

Waimakariri District Council

Agenda

Tuesday 6 May 2025

9.00am

Kaikanui Room

Ruataniwha Kaiapoi Civic Centre

176 Williams Street

Kaipoi

Members:

Mayor Dan Gordon

Cr Neville Atkinson

Cr Al Blackie

Cr Robbie Brine

Cr Brent Cairns

Cr Tim Fulton

Cr Jason Goldsworthy

Cr Niki Mealings

Cr Philip Redmond

Cr Joan Ward

Cr Paul Williams



WAIMAKARIRI
DISTRICT COUNCIL

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An ordinary meeting of the Waimakariri District Council will be held in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi, on **Tuesday 6 May 2025** commencing at 9am.

Sarah Nichols
GOVERNANCE MANAGER

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

BUSINESS

Page No

1. APOLOGIES

2. CONFLICTS OF INTEREST

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

3. CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 1 April 2025

RECOMMENDATION

9 – 26

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday, 1 April 2025.

3.2 Minutes of a meeting of the Waimakariri District Council held on Tuesday 22 April 2025

RECOMMENDATION

27 – 29

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday, 22 April 2025.

MATTERS ARISING (from Minutes)

4. DEPUTATIONS AND PRESENTATIONS

Nil.

5. ADJOURNED BUSINESS

5.1 Delegations Under the Fast-track Approvals Act 2024 – Wendy Harris (Planning Manager)

RECOMMENDATION

30 – 38

THAT the Council:

- (a) **Receives** Report No. 250310038643.

- (b) **Notes** that the Delegations Manual enables the Chief Executive “to act on any matter in respect of which Council is empowered or directed by law”.
- (c) **Approves** an amendment to the Delegations Manual to include reference to the Fast-track Approvals Act 2024, as follows:

Delegation to the Chief Executive

For the purposes of performing his or her duties, Council delegates to the Chief Executive all powers and authority to act on any matter in respect of which Council is empowered or directed by law and Council policy to exercise or undertake, including (without limitation) under or pursuant to the Acts referred to below, except those powers or authorities in respect of which delegation is prohibited by the Act, or by other statute or regulation, or expressly excluded from this delegation.

This delegation includes (but is not limited to) the Council’s powers, duties and responsibilities under or pursuant to the Local Government Act 2002, the Local Government Act 1974, the Health Act 1956, the Local Government Official Information and Meetings Act 1987, the Local Government (Rating) Act 2002, the Land Transport Act 1998, the Bylaws Act 1910, the Utilities Access Act 2010, the Dog Control Act 1996, the Litter Act 1979, the Privacy Act 2020, the Fast-track Approvals Act 2024 and the Reserves Act 1977.

- (d) **Approves** the amended delegations in S-DM 1048.
- (e) **Notes** that the Chief Executive may sub-delegate in accordance with the Delegations Manual, if desired and considered appropriate.

5.2 **Delegation to Make Decisions on Behalf of Council as Requiring Authority** – Kelly LaValley (General Manager Planning, Regulation and Environment)

RECOMMENDATION

39 – 42

THAT the Council:

- (a) **Receives** Report No. 250321048476
- (b) **Delegates** decision-making on behalf of the Council as a Requiring Authority on the Council designations in the Proposed District Plan to the Chief Executive.

6. **REPORTS**

6.1 **Northern Pegasus Bay Bylaw 2024 Implementation Plan and Advisory Group Terms of Reference** – Lexie Mealings (Graduate Policy Analyst) and Mike Kwant (Senior Ranger Biodiversity)

RECOMMENDATION

43 – 78

THAT the Council:

- (a) **Receives** Report No. TRIM 250331054911.
- (b) **Adopts** the attached Northern Pegasus Bay Bylaw 2024 Implementation Plan (Trim No. 250417068374).
- (c) **Approves** the attached draft updated Northern Pegasus Bay Advisory Group Terms of Reference (Trim No. 250305036386).
- (d) **Circulates** this report to Community Boards for their information.
- (e) **Notes** that once adopted, the Northern Pegasus Bay Bylaw 2024 Implementation Plan will be next reviewed in 2029 alongside the Northern Pegasus Bay Bylaw 2024, unless an issue is to arise, and an earlier review is necessitated.

- (f) **Nominates** the General Manager, Strategy, Engagement and Economic Development to approve any minor edits to the Northern Pegasus Bay Bylaw 2024 Implementation Plan (attachment i 250417068374) and Northern Pegasus Bay Advisory Group Terms of Reference (attachment ii 250305036386) as required.

6.2 **Submission to Central Government Consultations April 2025** – Sylvia Docherty (Policy and Corporate Planning Team Leader)

RECOMMENDATION

79 – 112

THAT the Council:

- (a) **Receives** Report No. 250422069184.
- (b) **Endorses** the attached submission made on 22 April 2025 to the Government's Transport and Infrastructure Committee regarding the Land Transport Management (Time of Use Charging) Amendment Bill (attachment I 250401056354).
- (c) **Endorses** the attached submission made on 24 April 2025 to Local Government New Zealand regarding the Electoral Reform draft position paper (attachment ii 250411063775).
- (d) **Endorses** the attached submission made on 24 April 2025 to the Water Services Authority - Taumata Arowai regarding the proposed wastewater environmental performance standards (attachment iii 250326052688).
- (e) **Endorses** the attached submission made on 24 April 2025 to Environment Canterbury regarding the Canterbury Water Zone Committees Review (attachment iv 250414064980).
- (f) **Endorses** the attached submission made on 24 April 2025 to Canterbury Museum regarding their draft Annual Plan 2025/2026 (attachment v 250411063941).
- (g) **Endorses** the attached submission made on 24 April 2025 to Environment Canterbury regarding the Draft Canterbury Regional River Gravel Management Strategy (attachment vi 250414064998).
- (h) **Circulates** the report and attached submissions to the community boards for their information.

