved J Watson seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives the letter acknowledging Kaiapoi-Tuahiwi Community Board submission on the Draft Accessibility Strategy. (Trim 171114123698)

CARRIED

9 CHAIRPERSON’S REPORT

9.1 Chair’s Diary for November-December 2017

In addition to events noted in this report, J Watson advised she had also attended The Pines Beach Christmas Party.

Moved J Watson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No. 171212134795.

CARRIED

10 MATTERS REFERRED FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 9 November 2017 (Trim No. 171108121373)

10.2 Rangiora-Ashley Community Board meeting minutes – 8 November 2017 (Trim No. 171108121421).

10.3 Woodend Sefton Community Board meeting minutes – 13 November 2017 (Trim No. 171108121357)

10.4 Library Update – Report to Community and Recreation Committee 21 November 2017 (Trim No. 171109122261).


10.6 Annual Report for Te Kohaka o Tuhaitara Trust for the year ended 3 June 2017 – Report to Audit and Risk Committee 28 November 2017 (Trim No. 17103119209).

10.7 Community Facilities Provision – Report to Community and Recreation Committee 21 November (Trim No. 171026115830)

10.8 Capital Projects Report for the period ended 30 September 2017 - Report to Audit and Risk Committee 28 November 2017 (Trim No. 171107120949).

10.10 **Annual Report for Enterprise North Canterbury for the year ended 30 June 2017** – Report to Audit and Risk Committee 28 November 2017 (Trim No. 171103119284).

10.11 **Summary of Discretionary Grant Accountability 1 January 2017 to 30 June 2017** – Report to Oxford-Ohoka Community Board 7 September 2017 (Trim No. 170825091888)

10.12 **Summary of Discretionary Grant Accountability 1 January 2017 to 30 June 2017** – Report to Rangiora-Ashley Community Board 13 September 2017 (Trim No. 170831094272)

10.13 **Summary of Discretionary Grant Accountability 1 January 2017 to 30 June 2017** – Report to Woodend-Sefton Community Board 11 September 2017 (Trim No. 170830093802)

10.14 **Tram Road Speed Limit, Mandeville North** – Report to Council 5 December 2017 (Trim No. 171121126353)

10.15 **Adoption of Council Standing Orders** – Report to Council 5 December 2017 (Trim No. 171115124385)

10.16 **Earthquake Infrastructure Recovery Programme – November 2017 Update** – Report to Council 5 December 2017 (Trim No. 171122127014)

10.17 **District Regeneration – Draft Road Stopping Plans for The Pines Beach** – Report to Regeneration Steering Group 6 November 2017 (Trim No. 170908097449)

10.18 **Licence to Occupy, Waimakariri Sailing and Power Boat Club, Kairaki** – Report to Regeneration Steering Group 4 December 2017 (Trim No. 171114123505).


Regarding Item 10.15, Adoption of Council Standing Orders. P Redmond noted that it is proposed the Board consider adopting a new version of Standing Orders in March 2018. LGNZ have overhauled the current version into a more readable and easy to navigate form. LGNZ have provided two documents (Council and Community Board) but the actual Standing Orders contained within them are consistent with each other and with those already used by WDC. P Redmond suggested there could be some more detailed engagement prior to the report being presented. Mr Palmer noted that this could be a good topic for a subsequent joint All Boards workshop.

Moved J Watson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.19.

CARRIED

11 **MEMBERS’ INFORMATION EXCHANGE**

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

**P Redmond**

Attended Accessibility Workshop and experienced travelling around Rangiora in a motorised mobility scooter.
24th November attended the DLC Hearing for Bottle’O Silverstream Off Licence application and presented the Board’s Submission.

28th November – attended Miss Lilly’s book launch

Attended the Regeneration Steering Group December 4 meeting

Waimakariri Health Advisory Group (WHAG) – Kathy Sinclair is the newly appointed Independent Chair

Tessa Sturley will be taking over from Madeleine Burdon from early 2018 on the WHAG. Noted at the last meeting that there are issues with a shortage of volunteer drivers

Attended Kaiapoi Maritime Book Launch for “Taking the Bar”. Suggested a copy of the book be given to the Council.

Attended Kaiapoi Carnival evening function for the concert.

Participating in the Carnival Parade with the Mayor and Mayoress.

Attended the Rangiora Christmas Parade

Went to the Kaiapoi RSA Christmas function

Attended the WDC Long Service Awards function

Attended Christmas Carols in Trousellot Park.

**Martin Pinkham**

Attended the ‘Taking the Bar book launch. Congratulated the Maritime Trust on this book

Attended Young Parents’ College prize giving at Kaiapoi High School

Attended Kaiapoi Christmas Carnival on the Friday night which was well attended, with not so many in attendance at the Christmas Parade on the Saturday. Consideration needs to be given in future whether a two day carnival is feasible.

Has been working with Enterprise North Canterbury (ENC) on the Cycling Strategy around North Canterbury.

**John Meyer**

2018 is looking like being a busy year, a lot of work has been going on behind the scenes by staff, and a lot of work coming up in the New Year.

Attended the Kaiapoi Christmas Carnival and also noted that numbers of those attending were down.

**Sandra Stewart**

Attended the Hui a Iwi, at Tuahiwi Marae at the end of November, over 3 days, which was an impressive event.

Noted that the Stormwater Drainage Bylaw Review period has closed.

Attended Water Zone Committee Workshop and meeting held on 11 December.

Recent media reports suggest it is possible that deep groundwater from Waimakariri may be flowing beneath the river and towards Christchurch aquifers. This water may become contaminated with nitrates from intensive farming. This is based on recent studies undertaken by ECan scientists. More detail will be brought back to the Water Zone Committee on this matter in the New Year.

S Stewart asked when ECan are going to come and speak to the Board on the salinisation in Kaiapoi River.

Kaiapoi Carnival – suggests there needs to be discussion at the Community Board on the future running of this event.
C Greengrass
Attended Pines Kairaki Christmas Party
Attended the Waimakariri Access Group workshop and took part in practical demonstrations. This was an informative day.
Attended the ‘Taking the Bar’ book launch and congratulated the Maritime Trust on this book
Attended the Darnley Club Christmas party
Attended Red Cross Lunch
Noted that You Me We Us are considering forming a sub-committee to hold a River Carnival on Waitangi Day in 2019.
Amazing Race day on Sunday 3 December was a great success.

R Blair
Attended the Darnley Club Christmas party
North Canterbury Neighbourhood Support group have had end of year function.

Al Blackie
Pegasus Bay Bylaw Implementation Group – Appointed Chair of this group
Attended the Hui a Iwi, manned Council stall for half a day
Attended the ‘Taking the Bar’ Book Launch – congratulated Phillip Redmond in his role as Master of Ceremonies for the event.
Attended Local Heroes event in Christchurch,

Neville Atkinson
District Development Strategy Deliberations meeting 13 December
District Licensing Committee Hearing 24 November
Noted there were two fails in a controlled purchasing operation at licensed premises on the weekend in the district, and very disappointed to note that there have been ten fails in the past 12 months.

12 CONSULTATION PROJECTS
There are no current consultation projects.

13 REGENERATION PROJECTS
13.1 Town Centre, Kaiapoi
Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:

13.2 New Arterial Road, Kaiapoi
Regular updates on the progress of the new Arterial Road will be posted on the Council’s website. There are also links to intersection layout plans for each of the new intersections. The updates can be located using the link below:
13.3 **Kaiapoi Regeneration Steering Group**

The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 29 January 2018. This meeting is open to the public.

14 **BOARD FUNDING UPDATE**

14.1 **Board Discretionary Grant**

Balance as at 16 October: $2,400.

15 **MEDIA ITEMS**

No media items.

16 **QUESTIONS UNDER STANDING ORDERS**

Philip Redmond asked: Why festive signage and decorations is not evident in the town centre of Kaiapoi?