6.3 **Council Submissions Process and Delegation** – Sylvia Docherty (Policy and Corporate Planning Team Leader)

RECOMMENDATION

113 – 118

THAT the Council:

- (a) **Receives** Report No. 250422069911.
- (b) **Approves** delegation of final review and signing of submissions on behalf of Waimakariri District Council to the Mayor and Chief Executive, where circumstances and/or timeframes do not allow approval by way of formal council resolution at a scheduled Council meeting in advance of the submission deadline.
- (c) **Notes** that where sign off by the Mayor and Chief Executive is required as identified in recommendation (b), staff will provide draft submissions to the Council for review and feedback prior to final review and signing.
- (d) **Notes** that when time allows staff will arrange a Council workshop on the consultation topic to provide summary information and recommendations to inform a Council submission.
- (e) **Endorses** the introduction of a scoring approach to assess proposals in consultation topics to identify suitability of a Council or staff submission.
- (f) **Notes** a review of the process for preparing Council and staff submissions has introduced a new scoring approach to identify consultation topics that consider both the impact and risk to the Council and District.

- (g) **Notes** staff will introduce new steps to improve communication on submissions including a weekly summary of current consultations to Council and publicly sharing Council submissions once they have been reported to Council.
- (h) **Circulates** the report to the Community Boards for their information.

7. **HEALTH, SAFETY AND WELLBEING**

7.1 **Health, Safety and Wellbeing Report March 2025 to Current** - J Millward (Chief Executive)

RECOMMENDATION

119 – 129

THAT the Council:

- (a) **Receives** Report No 250415066993
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

8. **REPORT FOR INFORMATION FROM COMMUNITY BOARDS**

8.1 **Kowai Street Reserve Lighting – Ken Howat (Parks and Facilities Team Leader) and Justine Rae (Senior Advisor Assets and Capital)**

8.2 **Approval of Concept Plans for Ashley Picnic Grounds and Milton Memorial Community Reserve Toilets – Grant Stephens (Greenspace Design and Planning Team Leader) and Justine Rae (Senior Advisor Assets and Capital)**

RECOMMENDATION

130 – 156

- (a) **THAT** Items 8.1 and 8.2 be received for information.

9. **COMMITTEE MINUTES FOR INFORMATION**

9.1 **Minutes of the Audit and Risk Committee meeting 11 March 2025**

RECOMMENDATION

157 – 169

- (a) **THAT** Item 9.1 be received for information.

10. **COMMUNITY BOARD MINUTES FOR INFORMATION**

10.1 **Minutes of the Oxford-Ohoka Community Board meeting 2 April 2025**

10.2 **Minutes of the Rangiora-Ashley Community Board meeting of 9 April 2025**

10.3 **Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 14 April 2025**

10.4 **Minutes of the Woodend-Sefton Community Board meeting of 15 April 2025**

RECOMMENDATION

170 – 212

- (a) **THAT** Items 10.1 to 10.4 be received for information.

11. **COUNCIL PORTFOLIO UPDATES**

11.1 **Iwi Relationships** – Mayor Dan Gordon

11.2 **Greater Christchurch Partnership Update** – Mayor Dan Gordon

- 11.3 **Government Reforms** – Mayor Dan Gordon
- 11.4 **Canterbury Water Management Strategy** – Councillor Tim Fulton
- 11.5 **Climate Change and Sustainability** – Councillor Niki Mealings
- 11.6 **International Relationships** – Deputy Mayor Neville Atkinson
- 11.7 **Property and Housing** – Deputy Mayor Neville Atkinson

12. **QUESTIONS**

(under Standing Orders)

13. **URGENT GENERAL BUSINESS**

(under Standing Orders)

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

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

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

That the public is excluded from the following parts of the proceedings of this meeting.

- 14.1 Confirmation of Public Excluded Minutes of Council meeting of 1 April 2025
- 14.2 Partial Property Purchase – Southbrook Road
- 14.3 Pegasus Community Centre – Consultation Feedback

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
MINUTES			
14.1	Confirmation of Public Excluded Minutes of Council meeting of 1 April 2025	Good reason to withhold exists under section 7	To protect the privacy of a natural person, including that of deceased natural persons, and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Sections 7(2) (a) and (i).
REPORT			
14.2	Partial Property Purchase – Southbrook Road	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiation and maintain legal privilege. LGOIMA Section 7 (2)(a), (g), and (i).
MATTER REFERRED FROM THE WOODEND-SEFTON COMMUNITY BOARD			
14.3	Pegasus Community Centre – Consultation Feedback	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i)

CLOSED MEETING

Refer to Public Excluded Agenda (separate document).

OPEN MEETING

15. NEXT MEETING

The next ordinary meeting of the Council is scheduled for Tuesday 3 June 2025, commencing at 9am to be held in the Council Chamber, 215 High Street, Rangiora.

A Workshop will commence at 11:30am.

MINUTES OF THE MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY, 1 APRIL 2025, WHICH COMMENCED AT 9AM.

PRESENT

Mayor D Gordon (Chairperson), Deputy Mayor N Atkinson, Councillors A Blackie, R Brine, B Cairns, J Goldsworthy, T Fulton, N Mealings (arrived at 9.03am), P Redmond, J Ward, and P Williams.

IN ATTENDANCE

J Millward (Chief Executive), G Cleary (General Manager Utilities and Roading), C Brown (General Manager Community and Recreation), S Hart (General Manager Strategy, Engagement and Economic Development), J McBride (Roading and Transport Manager), R Kerr (Rangiora Eastern Link Programme Manager), K Waghorn (Solid Waste Asset manager), K Howat (Parks and Facilities Team Leader), S Docherty (Policy and Corporate Planner), K Brocas (Senior Advisor Project Delivery), T Kunkel (Governance Team Leader), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Advisor).

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

2.1 Deputy Mayor Atkinson and Councillor Mealings declared conflicts of interest in Items 8.1, 8.7 and 19.4 as they were Commissioners for the District Plan.

2.2 Councillor Fulton declared a conflict of interest in Item 8.4 as he was a Trustee of the Oxford Health and Fitness Trust.

3. TABELING OF LATE REPORT

Mayor Gordon indicated that a late report had been submitted via a supplementary agenda, which needed to be formally received.

Moved: Councillor Ward

Seconded: Councillor Blackie

That the Council:

Resolves to receive the late report, *Timing of Payment of Development Contributions for Goodall Lane*, which would be considered in the Public Excluded section of the meeting.

CARRIED

4. PROCEDURAL MOTION

Moved: Mayor Gordon

Seconded: Councillor Ward

That the Council:

(a) **Resolves** to leave reports 8.6 and 8.7 to lie on the table until after the Council had been briefed on these matters and that the reports to be considered at the Extraordinary Council meeting to be held on 27 May 2025.

CARRIED

5. **CONFIRMATION OF MINUTES**

5.1 **Minutes of a meeting of the Waimakariri District Council held on Tuesday 4 March 2025**

Moved: Councillor Cairns

Seconded: Councillor Goldsworthy

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday, 4 March 2025.

CARRIED

MATTERS ARISING (from Minutes)

None.

6. **DEPUTATIONS AND PRESENTATIONS**

6.1 **Bancorp Treasury Services – Miles O'Connor**

M O'Connor was in attendance and updated the Council on the proposed changes to the Council's Treasury Policy. Bancorp was recommending changes to the Interest Rate Risk Management parameters, which included a reduction in fixed-rate hedging timeframes, a slight decrease in minimum fixed-rate hedging percentages and a slight increase in the maximum hedging percentage in the new to 10-year timeframes. While acknowledging the recent reduction of credit ratings across the sector, he stated that the Council was one of the most respected councils in relation to finance and debt management, and it was in a good financial position.

Councillor Redmond asked whether, in M O'Connor's professional opinion, he would consider the Council's debt to be out of control. M O'Connor did not believe the Council's debt was out of control, as collaborated by the fact that the Council's debt revenue was currently at 134% when the limit was 219%. He also reiterated that the Council was respected for its financial and debt management.

In response to Councillor Fulton's query regarding markets anticipating interest rates and how that impacted the Council's debt, M O'Connor responded that rates were anticipated to rise to approximately 3.5% over the coming months.

Councillor Ward queried whether it was good practice to develop infrastructure through generational funding, given that the Waimakariri was a growth district. M O'Connor believed that development should be spread over generations as it was impractical and financially imprudent to expect the current residents to pay for the development and progress of the region on their own.

Councillor Goldsworthy asked when M O'Connor would advise the Council to consider longer-term swaps to lock in the best rate, given the long and short-term rates. M O'Connor noted that currently, the Council could lock into five to six years at 3.75%; however, rates could drop slightly lower, and he would advise that if the Council could get between 3.6% and 3.65%, it would be doing well.

The Mayor thanked M O'Connor for his presentation and noted that he was confident that the Council's debt and finances were being well managed. He was also comfortable with the situation as it stood, noting that he was proud of the way the Council was conducting its business with well-considered development during a difficult financial period.

Report 8.1 Amendment to the Treasury Policy was taken at this time. However, the order of the agenda was retained in the minutes to mitigate confusion.

6.2 Drucilla Kingi Patterson

D Kingi Patterson briefed the Council regarding her initiative to host a Centennial Day Celebration in Lyttleton on 16 December 2025 to commemorate the arrival of the first four ships. She stated that she had addressed the Christchurch City Council on the same matter, and her presentation had been well received.

D Kingi Patterson tabled the Lyttleton Centennial Day documentation (Trim Ref: 250402056916) and highlighted her plans to promote the event. She noted that she would be presenting to the Kaiapoi-Tuahiwi Community Board on the same matter in the near future and was hoping to get its support for holding a historic display in the Kaiapoi Gallery.

Mayor Gordon commended D Kingi Patterson on her passion for this project and her initiative in commemorating the arrival of the first four ships after consulting with the Settler Group. He suggested that she speak to the Chairperson of the Kaiapoi-Tuahiwi Community Board, Jackie Watson, as she was very involved with the Kaiapoi Gallery.

Councillor Fulton agreed with the Mayor's comments; however, he questioned if D Kingi Patterson would be interested in other historic areas within the district. D Kingi Patterson acknowledged that there were plenty of areas to be considered. However, she was awaiting a response from the Settlers Group before moving forward.

Councillor Redmond thought this was an excellent idea and asked what the Christchurch Mayor, Phil Mauger, had said about the proposed celebration. D Kingi Patterson replied that she had not yet had the opportunity to speak to Mayor Mauger personally on the matter.

The Mayor noted that D Hill from the North Canterbury News was in attendance and suggested that D Kingi Patterson speak to him. He also suggested that she apply to Enterprise North Canterbury for funding for any exhibition or event in Kaiapoi. The Mayor thanked D Kingi Patterson for her presentation.

7. ADJOURNED BUSINESS

Nil.

8. REPORTS

8.1 Rangiora Eastern Link: Decision on Preferred Route – J McBride (Roading and Transport Manager) and R Kerr (REL Programme Manager)

Having previously declared conflicts of interest, Deputy Mayor Atkinson and Councillor Mealing left the Council Chamber and did not participate in the Item's consideration.