N Atkinson noted that previously the Kaiapoi Promotions Association have undertaken arrangements for the Christmas decorations in Kaiapoi town centre and this has not been arranged through the Community Board.

17 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

There was no urgent general business.

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 19 February 2018 at the Ruataniwha Kaiapoi Civic Centre.

There being no further business, the meeting closed at 5.35pm.

CONFIRMED

________________________________________________________

Chairperson

________________________________________________________

Date
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<tr>
<th>Briefing (Public Excluded)</th>
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<td>1. Briefing (Public Excluded)</td>
<td>Fire and Emergency Services New Zealand (FENZ) were present.</td>
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MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD
HELD IN THE A&P MEETING ROOM, OXFORD TOWN HALL, MAIN STREET,
OXFORD ON THURSDAY 8 FEBRUARY 2018 AT 7.00PM.

PRESENT
D Nicholl (Chair), M Brown (Deputy Chair), W Doody, J Ensor, S Farrell, K Felstead,
J Lynn and T Robson.

IN ATTENDANCE
S Markham (Manager, Strategy and Engagement), E Cordwell (Governance Advisor),
G Stephens (Green Space Community Engagement Officer), M Ball (Property Officer),
R Garcia (Online & Social Media Coordinator), Mayor D Ayers (Mayor) and E Stubbs
(Minute Secretary).

1 APOLOGIES
Nil.

2 CONFLICTS OF INTEREST
Item 7.3d T Robson as a member of the Ashley Gorge Reserve Advisory Group
Item 7.3c M Brown as a member of the Mandeville Sports Club Committee
W Doody advised the Board that she is the appointed Councillor to the Mandeville
Sports Club Committee.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Oxford-Ohoka Community Board – 7 December 2017
Moved S Farrell seconded J Lynn
(a) THAT the Oxford-Ohoka Community Board:
    Confirms the circulated minutes of the Oxford-Ohoka Community
    Board meeting, held 7 December 2017, as a true and accurate record.
    CARRIED

4 MATTERS ARISING
J Lynn asked if there would be an update on Canterbury Landscape’s Resource
Consent application to Environment Canterbury (Ecan). E Cordwell advised that the
consent application was to be notified with a hearing currently scheduled to take
place between Tuesday 6 March and Friday 9 March. The consultant independent
planner was now working on the Board’s submission and S Nichols would keep the
Board informed. An email would be circulated with further details including an update
on whether there had been any associated resource consent application lodged with
WDC.

5 DEPUTATIONS AND PRESENTATIONS
Nil.

6 ADJOURNED BUSINESS
Nil.
7 REPORTS

7.1 Classification of Reserve 1651, 470 Woodstock Road, Oxford – Monese Ball (Property Officer)

M Ball spoke to the report noting that it was in relation to 470 Woodstock Road also known as the old racecourse domain. Staff had identified that when the use changed to dispersal and treatment of sewerage the type of classification of the reserve was not changed and as such, it still had a public recreation reserve classification. This was historic and needed to be rectified. Staff had spoken to the Department of Conservation who supported the reclassification.

W Doody asked if anything else would be affected and M Ball noted that it had not been used as a public domain since 1994. The reclassification suggested was a technical issue. A third irrigator may be installed in the future.

S Farrell asked about the possible removal of trees in the future and M Ball replied that this would only be as they reached maturity, but was still to be decided. It was with the forestry portfolio.

J Lynn asked if there would be public consultation as part of the reclassification process and M Ball replied yes. If any concerns were raised by the public these would be referred to the Board prior to any decision being made. It was also proposed to seek an easement for the sewer line and this would also form part of the consultation.

Moved M Brown seconded J Lynn

THAT the Oxford-Ohoka Community Board:
(a) Receives report No. 180109001167
(b) Recommends that the Council:
   Approves under the Reserves Act 1977 to classify the reserve described in the schedule as Local Purpose (Sewerage and Plantation) reserve, subject to the provisions of the Act.

Canterbury Land District – Waimakariri District
Schedule

<table>
<thead>
<tr>
<th>Area (Ha)</th>
<th>Description</th>
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<tbody>
<tr>
<td>87.4120</td>
<td>Reserve 1651 (New Zealand Gazette 1878 page 1670)</td>
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(c) Notes that a subsequent report will be presented should any objections be received following public advertising.

CARRIED

7.2 Property Lease/Licence Renewals 01 January 2018 to 31 December 2018 – Monese Ball (Property Officer)

M Ball noted that each year a report was submitted to the Community Boards on Lease and licence renewals in the Board’s community area. Those highlighted in the attached spreadsheet were due for renewal this year. Many were old gravel reserve areas with simple grazing licences. There was potential for disposal of those blocks as surplus land.
S Farrell commented on the lease of 90 High Street commenting that she believed the lease had been made shorter due to the dog park proposal. M Ball advised the lease was not on automatic renewal and it could be on a month-by-month basis until the future of the land was confirmed.

J Lynn noted the leased horse paddock land at Ohoka Domain and expressed concern the tenants did not appear to have been given notice prior to the upcoming development at the domain. M Ball advised that the contracts had a three-month termination clause. She would follow up with staff.

J Lynn noted that the lease costings were not included. S Markham advised that that information was available and could be provided. M Ball noted that staff were considering the possibility of a policy regarding fee structure.

Moved K Felstead seconded W Doody

THAT the Oxford-Ohoka Community Board:

(a) Receives report No. 180119004348
(b) Notes the upcoming renewals, status and nature of the lease/licence agreements.

CARRIED

K Felstead suggested it would be difficult to change the District Plan to allow for disposal of two-hectare blocks.

7.3 General Landscaping Budget – Grant Stephens [Green Space Community Engagement Officer]

G Stephens spoke briefly to the report. The original request for funding from the Ashley Gorge Advisory Group (AGAG) included shingle but this had now been found/donated from elsewhere so that only the request for financial support for bait traps was outstanding.

As regards Mandeville Sports Club request for a grant for landscaping, S Farrell agreed with the recommendation, however she felt that the report lacked detail on what was actually to be planted. S Farrell noted that the Discretionary Grant applications required greater detail. In addition, she noted that AGAG had asked for funding for 10 traps and the report stated that the funding would enable 20 traps to be installed. G Stephens advised that he had clarified this with AGAG and that the funding sought was for 10 possum traps and 10 rat/stoat/hedgehog traps – 20 in all.

With regard to MSC, a breakdown of costs had been requested however, this had not been available in time for the agenda. He believed $5000 was an appropriate figure; it would not cover the complete planting plan, including the irrigation required. General Landscaping Projects are assessed, overseen and managed via the Council’s Greenspace Unit and there is significant oversight and accountability in the process.

W Doody acknowledged that there was a desire to know more about the detailed planting plan and advised that the MSC Board would not be meeting for another fortnight. She confirmed that there was a large amount of planting required and that reasonable sized trees were needed in order to help alleviate community concern over the removal of large trees and due to damage by rabbits. The trees would provide beautification of the area, which included a walking track for everyone to use.

S Farrell reiterated she was happy with the proposal but would like further information on these details. There should be no rush as planting would not be carried out over the summer months.
The Board was advised that it could consider approving the project subject to staff approval and professional confirmation of the plan/cost breakdown and which could also be circulated to the Board. S Markham commented that the Greenspace Manager was responsible for making such judgments and that it would allow the process to continue in order to meet planting season requirements.

S Farrell reiterated that she would like to see the cost breakdown.

J Ensor did not believe the protracted discussion and decision making was helpful. The MSC had held a meeting in December 2017 with residents concerned about the removal of trees. J Ensor provided details on costings/spacing/distances and pre-planting and maintenance requirements for the MSC proposal. He asked G Stephens for his initial views on the costings and G Stephens commented that although he did not have the information before hand, it was in line with what was expected, as there was a lot of planting required.