The report sought approval for the preferred route for the Rangiora Eastern Link (REL), which was included in key planning documents such as the Canterbury Regional Land Transport Plan, the Long Term Plan and the Proposed District Plan. The REL was proposed to mitigate severe congestion due to growing traffic volumes, improve transport links for new growth areas and decrease safety risks. The Strategic and Economic Cases Document supported this decision and would inform the request for co-funding from the National Land Transport Programme.

Mayor Gordon asked if Marsh Road residents had been consulted about the proposed recommendation. R Kerr advised that, given the tight timeframe, the Marsh Road residents had not yet been consulted; however, he did not believe there would be an issue.

Councillor Ward requested confirmation that the designated western option could be progressed without delay, and R Kerr replied that, from a consenting perspective, that was correct.

Councillor Ward then asked if the western option would allow for the expansion of the pond. R Kerr noted that the expansion could be carried out with both options. Councillor Ward sought confirmation that the area north of the pond was zoned commercial and was not suitable for residential, to which R Kerr concurred.

Councillor Redmond questioned if there were other ways developers could address urban form if the western link was chosen. R Kerr replied, given the angle of the rail crossing, that the sections were triangular and there were development solutions for irregular sections to be developed well. Councillor Redmond explained that he was asking in response to a concern raised by a developer who would be impacted if the western link was adopted. Councillor Redmond referred to the feedback from residents and their concern regarding ingress and egress options and queried if the Council could include in the recommendation that these matters be considered during the detailed design phase. R Kerr agreed that this was possible.

Responding to Councillor Fulton's enquiry, J McBride replied that as the REL was still working its way through the District Plan process, she could not comment on its impact on the Rangiora Town Strategy and the District Plan. The District Plan would look at how the project would tie in with wider plans for growing development in Rangiora. The activity proposed on the land tied in with what was proposed development in the Southbrook area. There was a limitation on what activity could occur in the area because of the ponds themselves.

Councillor Fulton enquired if this would also tie in with the stormwater and environmental plans. J McBride replied that the REL would have to go through a consenting process, and part of that would assess how stormwater was managed, discharged, and treated. This would occur alongside the development of the road. There were opportunities to tie in with the stormwater pond at the very south end of Rangiora, on the north side of Lineside Road. However, that would be worked on during the next stage of consenting and the detailed design process.

Councillor Goldsworthy asked what the difference in cost between the options would be and was advised that the difference related to travel times which would be greater for Option 2.

In response to a query regarding Development Contributions, J McBride noted that development contributions covered some significant projects throughout the Waimakariri District, and most of the cost for this project was covered by development contributions from the Bellview development.

Councillor P Williams questioned whether the funds earmarked for the project should be ringfenced. J McBride noted that the funds would be separated over time. Development Contributions could be held for up to ten years for any given project, and the time could be extended if necessary.

Mayor Gordon noted that the decision required from the Council today was to identify the best route, with the funding and other aspects of the project requiring further work and feedback to the Council in time.

Moved: Mayor Gordon

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** Report No. 250319046056.
- (b) **Adopts** Option B.1 Rangiora Eastern Link, west of Wastewater Treatment Plant (WWTP), as the preferred route for the Rangiora Eastern Link.
- (c) **Notes** that the Concept Design does not include a connection from the Rangiora Eastern Link to Marsh Road westbound.
- (d) **Endorses** the Rangiora Eastern Link Strategic and Economic Cases. (250319046050).
- (e) **Notes** the concerns of affected landowners regarding safe ingress and egress to their properties and requests their concerns be addressed in the detailed design stage.

CARRIED

Mayor Gordon thanked R Kerr for his work on this project to date. He noted conversations with many residents and business owners who understood and supported what the Council was trying to achieve in reducing congestion on Southbrook Road. The REL was a viable project for the use of Development Contributions, which would be part of a coordinated plan to deal with traffic congestion in the Waimakariri District. Mayor Gordon also thanked Councillor Ward for her persistence and lobbying for this project, which had resulted in the project being moved up the priority list. He noted it was important to get the right alignment for the best long term results.

Councillor Ward stated that she was delighted with the progress on this project, which had been on the table since year 2000. She noted that many businesses in the Southbrook area were supportive of reducing congestion. She thanked staff for the detailed business case; however, she requested that staff highlight the advantages of this project if the New Zealand Transport Agency (NZTA) suggested that this becomes a toll road.

Councillor Fulton supported the motion and agreed that this was a logical and fair option that would give landowners in the vicinity much-needed certainty going forward. He asked that extensive consultation with affected parties should always be part of significant decisions such as this.

Councillor Williams hoped that the funding through Development Contributions would not expire; however, agreed that the best route had been adopted.

Mayor Gordon did not believe the road would be tolled, given that the road would probably fall under the jurisdiction of the Council. However, if the NZTA considered it a continuation of Lineside Road (SH), there may be some discussion needed in the future. He noted that the eastern route was not designated and would have taken time and increased costs. He acknowledged that residents of Marsh Road could be affected by the Council's decision. However, felt that the Council could work with them to achieve a good outcome. Mayor Gordon believed that this was the biggest and most significant decision this Council would make this term, which would impact future growth and future-proof the district roading network.

Deputy Mayor Atkinson and Councillor Mealings returned to the table at 11.03am.

8.2 **Solid Waste and Waste Handling Bylaw Terms and Conditions Amendments to Include Early Collection Areas** – K Waghorn (Solid Waste Asset Manager)

K Waghorn took the report as read, and there were no questions from elected members.

Moved: R Brine

Seconded: Councillor Redmond

THAT the Council:

- (a) **Receives** Report No. 250319046051.
- (b) **Approves** the proposed changes to Solid Waste and Waste Handling Bylaw Terms and Conditions:
 - a. Amend Section 21 Time for placement and removal of bins as below:
 - ii) *In a Standard Collection Area, where collections commence at 7:00 am and are completed by 6:00 pm, to ensure collection bins are to be placed at kerbside on the day of collection before 7.00 am but no earlier than 6:00 pm on the day before collection.*
 - Add new iii) In an Early Collection Area, to ensure collection bins are to be placed at kerbside on the day of collection before 6:30 am but no earlier than 6:00 pm on the day before collection or such other times as notified by Council.*
 - b. Amend Section 22 Time for placement of refuse bags for collection as below:
 - i) *In a Standard Collection Area, where collections commence at 7:00 am and are completed by 6:00 pm, to ensure collection bags are to be placed at kerbside on the day of collection before 7.00 am but no earlier than 6:00 pm on the day before collection.*

Add new ii) In an Early Collection Area, to ensure collection bags are to be placed at kerbside on the day of collection before 6:30 am but no earlier than 6:00 pm on the day before collection or such other times as notified by Council.

- (c) **Notes** that the Council may, from time to time approve changes to the Terms and Conditions by resolution at a meeting as this does not materially affect the Bylaw.
- (d) **Notes** that staff will be undertaking a letter drop to all residents in the impacted area and plan to speak to St Joseph's School, Bainswood House and the Rangiora Medical Centre in Victoria Street to ensure they can make plans to have their bins placed out for collection at the earlier collection time.

CARRIED

The meeting adjourned at 11.06am for refreshments and reconvened at 11.41am.

8.3 **Mainpower Stadium Management Agreement and Carpet Tile Purchase** – C Brown (General Manager Community and Recreation)

The report sought approval to enter into a management agreement with the North Canterbury Sport and Recreation Trust (the Trust) for the management of the MainPower Stadium, to enter into a lease for the stadium's commercial areas, and to purchase the carpet tiles currently owned by the Trust.

Councillor Blackie queried if the Trust's liability cover could be extended. C Brown confirmed that the Trust currently had the maximum cover of \$10 million and could not extend this any further for the commercial areas. The Council was continuing discussions regarding the ownership of equipment such as televisions and other technology at the stadium.

In response to Councillor Fulton's query, C Brown advised that the cost of hiring the carpet tiles to protect the sprung wooden floor when holding events was high, which discouraged groups from using the facility for non-sport-related events. If the Council took over the loan for the tiles, it could lower the cost and also extend the loan time.

Councillor Redmond questioned why the Council would take over equipment such as televisions and other technology, given that this equipment was several years old and would need to be replaced or maintained shortly. C Brown explained that originally, the Trust had raised funds to purchase this equipment. However, in normal circumstances, this equipment would have been part of the stadium's fitout costs and would have been the Council's responsibility to maintain. In a supplementary question Councillor Redmond asked if the Trust was aware of the recommendations being presented to the Council today, and C Brown verified that the Trust was comfortable with the direction of the discussions.

Councillor Williams enquired if the tiles and any other equipment being considered for transfer had been depreciated and if the assets had been appropriately valued. C Brown noted that the tiles had not been considered for depreciation, as they were in good condition, and some damaged tiles had already been replaced. The balance of the loan was \$60,000, and that was the price that the Council would pay for the tiles by transferring the loan.

In response to Councillor Goldsworthy's query regarding the Trust's performance, C Brown replied that, in his opinion, the Trust was performing well.

Mayor Gordon asked what the expected lifespan of the tiles was and was advised that staff were unable to answer the question. However, the tiles would now be included on the asset register, attract depreciation costs, and be scheduled for replacement at the appropriate time.

Moved: Councillor Brine

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** Report No. 250321048567.

- (b) **Approves** the execution of the Management Agreement with the North Canterbury Sport and Recreation Trust for the management of the indoor courts, large function room, sports house office space and the common areas of Mainpower Stadium for a term of ten years plus two rights of renewal of five years.
- (c) **Approves** the execution of the commercial lease with the North Canterbury Sport and Recreation Trust for the lease of the fitness centre, physio rooms and the Cafe at Mainpower Stadium for a term of ten years plus two rights of renewal of five years.
- (d) **Approves** the purchase of the carpet tiles and floor trollies from the North Canterbury Sport and Recreation Trust for \$60,000.
- (e) **Notes** Council will pay a fee to the North Canterbury Sport and Recreation Trust to cover the staffing costs of operating the areas covered under the management agreement.
- (f) **Notes** that all revenue from the areas covered under the management agreement will be collected by the Council. This will include hire fees, naming rights, and signage. In addition, the Council will also receive revenue for the commercially leased areas, including the gym, café and physio rooms.
- (g) **Notes** the management fee from Council to North Canterbury Sport and Recreation Trust will be paid monthly, and the revenue from the managed area will be received monthly by Council.
- (h) **Notes** that the indemnity and liability cover of the North Canterbury Sport and Recreation Trust is limited to \$10 million, and any losses beyond this amount would be incurred by the Council.
- (i) **Notes** that the North Canterbury Sport and Recreation Trust (NCRST) have purchased equipment, including furniture and IT equipment, for MainPower Stadium. These items are currently listed as trust assets in the agreement; however, staff will continue to work with the NCRST regarding the ownership and replacement of these items.
- (j) **Notes** the purchase cost of the carpet tiles is estimated to be recouped through hire fees in eight years.

CARRIED

Councillor Brine supported the motion, noting that much work had gone into this agreement, which he believed was a good compromise and fair to both parties.

Councillor Ward stated she was happy to support this motion. She noted the importance of the relationship with the Trust and believed that this was a strong partnership delivering high-quality services and outcomes to the district.

Councillor Redmond gave a brief overview of his history with the MainPower Stadium and noted that running the stadium was no simple matter. However, he believed that a good outcome had been found and endorsed the agreement.