M Brown commented that if the Board was to have criteria for the grant, this needed to be provided up-front in order to give confidence to groups applying. K Felstead reminded the Board that General Landscaping was not a contestable fund.

K Felstead thanked J Ensor and suggested that the details be provided to the Greenspace Manager.

K Felstead noted that there was a further $11,000 in the budget and asked if there were any other projects in the pipeline. G Stephens replied there were none that came to mind. K Felstead commented that the Board needed to make progress to spend the funds within the financial year. A number of projects were raised;

- Landscaping at the Gatekeeper’s lodge.
- A seat around a tree at Ohoka Domain.
- Upgrade of railway siding signs – which the Board had previously understood would come out of a separate budget, and the upgrade had not yet occurred.
- Landscaping at Swannanoa Cricket Club.

S Markham commented that G Stephens and R Garcia could look at proactive communications to the larger community groups/advisory groups in the ward including what sort of information was needed to assist the Greenspace Unit in their assessment of potential landscaping projects.

K Felstead noted that he was fully supportive of the Staff Recommendation commenting that he did not believe the Board required too much detail as all potential and approved projects were assessed and overseen by the Greenspace team. Advisory Groups and other major groups would usually approach Greenspace directly and that the ‘route’ taken for the MSC and Ashley Gorge Advisory Group projects was unusual.

Moved T Robson seconded S Farrell

**THAT** the Oxford-Ohoka Community Board:

(a) **Receives** report No. 180126007040

(b) **Notes** that to date the Board has a budget of $16,370.00 available to allocate from its 2017/2018 General Landscaping Budget towards landscaping projects within the Oxford Ohoka Ward. This is made up of the annual plan allocation of $11,920.00 and a carry-over from the previous financial year of $4450.00
(c) **Approves** the allocation of $5000.00 to the Mandeville Sports Club Inc. for use in reinstating boundary plantings for shelter and improving the aesthetic presentation of the public park, subject to the provision of a cost breakdown by the Mandeville Sports Club to be approved by the Council’s Greenspace Manager and the Chair and for members to be advised of this.

CARRIED

J Ensor abstain

Moved K Felstead seconded W Doody

THAT the Oxford-Ohoka Community Board:

(d) **Approves** the allocation of $580.00 to the Ashley Gorge Advisory Group to be spent on the purchase of 20 predator traps.

CARRIED

K Felstead commented that he was more than happy to support, it had been a good presentation and was a good project.

W Doody was pleased to support the AGAG, the trapping required a lot of volunteers and was already proving successful.

7.4 **Poyntzs Road Water Supply Source Upgrade – Consultation – Colin Roxburgh (Water Asset Manager) and Mark Andrews (Civil Engineer)**

This report was withdrawn. The Board was advised that further consultation and exploration of options was being undertaken.

8 **CORRESPONDENCE**

Moved J Lynn seconded M Brown

THAT the Oxford-Ohoka Community Board:

Draft Stormwater Drainage Bylaw

(a) **Notes** the letter of support from the Board to the Draft Stormwater Drainage Bylaw 2018 (Trim 171206132500).

(b) **Receives** the acknowledgement of letter of support to the Draft Stormwater Drainage Bylaw 2018 (Trim 180122004948).

CARRIED

9 **CHAIRPERSON’S REPORT**

Nil.

10 **MATTERS FOR INFORMATION**

10.1 **Woodend-Sefton Community Board meeting minutes – 11 December 2017** (Trim No. 171205131874).

10.2 **Rangiora-Ashley Community Board meeting minutes – 8 November 2017** (Trim No. 171108121421).

10.3 **Rangiora-Ashley Community Board meeting minutes – 13 December 2017** (Trim No. 171127128450).
10.4 **Kaiapoi-Tuahiwi Community Board meeting minutes – 20 November 2017** (Trim No. 171116125128)

10.5 **Kaiapoi-Tuahiwi Community Board meeting minutes – 18 December 2017** (Trim No. 171218137118)

10.6 **Earthquake Infrastructure Recovery Programme – November 2017 Update** – Report to Council 5 December 2017 (Trim No. 171122127014).

10.7 **Utilities and Roading Activity Management Plans 2018** – Report to Utilities and Roading Committee 12 December 2017 (Trim No. 171122126970).

Moved J Ensor seconded M Brown

THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.7

**11 MEMBERS’ INFORMATION EXCHANGE**

11.1 **J Ensor**

- Advised he had been active and busy attending eight meetings and activities.

11.2 **J Lynn**

- Attended Public Spaces Domain Policy Advisory Group meeting. A second draft had been completed. The policy considered the location/rules regarding ‘sandwich boards’, buskers, collectors, food stalls etc. A third draft would be completed which would go to Council for approval prior to public consultation.
- Gatehouse Lodge – good relationship with Council, funding had been approved. They were looking to have foundations in and move the building in March.
- Provision of Broadband in Ohoka was progressing.

11.3 **S Farrell**

- Attended Oxford Museum meeting. The building had been classified as ‘low use’ so did not need earthquake strengthening. They were looking to improve secure attachment of furniture.
- Attended Ohoka Domain meeting. No compromise could be reached so there was status quo with the alternative plan.
- Attended Mandeville Residents’ Association meeting.

11.4 **T Robson**

- Met with new Youth Development Coordinator Sam Redwood.

11.5 **M Brown**

- Mandeville Sports Club - Vision Café concept.
- Attended meeting the previous evening with West Eyreton Ward Advisory Group (WEWAG). There was concern around the Poyntzs Road water supply source upgrade. Further consultation and exploration of alternative options was now being progressed.

11.6 **K Felstead**

- Acknowledged Neville Falconer receiving QSM for broadcasting.
- Acknowledged the passing of Murray Binnie, he had been the Council’s Drainage Manager before retiring; he developed and supported the Te Reo and Waiaita programmes at the Council.
- Acknowledged the swearing in of Kirstyn Barnett to the Council.
LTP
Council had not provided funding for the Oxford High Street Reserve and Management plan in the next 10 years. He suggested that the Board could consider this when developing its submission to the LTP. K Felstead commented that not much new money had been approved for the ward. The Indoor Court Facility was in the Draft LTP for consultation. The potential average rate rise across the district was 4.4%. This was an average and some areas such as the Oxford township could be higher due to upgrade of the sewer plant. The LTP consultation was 9 March – 9 April 2018.

S Markham advised that on 7 March there was an All Boards Briefing where the CE would outline the key aspects of the Draft LTP. The communications team were working on an engagement program.

11.7 W Doody

LTP
Waste Minimisation – The Hearing Committee had recommended that there be an ‘opt in/opt out’ system which she believed was the fair approach to accommodate those who did not want bins. It would be a user pays system. Welcomed feedback on the proposed Indoor Court Facility. Another set of toilets for Mandeville Sports Club was included. Toilets in the West Oxford Reserve were planned for the ‘longer’ LTP.

- Noted the new car seat recycling programme.
- Noted results of ‘Love Food Hate Waste’ – national waste audit of food left behind in households. The statistics were very disappointing.
- Noted Oxford Rural No. 1 on a boil water notice. The new well had been drilled with water at 33L/s. It needed to go through a public consultation process with ECan, the speed it progressed depended on submissions.
- Attended Waimakariri Accessibility Group meeting.

D Nicholl advised that K Ward (Community Board Advocate) had resigned due to health reasons prior to Christmas and suggested that a letter be sent to Karyn from the Board thanking her for her services.

12 CONSULTATION PROJECTS
Nil.

13 REGENERATION PROJECTS
13.1 Town Centre, Oxford
Updates on the Oxford Town Centre projects are emailed regularly to Board members. These updates can be located using the link below:


S Farrell raised decorating and lighting of Oxford Main Street at Christmas. It had been said Council staff would work with the Oxford Promotions Association however nothing had happened and the lights were poor. She noted the flags in Rangiora and asked if they had been provided by Council. S Markham advised that Kaiapoi Promotions Association (KPA) and the Rangiora Promotions Association (RPA) had a targeted rate for decorations through the businesses in those centres. An update would be provided in regarding who was responsible for what and what was budgeted for.
13.2 **New Arterial Road, Kaiapoi**

Regular updates on the progress of the new Arterial Road will be posted on the Council’s website. There are also links to intersection layout plans for each of the new intersections. The updates can be located using the link below:


There was some discussion around the new arterial road in Kaiapoi. Including the surface, flow of traffic and speed limit. K Felstead advised that an upgrade of Skewbridge was included in the LTP.

14 **BOARD FUNDING UPDATE**

14.1 **Board Discretionary Grant**

Balance as at 8 February 2018: $3276.19

15 **MEDIA ITEMS**

S Markham introduced R Garcia to the Board as their new media liaison. R Garcia was also resident of the ward.

R Garcia advised that as soon as the agenda was available prior to the meeting, there would be an update on the Council’s website highlighting the matters the Board were considering and once the meeting had happened advising of the main decisions. R Garcia would not attend every meeting, however when there were ‘bigger’ items of public interest then he would attend and liaise with media. He would work proactively to gain media interest. R Garcia would liaise with D Nicholl and Governance staff noting that it was a good opportunity to get involved and share the valuable work the Board was doing.

S Markham commented that R Garcia could work with Greenspace to get a message to advisory and appropriate community groups regarding General Landscape Budget proposals and for these to go to the Greenspace team. S Farrell asked about distributing the information through Chatter, which went to a number of voluntary organizations. S Markham commented that there needed to be a balance and R Garcia suggested a targeted message strategy to different parties they wanted to engage.

W Doody noted the Board’s presence at the upcoming Oxford A&P Show. S Markham noted that the Draft LTP would be out for consultation at that time.

E Cordwell advised that at the March meeting there would be a report recommending adoption of Community Board Standing Orders. The Council had already approved its own Standing Orders. The new document was nearly identical in content however was organized to be more readable.

S Farrell asked if they could be tweaked. E Cordwell advised that minor tweaks were possible and could be discussed. It was good to have consistency between Community Boards and Council.

16 **QUESTIONS UNDER STANDING ORDERS**

17 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**
NEXT MEETING
The next meeting of the Oxford-Ohoka Community Board is scheduled for Thursday 8 March 2018 commencing at 7.00pm, at the Ohoka Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.40pm.

CONFIRMED

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Chairperson

________________
Date
MINUTES OF THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD
HELD IN THE PEGASUS COMMUNITY CENTRE, MAIN STREET, PEGASUS ON
MONDAY 12 FEBRUARY 2018 AT 7.01PM.

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

IN ATTENDANCE
C Sargison (Community and Recreation Manager), R Hawthorne (Property Manager), M McIlraith (Communications and Engagement Manager), K Lindsay-Lees (Communications and Engagement Coordinator), D Ayers (Mayor), J Ensor (Oxford-Ohoka Community Board) and E Stubbs (Minutes Secretary).

1 APOLOGIES
Moved A Thompson Seconded R Mather
An apology was received and sustained from A Blackie for absence. CARRIED

2 CONFLICTS OF INTEREST
Nil.

3 CONFIRMATION MINUTES
3.1 Minutes of the Woodend-Sefton Community Board – 11 December 2017
Moved J Archer seconded A Allen
THAT the Woodend-Sefton Community Board:
(a) Confirms the circulated minutes of the Woodend-Sefton Community Board meeting, held 11 December 2017, as a true and accurate record. CARRIED

4 MATTERS ARISING
R Mather queried when the road naming workshop would be held. C Sargison advised that staff were working on holding a workshop in March.

5 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY
5.1 Matt McIlraith introduced K Lindsay-Lees who would be providing media liaison for the Board. She was attending the meeting in order to meet board members and answer any questions they may have. The idea behind the proposed media liaison was provide a constant presence of the Board on the website and opportunity to promote items of interest. K Lindsay-Lees would work with S Powell and attend meetings where appropriate. Every board had an allocated media liaison person.

5.2 Rob Hawthorne (Property Manager) spoke to the Board regarding the Coastal Forestry scheduled harvest and replant. He provided a handout (Trim No. 180227020619). R Hawthorne outlined the tender process and the expertise and experience of the contractors.

R Hawthorne referred to the two location maps provided. He highlighted the coastal protection area, Te Kohaka O Tuhaitara Trust (TKT) Land and areas for harvest.
A Thompson asked how the Coastal protection area was defined. R Hawthorne advised that it had been defined early on. Those trees were considerably older than the rest of the forestry and were well rooted with longevity to them. They provided stability to the sand dunes. The forestry pines were compressed/taller/shallow rooted and wind vulnerable.

J Archer referred to the three dune system providing important tsunami protection and asked what measures were in place to preserve the dune integrity. He commented harvesting in the past had flattened and damaged the dune system. R Hawthorne explained there were a number of things that could be done either as a directive or by encouragement to preserve the dunes. For example:

- Areas would be replanted without removal of the old tree stumps and roots, which would provide a continuing level of protection.
- In addition modern methods of harvesting included de-limbing in-situ, which prevented damage when dragging logs to the skid. The branches would be planted through, rather than windrowed, which provided further protection.
- In most cases the areas would be planted within 6 months.

In addition, where dunes were not planted the cycle of harvesting previously had shown that erosion was not hugely significant. TKT was actively involved in the area and had signalled awareness of potential erosion issues but not that it was a big concern.

A Thompson queried the selection of blocks on TKT land. R Hawthorne advised that the ages varied quite a bit, those highlighted would be taken down this harvest and were a reflection of the age and profile of trees. The decision of harvest blocks on TKT land was determined by the council and there was good communication with TKT regarding the harvest.

R Hawthorne had provided a high level summary of negative effects of the harvest and potential mitigation.

S Powell asked how long the harvest would take. R Hawthorne advised it would take over two years with the harvest scheduled for outside of peak season. There had been a delay from previously anticipated however with dry conditions that was of benefit. Mitigating factors included that harvesting would be from June to mid-October before the public holidays. Weekends would be avoided and work would be staggered so beach access could be maintained.

When there was physical work underway spotters would be on the ground to protect individuals and contractors. There would be good site signage including advice on alternative beach access. This had been prescriptively written into the contract.

R Hawthorne referred to the maps showing direction of removal of trees and route of trucks through Waikuku. The path out of the forest broadly followed existing tracks. Roading staff had recommended the preferred truck route. Tiri Tiri Moana Drive had been considered however, the northern route meant a smaller number of residents were affected.

S Powell asked whether trucks would be heading North or South on SH1 and R Hawthorne advised that was an unknown. There was little control over the destination of the logs.

A Thompson queried whether Kaiapoi Pa Road could be a potential route for trucks and it was noted that this option would require much consultation.

R Hawthorne acknowledged the need to mitigate noise and effect of trucks in residential areas. He noted that with the physical road layout trucks would not be able to reach much speed. There were options to explore regarding communication with other vehicles such as buses.
J Meyer asked about the weight restriction on the Waikuku Bridge. R Hawthorne noted the route had been approved by the roading team however he would check that.

R Hawthorne highlighted a mitigation for people in adjoining areas noting the 40-50m wide zone that would be left in place for the first year. It maintained a noise/dust/sand and visual barrier. The harvested area would then be replanted. S Powell asked if the strip was safe to retain in terms of wind. R Hawthorne noted there was potential for windfall in a substantial storm. There was potential to close off the track and to reduce the height of those trees.

R Hawthorne referred to the map showing the removal of trees to the south through the Woodend Beach Campground. The same 40-50m wide zone was in place. The new footpath would assist.