Mayor Gordon believed that this decision was made in good faith and would benefit the community by lowering hire charges. The stadium was built as a multi-functional facility catering not only to sports but to other functions as well, and the carpet tiles protected the flooring, which in turn was protecting the Council's assets. He spoke favourably about the Trust as partners and that any profits made were put back into sporting programmes. Trustees were all voluntary and were selected for their skill set to oversee the management and running of the stadium.

Councillor Ward suggested that a clause in the agreement stating that the hirer would replace any damaged tiles at cost be included when the tiles were hired.

8.4 **Oxford Health and Fitness Trust Loan Repayments** – K Howat (Parks and Facilities Team Leader)

Having previously declared conflicts of interest, Councillor Fulton left the Council Chamber and did not participate in the Item's consideration.

The report sought approval for the Oxford Health and Fitness Trust (the Trust) to delay the commencement of loan repayments until November 2025. The Trust made this request due to a budget shortfall of \$10,000 to cover the prewire electrical and installation costs of heat pumps and the extension of the concrete access area for disabled access.

Councillor Goldsworthy questioned whether this loan was at a fixed or floating rate, and C Brown replied that it was fixed for 12 months and would then be reassessed.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Mealings

THAT the Council:

- (a) **Receives** Report No.250320047563.
- (b) **Approves** the repayment of the \$200,000 loan to the Oxford Health and Fitness Trust to be amended to commence in November 2025 and conclude in October 2035.
- (c) **Notes** that monthly loan repayments would be adjusted to reflect interest capitalised until payments begin in November.
- (d) **Notes** that the loan will have no effect on rates.
- (e) **Notes** that should the Oxford Health and Fitness Trust was to fold, the ownership of the facility and assets would pass to the Council as per the Trust Deed.

CARRIED

Councillor Ward noted that \$200,000 was a reasonable loan and that the Trust had used local builders, supporting the district's economy.

Councillor Mealings stated that the Trust had done an outstanding job and had previously proved to the Council that it could pay the loan back in record time. She was proud of what the Trust had achieved over the years.

Mayor Gordon concurred with Councillor Mealing's comments.

Councillor Fulton returned to the meeting at 12.25pm.

8.5 **Submissions to Central Government Consultations October 2024 to March 2025** – S Docherty (Policy and Corporate Planning Team Leader)

S Docherty presented the report, which provided the Council with the opportunity to endorse its submissions to the Central Government between October 2024 and March 2025.

There were no questions from elected members.

Moved: Councillor Redmond

Seconded: Councillor Goldsworthy

THAT the Council:

- (a) **Receives** Report No. 250320047812.
- (b) **Endorses** the submission on the Smokefree Environments and Regulated Products Amendment Bill No. 2 (Trim: 241004171905).
- (c) **Endorses** the submission on the Water Services Authority levy for Councils and CCOs (Trim: 241004171905).

- (d) **Endorses** the submission on the Commerce Commission levy for Councils and CCOs (Trim: 241212221558).
- (e) **Endorses** the submission on the Resource Management (consenting and other system changes) Amendment Bill (Trim: 250117007022).
- (f) **Endorses** the submission on the National Emergency Management Agency (NEMA) review of Section 33 of the Guide to the National Civil Defence Management Plan (Trim: 250213023292).
- (g) **Endorses** the submission on the Local Government Water Services Bill (Trim: 250218026371).
- (h) **Endorses** the submission on the Speed Limit Reversals – transitional changes 2024-25 (Trim: 250221028609).
- (i) **Circulates** the report and submissions to all the Community Boards for their information.

CARRIED

Councillor Redmond commended S Docherty on the quality of the submissions.

8.6 Delegations Under the Fast-track Approvals Act 2024 – W Harris (Planning Manager)

As per the procedural motion, moved by Mayor Gordon the report was left on the table until after the Council had been briefed on this matter. It would be considered at the May 2025 Council meeting.

8.7 Delegation to Make Decisions on Behalf of Council as Requiring Authority – J Millward (Chief Executive)

As per the procedural motion, moved by Mayor Gordon the report was left on the table until after the Council had been briefed on this matter. It would be considered at the May 2025 Council meeting.

8.8 Conduct and Communications Policy – K Brocas (Senior Advisor Project Delivery)

K Brocas presented the report, which advised the Council of the Conduct and Communications Policy adopted by the Management Team at an operational level on 10 March 2025.

Councillor Redmond noted that this was a significant policy and enquired why it had not been the subject of a Council workshop. K Brocas explained that the policy would be applicable to staff and, as such, was considered an operational matter. However, elected members could choose to progress a similar policy.

In response to a query from Councillor Redmond, K Brocas noted that the policy was developed by using the Ombudsman's guidance documents and met all the requirements. After the Policy was adopted, it would be filed with the Ombudsman.

Councillor Redmond then asked if other councils had adopted a similar policy and was told that many had, some of them more rigorous than the one before the Council.

Councillor Fulton queried who decided when the level of persistence exceeded the norm. K Brocas stated that it was based on what the average person would consider 'more than normal'. A General Manager would then assess the matter prior to any further action. Each matter would be considered on a case-by-case basis.

Councillor Cairns asked what percentage of communications would be considered unreasonable. K Brocas replied that it was difficult to quantify the percentage accurately. However, it had become apparent that steps had to be taken to protect staff if necessary.

The Mayor advised that a workshop would be held later in the year to determine whether there was a desire to develop a similar document for elected members.

J Millward noted that this policy did not restrict residents' communication; rather, it was there to ensure appropriate methods of communication were established in some cases. This policy would be reassessed over time.