S Powell asked about the plantings for the final strip. R Hawthorne replied that staff were looking at some native planting in collaboration with TKT. The advantage with natives was they were quick to grow. There would be native planting setbacks along significant tracks. The thick foliage of native plantings discouraged people leaving the track which was a positive, in addition there would be signage over summer to encourage people to use the tracks.

R Hawthorne noted there would be targeted communication with the campground and immediate residential areas. The selected contactor would have a large programme for further consultation.

R Hawthorne advised that advice from the Fire Service was that fire breaks did not need significant change.

In terms of potential mitigation toward eco-climates and eco-systems R Hawthorne highlighted that contractors would work in closely with TKT in particular in consideration of areas that needed special treatment. He noted that properties in excess of 200m from the forest were likely to have minimal effect in relation to the prevailing easterly. He acknowledged there would be a loss of recreation areas for a certain period of time.

S Powell asked if there would be an update for the public as there had been a lot of misinformation. R Hawthorne had drafted an update, which was likely to go out in two weeks. He wanted to ensure issues raised by the Board were covered off. The tender documents would be ready in the next two to three weeks. The contractors could look at other mitigations in their tender documents. The Board would be kept informed.

A Allen asked about communicating with recreational visitors outside of the 9am-5pm time. R Hawthorne advised there would be multiple strategies including broad communication and signage. Particular groups may need to be targeted. Prior to work in the morning contractors would walk through the area to ensure there were no people in the worksite as there was higher risk where machinery was operating.

J Archer asked about the planting of Macrocarpa in future. R Hawthorne explained they would seek independent advice and take a mixed approach to planting. He noted that in the future, there would be a report to Council regarding the longer-term forestry strategy.

It was asked who would undertake the native planting and R Hawthorne advised it would be TKT. There was some money available for native replanting and this would need further discussions with TKT.

S Powell asked if there would be ongoing updates to the Board and R Hawthorne replied yes and that he would schedule in a more regular update.
R Mather thanked R Hawthorne for an informative report and commented that it was good that trucks were using routes away from Pegasus.

A Thompson thanked R Hawthorne for a good presentation commenting he had confidence in the process. He believed the logging trucks in Waikuku would be a significant issue and believed that it was important that the community understood why the trees needed to come down.

S Powell thanked R Hawthorne for his presentation.

6 ADJOURNED BUSINESS

Nil.

7 REPORTS

7.1 Property Lease/Licence Renewals 01 January 2018 to 31 December 2018
– Monese Ball (Property Officer)

C Sargison spoke briefly to the report. The report was provided annually to provide the Community Boards with an overview of which properties were coming up for lease renewal. Those in the spreadsheet were related to this community area. Most were for stock grazing and some related to community groups. The Woodend Toy Library had formally given notice to terminate their lease. Staff had approached the Model Railway Club to use the building however, the building was too small. It was also unsuitable for a meeting room due to its small size. It could be a good off-site library storage area.

Moved A Allen seconded A Thompson

THAT the Woodend-Sefton Community Board:

(b) Receives attached report number 180119004342, with spreadsheet 180119004355.

(c) Notes the upcoming renewals, status and nature of the lease/licence agreements.

CARRIED

8 CORRESPONDENCE

C Sargison suggested that the Board should consider the future of the Pegasus Community Centre as part of Board’s submission to the Draft LTP. S Powell would work with staff to draft a reply to the Pegasus Residents’ Group.

Moved R Mather seconded A Allen

THAT the Woodend-Sefton Community Board:

(a) Receives the letter regarding the Pegasus Community Centre (Trim 180122004798).

Draft Stormwater Drainage Bylaw

(b) Notes the letter of support from the Board to the Draft Stormwater Drainage Bylaw 2018 (Trim 171206132459).

(c) Receives the acknowledgement of letter of support to the Draft Stormwater Drainage Bylaw 2018 (Trim 180122004953).

NZTA Safe Roads – Ashley to Belfast Safety Improvements

(d) Notes the letter to NZTA regarding the proposed safety improvements to State Highway 1 - Ashley to Belfast (Trim 171130130095).
(e) Receives the acknowledgement of feedback from Safe Roads regarding the proposed safety improvements to State Highway 1 - Ashley to Belfast (Trim 180205010986).

CARRIED

9 CHAIRPERSON’S REPORT

9.1 Chairperson’s Report for January-February 2018

Moved S Powell seconded J Meyer

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 180207011583.

CARRIED

S Powell noted that she queried the state of the road verge after works carried out by City Care and had been reassured that it would be reinstated once work was complete.

10 MATTERS FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 7 December 2017 (Trim No. 171129129618)

10.2 Rangiora-Ashley Community Board meeting minutes – 13 December 2017 (Trim No. 171127128450).

10.3 Kaiapoi-Tuahiwi Community Board meeting minutes – 20 November 2017 (Trim No. 171116125128)

10.4 Kaiapoi-Tuahiwi Community Board meeting minutes – 18 December 2017 (Trim No. 171218137118)

10.5 Utilities and Roading Activity Management Plans 2018 – Report to Utilities and Roading Committee 12 December 2017 (Trim No. 171122126970).

Moved R Mather seconded J Meyer

THAT the Woodend- Sefton Community Board receives the information in items 10.1-10.5.

CARRIED

11 MEMBERS’ INFORMATION EXCHANGE

11.1 November - December Diary for R Mather, A Allen and J Archer, (Trim No. 180205011236)

11.2 A Allen

• Congratulated staff on quick installation of park run signs and asked if the Board had been acknowledged regarding funding the signs.
• Noted issues with mowing at the Golf Course were ongoing. R Mather advised that the Pegasus Residents’ Group was facilitating a meeting between Council Staff and the Golf Course to address.

11.3 J Archer

• Attended meeting with concerned residents regarding speed on SH1 in vicinity of Sandhills Road. Was concerned that the same issues had been raised 30 years ago and there was still no action, just more consultation.
Asked if there was something that the Board could do, and believed that the Board needed to support the residents’ request for help. Suggested that the Council owed it to the ratepayers to petition NZTA on the matter.

C Sargison suggested that the Board could write to NZTA and ask what the follow up action and timeframe was. There was general agreement from the Board to that action.

11.4 **R Mather**
- Pegasus Residents Group – organising ‘Easter Egg Extravaganza’ in March.
- Acknowledged the passing of Murray Binnie.

11.5 **J Meyer**
- Noted it had been a busy time for Council with the Draft LTP. There were some big decisions but it was a good document to go to the community for consultation.
- Commented on concerns of the residents near Sandhills Road noting that he believed the matter was progressing. It would not be an instant fix however he believed the NZTA Safe Roads Alliance Team were doing a good job. There was a process to follow.
- Asked if the Sefton Hall earthquake repairs had been funded and C Sargison suggested the Board submit for these in the Draft LTP or Annual Plan.

12 **CONSULTATION PROJECTS**
There were no current consultation projects.

C Sargison provided an update on the Draft LTP.

- There would be an All Boards Briefing on Wednesday 7 March prior to commencement of consultation from 9 March through to 9 April.
- The big issue from a community perspective was the Multi-Use Sports Facility.
- Fees and charges for community facilities were changing and a new tutor rate was being introduced. A letter would be sent to those groups advising of the proposed changes.
- The Council had accepted the need for a ‘North Woodend’ community facility. There were no particular other items unique to this ward.

13 **FOSTERING COMMUNITIES**

14 **REGENERATION PROJECTS**

14.1 **Town Centres, Woodend-Pegasus**
Updates on the Woodend-Pegasus area projects are emailed regularly to Board members. These updates can be located using the link below:


14.2 **New Arterial Road, Kaiapoi**
Regular updates on the progress of the new Arterial Road will be posted on the Council’s website. There are also links to intersection layout plans for each of the new intersections. The updates can be located using the link below:

15 BOARD FUNDING UPDATE

15.1 Board Discretionary Grant
Balance as at 12 February 2018: $1,935.97.

15.2 General Landscaping
Balance as at 12 February 2018: $10,533.

C Sargison advised that G Stephens would discuss the General Landscaping Budget at the March meeting and suggested the Board put its mind to potential landscaping projects.

16 MEDIA ITEMS

- Coastal Forestry Harvest
- Rangiora-Woodend Cycleway
- Fitness equipment in Gladstone Park

There was some discussion regarding Facebook page etiquette.

17 QUESTIONS UNDER STANDING ORDERS

18 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING
The next meeting of the Woodend-Sefton Community Board is scheduled for 7pm, Monday 12 March 2018 at the Woodend Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.35pm

CONFIRMED

__________________________
Chairperson

__________________________
Date
MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD
HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON WEDNESDAY 14 FEBRUARY 2018 AT 7PM.

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

IN ATTENDANCE
J Millward (Manager Finance and Business Support), G Cleary (Manager Utilities and Roading), Joanne McBride (Development Manager), C Brown (Manager Greenspace), D Ayers (Mayor), J Ensor (Oxford-Ohoka Community Board), E Cordwell (Governance Adviser) and E Stubbs (Minute Secretary).

1 APOLOGIES
Nil.

2 CONFLICTS OF INTEREST
Nil.

3 BOARD MEMBERS’ DECLARATIONS

The Waimakariri District Council adheres to the following legislation with regard to the swearing in of elected members:

3.1 Local Government Act 2002 - Schedule 7 – Clause 14: Declaration by Member
Chairperson Gerard received and witnessed the Community Board declaration from Kirstyn Barnett.

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Rangiora-Ashley Community Board – 13 December 2017
Moved M Clarke seconded J Hoult
THAT the Rangiora-Ashley Community Board:
(a) Confirms the circulated minutes of the Rangiora-Ashley Community Board meeting, held on 13 December 2017, as a true and accurate record.

CARRIED

5 MATTERS ARISING

5.1 Cust School Hall as a venue for formal Community Board meetings - Edwina Cordwell (Governance Adviser)
E Cordwell spoke to the Memorandum regarding further possible Cust venues suitable for formal Board meetings. As previously advised the Cust Community Centre was booked on Wednesday evenings. She had explored the Cust School as a venue however, the Board of Trustees had made a
previous decision not to ‘compete’ with the Community Centre for community bookings and this needed to be respected

E Cordwell advised that she had however made a tentative booking for the Cust Community Centre for Tuesday 13 November if the Board wished to change the date of its Ordinary meeting. There were no objections to a change of date.

Moved D Gordon  seconded C Prickett

THAT the Rangiora-Ashley Community Board:

(a) Receives memo 180124006186.

(b) Confirms that the venue for its 14 March 2018 Board meeting is the Loburn Pavilion and that the venue for the 13 November 2018 Board meeting will be the Cust Community Centre.

CARRIED

D Gordon thanked staff for finding a solution for holding a meeting in Cust as requested by the Board. He believed holding a meeting in the Cust Community Centre was a good outcome.

C Prickett was happy to hold the meeting on a different day.

K Barnett advised that she believed that she had been tasked to explore the option of Cust School as a venue and had received confirmation in writing regarding the use of the School as a venue. She wished to make it clear that the Cust School had been very helpful.

6 DEPUTATIONS AND PRESENTATIONS

6.1 G Cleary (Manager Utilities and Roading) and J McBride (Development Manager) provided an update on the High Street Feature Lighting. They tabled a memo (Trim No. 180209012930).

J McBride advised that Mark Herring Lighting had reviewed the lights and had advised of adjustments that could be made to improve the effect including:

- Appropriate lens for each individual installation.
- Light angle adjustments – these would be completed by the end of the week.
- Changes to the programme for the controllers to maximise lighting effect on trees.

J McBride highlighted the other important notes on the memo, which were factors that had an effect on the lighting of individual street trees. She noted that ‘spill light’ from streetlights, verandas and shop frontages had an effect on the display on the tree. J McBride advised that work had also been done to compare the Phillips and We-EF lights as requested. Of importance was they had the same lumen output. It was noted that when the Phillips demonstration was completed, it was winter and two lights were used to light up the tree.

G Cleary commented that in the longer term when the streetlights were upgraded, they would go to LED. LEDs had two benefits - directional beam and control which would enable a better effect to be achieved by the feature light. There was an ability to add more lights into the system however, that was not a cheap exercise.

J Gerard commented that when the Board had received the demonstration of the proposed lights in early 2017 they were quite bright and the Board was satisfied that they would provide an illuminated streetscape for drivers and be
an added attraction. The lights were not intended to light trees for pedestrians. It appeared that the original concept of an illuminated street scape as viewed by drivers and passengers through the town had altered into a pedestrianised feature ‘lightscape’. He noted that a number of businesses had expressed concerns and that he believed it was an unacceptable position.

D Gordon agreed with J Gerard entirely. He had attended a meeting of the Rangiora Promotions Association where there had been strong feedback about the lights. He was not happy and did not believe adjustments of the lights was enough. It had been raised in December and now in February. It was not an acceptable solution and was not something he could defend in the community. He asked if a meeting outside this forum was required to reach a conclusion and way forward.

P Williams noted that the lighting designer would have been aware of the other ‘important notes’ (as outlined in the memo), and would have seen the spill of light from street lights, the location of verandas and the shape and form of each individual tree prior to the design. He suggested that the lighting design and designer needed to be involved to ascertain why the final design was so far from what had been originally scoped and presented to the Board and the community. G Cleary advised that staff were keenly aware of the issues and that they were continuing to work with the lighting designer to achieve as many improvements as possible with the current design and as outlined in the Memo. He agreed that it was unlikely that these improvements would be a final solution. The Council would be seeking appropriate advice on a ‘remedy’.

P Williams noted that he had viewed some of the refocused lights at 10.30pm and that even when it was dark they still did not meet expectations. He queried how long the process of rectification would take given that the project had been due for completion in November 2017 and it was now February. G Cleary advised that this was currently underway.

K Galloway asked if G Cleary believed they had the right lights. G Cleary replied yes, they were the industry standard and a robust product suitable for a public space. In terms of delivery for what the community were expecting – the feedback was that it was ‘underwhelming’. K Galloway asked if they were the right trees for such lighting displays. J McBride commented that as deciduous trees, there would be a different look in winter. K Galloway commented that the Board and community wanted ‘lighting’ performance for 12 months of the year.

K Galloway asked if the feature lights had been a success in Kaiapoi and J McBride advised that those lights were placed on top of a pedestrian pole and shone onto the side of the tree in a different lighting style. In Trousselot Park they were under the tree.

K Galloway asked if J McBride had confidence in the improvements recommended and J McBride said yes, however was not sure if it would be sufficient.

C Prickett asked what was the difference between what they had originally been shown and what was installed. J McBride advised the original demonstration had been with a Philips light. There had been two style of light used: a long bar light and a round ‘in ground’ light. The demonstration had been flicking between the two and sometimes there had been one light placed in the tree itself. She noted that the Philips light was not adjustable in its canister, otherwise a comparison between the two lights showed they were virtually identical. She believed they would be having the same discussion if it were the Philips light.

C Prickett commented that the issues had to be with the environment – the spill light etc. What they had been shown was appropriate for the demonstration situation (tree on the Council Offices lawn). However, the design for the High Street was inadequate because it had not taken into consideration the spill light. J McBride commented that it was something they
would need to talk to the lighting designer about. The budget had only permitted one light per tree and there was also consideration of vandalism as regards how/where this light would be placed and installed. C Prickett commented that the Board had approved a design with an associated budget that members understood would give the desired effect as demonstrated. It had not been clear that the demonstrated concept could not be achieved. The Board may not have recommended the project to the Council if the Board had been aware of this constraint and issue. He believed it still came back to an inadequate design.