Moved: Councillor Redmond

Seconded: Councillor Cairns

THAT the Council:

- (a) **Receives** Report No. 250227032221.
- (b) **Notes** the Conduct and Communications Policy (Trim: 250225030798] has been adopted by the Management Team at an operational level on 10 March 2025.
- (c) **Notes** that individual Councillors may choose to apply the Conduct and Communications Policy or its strategies in part or in full in their personal capacity and request support through the Chief Executive.

CARRIED

Councillor Redmond noted that the policy was received and hoped that this policy would only be used occasionally and in a balanced manner.

Mayor Gordon commented that it was a shame a Conduct and Communications Policy was necessary; however, it was unacceptable for members of the public to disrespect the staff.

6.1 **ANZAC Day Services 2025** – T Kunkel (Governance Team Leader)

T Kunkel took the report as read.

Councillor Blackie noted that he would be happy to be a backup for any Councillors who were unable to cover their commitment on the day and, as such, would not put his name forward for attending services.

Councillor Fulton noted that there often seemed to be confusion about the time of the West Eyreton service and asked if a notice could be erected at the hall displaying the time of the service. T Kunkel noted that the RSA managed the services. However, she would relay the message to them.

Moved: Mayor Gordon

Seconded: Deputy Mayor Atkinson

THAT the Council:

- (a) **Receives** Report No 250317044016.
- (b) **Appoints** Mayor Gordon, Deputy Mayor Atkinson and Councillors Mealings, Fulton, to attend the Ohoka Anzac Day service to be held at 11am on Thursday, 24 April 2025, at Ohoka Hall, Mill Road, and to lay a wreath. Noting that the wreath will be laid in conjunction with an Oxford-Ohoka Community Board member.
- (c) **Appoints** Mayor Gordon and Councillor Cairns to attend the Woodend Anzac service to be held at 6pm on Thursday, 24 April 2025, at the Woodend Community Centre, and to lay a wreath at the Woodend War Memorial.
- (d) **Appoints** Councillors Williams and Redmon to attend the Sefton Anzac service to be held at 6pm on Thursday, 24 April 2025, at the Sefton War Memorial and to lay a wreath. Noting that the wreath will be laid in conjunction with a Woodend-Sefton Community Board member.

- (e) **Appoints** Mayor Gordon, Deputy Mayor Atkinson and Councillor Cairns to attend the Pegasus Dawn Service to be held at 5.50am on Friday, 25 April 2025, at Pegasus Lake, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Woodend-Sefton Community Board member.
- (f) **Appoints** Councillors Goldsworthy and Brine to attend the Dawn Parade to be held at 6am on Friday, 25 April 2025, at the Rangiora RSA.
- (g) **Appoints** Mayor Gordon and Deputy Mayor Atkinson to attend the Kaiapoi Dawn Service to be held at 6.30am on Friday, 25 April 2025, at the Kaiapoi War Memorial at Raven Quay, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Kaiapoi-Tuahiwi Community Board member.
- (h) **Appoints** Councillors Mealings and Fulton. to attend the Oxford Anzac Day service to be held at 9am on Friday, 25 April 2025, at the Oxford Cenotaph, and to lay a wreath.
- (i) **Appoints** Councillors Brine and Goldsworthy to attend the RSA Memorial Service to be held at 9.30am on Friday, 25 April 2025, at Rangiora High School and to lay a wreath. Noting that the wreath will be laid in conjunction with a Rangiora-Ashley Community Board member.
- (j) **Appoints** Mayor Gordon and Councillors Cairns and Redmond to attend the Kaiapoi Citizens' Anzac Day Service to be held at 10am on Friday, 25 April 2025, at the Kaiapoi Cenotaph (Trousselot Park), and to lay a wreath.
- (k) **Appoints** Deputy Mayor Atkinson and Councillor Blackie to lay a wreath on behalf of the people of Zonnebeke, Belgium, at the Kaiapoi Citizens' Anzac Day Service to be held at 10am on Friday, 25 April 2025, at the Raven Quay Cenotaph.
- (l) **Agreed** that members of the Rangiora-Ashley Community be requested to represent the Council at the Cust Anzac Day service to be held at 10am on Friday, 25 April 2025, at the Cust Community Centre and Cenotaph and to lay a wreath.
- (m) **Appoints** Councillor Williams to attend the Fernside Anzac Day Service, to be held at 10am on Friday, 25 April 2025 at the Fernside Hall. Noting that the wreath will be laid in conjunction with a Rangiora-Ashley Community Board member.
- (n) **Appoints** Mayor Gordon and Councillors Brine and Williams to attend the Rangiora Anzac Day Service to be held at 11am on Friday, 25 April 2025, at the Rangiora Cenotaph, and to lay a wreath.
- (o) **Appoints** Deputy Mayor Atkinson and Councillor Redmond to lay a wreath on behalf of the people of Zonnebeke, Belgium, at the Rangiora Anzac Day Service to be held at 11am on Friday, 25 April 2025, at the Rangiora Cenotaph.
- (p) **Appoints** Councillors Mealings and Fulton to attend the West Eyreton Anzac Day Wreath-Laying service to be held at 11.30am on Friday, 25 April 2025, at the West Eyreton Memorial Gates, and lay a wreath. Noting that the wreath will be laid in conjunction with an Oxford-Ohoka Community Board member.
- (q) **Appoints** Councillors Goldsworthy and Williams to attend the Striking of the Flag at 2pm on Friday, 25 April 2025, at the Loburn War Memorial.
- (r) **Notes** that the Community Boards will be represented and lay wreaths at the various local Royal New Zealand Returned and Services Association (RSA) ANZAC Services within the District.
- (s) **Circulates** a copy of this report to all Community Boards for information.

CARRIED

9. **MATTERS REFERRED FOR DECISION**

9.1 **Amendment to Treasury Policy** - G Bell (Acting General Manager Finance and Business Support)

J Millward took the report as read. There were no questions from elected members.