J Hoult asked whether during summer ordinary white light would be best. J McBride commented that these were some of the things that staff were in discussion with the lighting designer about. Some colours were more effective than others.

S Lewis commented on the influence of the shop lights and that there was a streetlight just by each tree so that the feature lights were swallowed by street lighting. She believed it was something that the designer should have thought about, the mistake should not have happened and asked what will we do about it? J McBride advised that in the future the use of LED street lights had been flagged, and the location for new light poles could be shifted.

K Galloway asked when the planned improvements would be completed and J McBride advised in a couple of weeks. G Cleary advised that the Board would be kept informed of all progress. K Galloway asked if a special meeting to view the lights in the dark could be convened and whether the lighting designer could be in attendance to take questions. J McBride was happy to invite the designer. R Brine believed it was more appropriate for the Board to meet with staff themselves first to view the lights together. The need for a special meeting could then be decided upon once all members were clear and agreed on the situation. There was general agreement by the Board to meet to have a look at the lights in the dark when the adjustments had been completed.

C Prickett requested that when they had the viewing whether they could view ‘white light’ as that would have the maximum energy. J McBride advised that could be arranged.

D Gordon wanted to see a focus on a solution. He asked if the lights would be ready for St Patrick’s Day and suggested the fundamentals needed addressing.

G Cleary believed that even when the changes were made they would not address the issues. He suggested that the remedies were:

- to go back to the designer,
- consider additional lighting - that would come at a cost.

D Lundy shared D Gordon’s concern.

7 ADJOURNED BUSINESS
Nil.

8 REPORTS

8.1 Property Lease/Licence Renewals 1 January 2018 to 31 December 2018 – Monese Ball (Property Officer)

J Millward spoke briefly to the report. He advised those leases highlighted were up for renewal. He noted that staff were currently reviewing leases and associated processes.

Moved D Gordon seconded R Brine

THAT the Rangiora–Ashley Community Board:
(a) **Receives** the attached report number 180119004344, with spreadsheet 180119004354.

(b) **Notes** the upcoming renewals, status and nature of the lease/licence agreements.

**CARRIED**

### 8.2 Poyntzts Road Water Supply Source Upgrade – Consultation – Colin Roxburgh (Water Asset Manager) and Mark Andrews (Civil Engineer)

The Board was advised that this report had been withdrawn to enable further consultation and assessment of alternative options to take place.

### 8.3 Application for Rangiroom-Ashley Community Board Discretionary Grant 2017-2018 – Edwina Cordwell (Governance Adviser)

E Cordwell spoke briefly to the report advising that the Cust Bowling Club wished to purchase a second hand mower.

Moved K Galloway seconded S Lewis

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

(a) **Receives** report No. 180129008126.

(b) **Approves** a grant of $500 to the Cust Bowling Club towards the cost of purchasing a second hand mower

**CARRIED**

### 9 CORRESPONDENCE

E Cordwell noted that members had attended the Stormwater/Drainage Bylaw workshop in late 2017. All Boards had been comfortable with the proposed draft bylaw and a letter of support had been sent to the Council. It had been included in the agenda for completeness.

C Prickett asked if there was a need to present the Board’s support in person /speak to the Hearing Panel. J Gerard advised that the letter would be sufficient in this instance.

Moved J Gerard seconded M Clarke

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

**Draft Stormwater Drainage Bylaw**

(a) **Notes** the letter of support from the Board to the Draft Stormwater Drainage Bylaw 2018 (Trim 171207133330).

(b) **Receives** the acknowledgement of letter of support to the Draft Stormwater Drainage Bylaw 2018 (Trim 180122004956).

**CARRIED**

E Cordwell noted that there had been an invitation from K Barnett regarding the Cust Community Network’s AGM on Wednesday 21 February at 7.30pm. All members were welcome to attend.

### 10 CHAIRPERSON’S REPORT

#### 10.1 Chair’s Diary for January 2017

Moved J Gerard seconded D Lundy

**THAT** the Rangiora-Ashley Community Board:
(a) **Receives** report No. 180205010918.

CARRIED

11 **MATTERS FOR INFORMATION**

11.1 **Oxford-Ohoka Community Board meeting minutes – 7 December 2017** (Trim No. 171129129618)

11.2 **Kaiapoi-Tuahiwi Community Board meeting minutes – 20 November 2017** (Trim No. 171116125128)

11.3 **Kaiapoi-Tuahiwi Community Board meeting minutes – 18 December 2017** (Trim No. 171218137118)

11.4 **Woodend-Sefton Community Board meeting minutes – 11 December 2017** (Trim No. 171205131874).

11.5 **Utilities and Roading Activity Management Plans 2018** – Report to Utilities and Roading Committee 12 December 2017 (Trim No. 171122126970).

12 **MEMBERS’ INFORMATION EXCHANGE**

12.1 **K Barnett**

- Draft LTP – highlighted the proposed increase in fees for community facilities commenting that members may get some feedback on that. She noted that fees had not increased since 2012 and in some cases, there was a 100% increase.

12.2 **D Gordon**

- Draft LTP – noted that Community facilities and social housing fees were both increasing. All groups would be written to and made aware. J Millward advised that there would be a meeting with social housing residents and representatives of appropriate agencies would attend to assist.
- Draft LTP – commented that staff had done an outstanding job to achieve all the inclusions to the LTP, including the Multi Use Sports Facility, with a possible rates increase in the region of 4%.
- Organised a meeting with staff, Councillors and the Board Chair on a number of matters including the town entrances. He believed the time had come to start a further renewed conversation with Mainpower around undergrounding of power lines.
- Naming of cycleway from Rangiora to Woodend which encompassed three ward boundaries. E Cordwell noted that this was an Agenda Item at the 7 March All Boards Briefing.
- Noted the need for linkage and condition of various footpaths in Rangiora and suggested it may be a matter they Board may want to submit on to the Draft LTP.

12.3 **D Lundy**

- Attended two Civil Defence training sessions.
- Noted the Garrymere water consultation drop in session at Loburn Reserve the following day.

12.4 **K Galloway**

- Attended Rangiora Museum meeting – they were developing a Facebook and webpage.
- Meeting with J Gerard.
- Complimented RPA on the Muscle Car Madness High Street event.
• Dog Park - shelters were progressing and thanked the Board for its support. Thanked G Barnard for allowing wood from felled tree to be used to raise funds for the Dog Park. Over $5000 dollars raised for the shelters so far.

• Meeting to discuss proposal for traffic island and yellow lines outside Children’s playground on Epsom Drive.

12.5 **R Brine**

• Draft LTP – the proposed 3-bin system was included and the Board could once again comment. Noted the Multi Use Sports Facility was included and would go to consultation. He had already had a number of queries about this.

12.6 **M Clarke**

• Had been unable to attend the WAG meeting.

• Noted large crowd attending End of Life seminar.

• Noted issues with traffic control South Belt and Pentecost Road.

• In April, another building was available to be shifted to the Health Hub.

• Complaints about high library temperature and lack of air conditioning.

• Table Bowls group were still requesting assistance with car park tar sealing to improve accessibility. (topic covered in workshop)

12.7 **J Hoult**

• Attended very successful neighbourhood/community building function and BBQ in Goodwin Park organised by WDC staff.

• Timebank – the umbrella organisation had withdrawn. The group were taking steps to become accredited/incorporated in their own right to enable funding applications to be made to Rata. It was hoped to secure funds for a co-ordinator position.

• Neighbourhood Support (NS) – would submit to the Draft LTP to develop similar ‘relationship’ to Council as NS had with CCC and Selwyn District to develop lists of key skills, vulnerable people or other similar information. ‘Get Ready’ was an important activity and was web-based system to assist in an emergency, including providing warnings to subscribers. R Brine advised that $40,000 had been included in the draft LTP as requested by NS.

12.8 **S Lewis**

• Facilitated meetings between River Road residents and staff regarding cars parking on footpath. There was now a designated area to support ‘Park and Ride’ outside the DOC office.

• Commented that the new island crossings by Ashgrove School had improved safety.

• Noted the upcoming Rakahuri Rage event.

12.9 **G Miller**

• Attended two Public Domain Policy Advisory Group meetings, which was progressing. The biggest issue was the trade-off between the needs of retailers and the public benefit.

• Noted continuing issues with an Easterbrook Road ‘business’ including smell and potentially unpermitted residence. The ‘Neighbourly’ Easterbrook Road Group had been set up. J Gerard commented that if any member had issues in their area that they did not feel were being listened to or addressed appropriately they should speak to the CEO.

12.10 **C Prickett**

• Noted concerns around parking at Maria Andrews, which was extremely dangerous with children crossing Coldstream Road, and asked why the Hockey Club car park was not available. C Brown advised that it should be available.
12.11 **P Williams**

- Attended Kippenburger Avenue/Goodwin Park BBQ event with J Hoult, D Gordon and J Gerard. Commented it was a good success and he had spoken to a number of people on a casual basis. He suggested that the Community Board could participate at more of these events.
- There had been 2-3 meetings regarding Easterbrook Road and communication with ECan who had advised that they were sending out an inspector with a ‘smell meter’ 2-3 times a day for the next two weeks.
- Noted meeting with West Eyreton and Summerhill residents regarding the Poyntzs Road Water Supply upgrade. Residents were not happy with the proposal and wanted better communication and a better proposal. (noted that the formal report on the matter had been withdrawn)
- Issues with sewer system end of line in Kaiapoi including smell and botulism in birds, with 500 dead birds. Councillors had visited the ponds.
- Attended HDC meeting regarding water restrictions in the Ashley-Loburn area – restrictions had started pre-Christmas. There was no quick fix.
- Noted concern around reserve mowing schedules.

**D Gordon- Rotary Club 75 year**

- D Gordon spoke to a Powerpoint Presentation (Trim No. 180226020006). In context, the Rangiora Rotary Club was holding its 75 year celebration in March. They wished to recognise the milestone. The club had met with C Sargison, looked at options, and decided to focus attention on contributing to street furniture in Conway Lane. The particular features were three red ‘happy and cuddly’ seats at a total cost of $5-6000. The club also wished to purchase an accessible drinking water fountain for a total combined cost of $10,000 to be met by Rotary. D Gordon wished to ensure that Board was aware both as an innovative project and also because it was on Council land, D Gordon noted that the features were completing the original design brief for Conway Lane. He noted that one of the building owners was also keen to explore mural options.

C Prickett asked if the red colour of the chairs meant that they were likely to get hot in the sun and if they were self-draining if it rained. C Brown replied that there had been only two options to choose from, red and black. Black was not suitable as it was extremely hard to clean. The glossy finish would reflect heat and he believed the seats were self-draining.

P Williams thanked Rotary for their contribution commenting it was a great idea and J Gerard commented that the thanks of the Community Board would be passed onto Rotary.

13 **CONSULTATION PROJECTS**

There are no current consultation projects.

14 **REGENERATION PROJECTS**

Updates on the Rangiora Town Centre projects are emailed regularly to Board members. These updates can be located using the link below:
15 **BOARD FUNDING UPDATE**

15.1 **Board Discretionary Grant**

Balance as at 14 February 2018: $7,264.04.

E Cordwell advised that the Board had $23,000 available in the General Landscaping fund. Another $30,000 was already attributed to Town Entrances and $10,000 to the Loburn Reserve.

16 **MEDIA ITEMS**

17 **QUESTIONS UNDER STANDING ORDERS**

18 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 14 March 2018 in the Loburn Domain Pavilion.

THERE BEING NO FURTHER BUSINESS THE MEETING WAS CLOSED AT 8.21PM.

CONFIRMED

__________________________________________
Chairperson

__________________________________________
Date

**Workshop 8.25pm to 10pm**

**General Landscaping Update**

C Brown provided the Board with an extensive overview of a number of projects and proposals including the Victoria Street Toilets refurbishment, Milton Memorial Reserve and car park extension options and seeking Board feedback, Ashgrove Park and various Town Entrances with a report planned for the March meeting.
1. **SUMMARY**

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<th>Date</th>
<th>Events</th>
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<tr>
<td>Tuesday 30 January</td>
<td>- Interview with Compass FM Radio Station</td>
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<td>Friday 2 February</td>
<td>- Farewell to Tina Brough</td>
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<td>- Interview with David Hill (North Canterbury News)</td>
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<td>Monday 5 February</td>
<td>- New MainPower New Zealand Chief Executive Andy Lester - Meet and Greet</td>
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<tr>
<td>Tuesday 6 February</td>
<td>- Interview with Compass FM Radio Station</td>
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<td>- Waitangi Day Celebration event, Kaiapoi</td>
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<td>Wednesday 7 February</td>
<td>- ENC Board meeting, Kaiapoi</td>
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<td>- Reception for Spring Festival - Chinese Consulate-General, Christchurch</td>
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<td>Thursday 8 February</td>
<td>- Regional Road Safety Working Group meeting, Rolleston</td>
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<td>- Citizenship Ceremony</td>
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<td>- Oxford-Ohoka Community Board Meeting</td>
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<td>Friday 9 February</td>
<td>- Interview with David Hill (North Canterbury News)</td>
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<td>- Joined Canterbury Museum Group to hear Reserve Bank Governor, Christchurch</td>
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<td>- Heritage Discussion with Dr Anna Crighton and Jenny May</td>
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<td>- Attended opening of Waikuku Art Exhibition</td>
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<td>Saturday 10 February</td>
<td>- Attended and spoke at Murray Binnie’s funeral</td>
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<tr>
<td>Sunday 11 February</td>
<td>- Bellyful Waimakariri launch at Rangiora Borough School</td>
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| Monday 12 February   | Met Tihou Messenger Weepu, Te Kaharoa Manihera and Gabrielle Huria re Tuia programme  
                       | Woodend-Sefton Community Board meeting                                       |
| Tuesday 13 February  | Interview with Compass FM Radio Station                                     |
| Wednesday 14 February| Waimakariri Road Safety Co-ordinating Committee Meeting                     
                       | Canterbury Museum Working Party                                              
                       | Waimakariri Passchendaele Trust meeting                                     
                       | Rangiora-Ashley Community Board meeting                                     |
| Thursday 15 February | Interview with David Hill (North Canterbury News)                           
                       | Rūnanga Meeting                                                             
                       | Youth Council Informal Catch Up                                             |
| Friday 16 February   | Attended and spoke at Healthy Christchurch Hui, Lincoln                      |
| Saturday 17 February | Attended funeral of former ECan Chair David Bedford                         |
| Monday 19 February   | Kaiapoi-Tuahiwi Community Board meeting                                     |
| Tuesday 20 February  | Interview with Compass FM Radio Station                                     |
| Wednesday 21 February| RCPHO meeting with Lorna Martin (Chair), Bill Eschenbach and Cr Dan Gordon  
                       | Met Julia Howard and Deirdre Ryan from Wellbeing North Canterbury Community Trust |
| Thursday 22 February | Attended 2011 Earthquake Anniversary in Christchurch and laid a wreath on behalf of Waimakariri community  
                       | Attended public meeting on Oxford Rural No. 1 Water Scheme                   |
| Friday 23 February   | Interview with David Hill (North Canterbury News)                           |

**THAT** the Council:

(a) **Receives** report No 180223019426

David Ayers

**MAYOR**