Moved: Mayor Gordon

Seconded: Councillor Ward

THAT the Council

- (a) **Amends** interest rate risk management section (section 3.5) of the Treasury Policy, effective from 1 April 2025, to the following limits:

Current limits for proportion of interest rates fixed	Proposed limits for proportion of interest rates fixed
Minimum 50% to Maximum 100% for years 0 – up to 3 years	Minimum 40% to a Maximum 100% for years 0 – up to 2 years
Minimum 30% to a Maximum 80% for years 3 – up to 6 years	Minimum 25% to a Maximum 80% for years 2 – up to 4 years
Minimum 0% to a Maximum 50% for years 6 – up to 10 years.	Minimum 0% to a Maximum 60% for years 4 – up to 10 years.

- (b) **Notes** that staff have held off putting in place interest rate hedging for year 6 of the policy (2030) to allow the Council to make a decision on the proposed policy change.
- (c) **Notes** that staff have pre-funded the required debt repayments for the 2025 calendar year to maintain the Council's strong liquidity position.

CARRIED

Mayor Gordon noted that the reason the Council chose to receive external financial advice was to ensure that good fiscal decisions were made. It was important to understand the Council's overall position and the global implications when making financial decisions. He did not accept the suggestion that the Council was in a compromised position because of its debt. If the Council were to slow down its development programmes, as some suggested, then its level of services would have to be significantly reduced, which would not be appreciated by Waimakariri residents. He reiterated that the Council was prudent when managing its finances and that it was in a good financial position.

9.2 **Consideration of Options for Progressing the Kaiapoi to Woodend Walking and Cycling Connection (Better Off Funding)** – J McBride (Roading and Transportation Manager) and K Straw (Civil Projects Team Leader)

J McBride spoke to the report, noting the Kaiapoi-Tuahiwi Community Board had asked staff to undertake two further actions. The first was to consult with the residents along Old North Road regarding the proposal and bring a report back to the Board. Staff were currently carrying out some consultation, and once that was complete, they would report back to the Community Board. Staff had also contacted Environment Canterbury; the Board asked that staff consider whether the new proposed floodgate structure could be a part of the cycle network. Environment Canterbury was still working through the design for that; if that connection was considered, it would be alongside or with the Smith Street connection.

Mayor Gordon sought clarification of the Better Off Funding that the Council applied to use it for this purpose. J McBride noted that the Council applied for this specific project, if it was not used for this project, staff would need to look at relocating that budget, and it could be put forward to a 3 Waters project.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Blackie

THAT the Council

- (a) **Approves** the expenditure of the existing Better-Off budget to the construction of the amended design (Option Two) within this report for the cycleway between Smith Street and Lees Road, and for a footpath from Lees Road to Pineacres if budget allows, at an estimated cost of \$962,100, to be funded from the Kaiapoi to Woodend Cycleway budget (PJ102289) which has an available budget of \$965,090.
- (b) **Approves** the amended Plan of Works (Trim 241220227289), including the installation of seven additional “watts profile” speed humps in Old North Road to ensure a low-speed environment suitable for a Neighbourhood Greenway.
- (c) **Notes** that the recommendations included within this report remove the off-road shared path on Old North Road and instead provide provision for a Neighbourhood Greenway only.
- (d) **Notes** that the low-speed environment for the “Neighbourhood Greenway” will be reinforced with additional shared space signage, and associated line marking (including green slurry).
- (e) **Notes** that the recommendations also include a provisional item for a footpath connection from Lees Road to Pineacres, to be installed if budgets allow.
- (f) **Notes** that the completion of the facilities between Smith Street and Pineacres Intersection will provide the first stage to any future connection through to Woodend following the completion of the Belfast to Pegasus Motorway Extension.
- (g) **Notes** that design components of Smith Street to Pineacres have previously been approved by the Council through the Transport Choices Programme.
- (h) **Notes** that the Better Off Funding was sought specifically for the purpose of delivering the Kaiapoi to Woodend Cycleway and that this budget is required to be spent by 30 June 2027.
- (i) **Notes** that should the recommendations in this report not be supported, then staff would take a further report to Council requesting the relocation of funding to a 3 Waters Project.
- (j) **Considers** consulting with the affected property owners on Old North Road. Then, a report should be submitted to the Kaiapoi-Tuahiwi Community Board for information.
- (k) **Considers** consultation with Environment Canterbury regarding the upgrading of the Cam River Floodgate to ensure accessibility. Whereafter a report should be submitted to the Kaiapoi-Tuahiwi Community Board for information.

CARRIED

Councillor Williams Against

Deputy Mayor Atkinson noted that the development of a link between Kaiapoi and Woodend needed to move forward, and this was a way of starting the development. He did not agree with the Smith Street connection, as he thought there needed to be a connection over the Cam River at the bridge, which would negate the use of the Smith Street connection.

Councillor Blackie observed he had some misgivings about cycleways to nowhere. However, he was interested to see how it would link with Woodend eventually.

Councillor Williams did not support the motion. He believed that there were major water problems that the Council had not budgeted for that the Better Off Funding could be used for rather than developing half a cycleway.

Councillor Fulton noted that when finished, the link between Kaiapoi and Woodend would complete the Waimakariri Eastern Link Cycleway. If the funding provided by the Central Government was not used, the Council would be no closer to completing a regional cycle link. He, therefore, supported the motion.

Councillor Redmond supported the motion, as it was a matter of prioritising a basic cycleway and a connection between Pineacres and Kaiapoi. The Council had cut back on various other cycleway proposals, and the link between Kaiapoi and Woodend would be a functional cycleway. The Kaiapoi-Tuahiwi Community Board endorsed this report. He commented that when this report was drafted, there were no major three-waters projects.

10. **HEALTH, SAFETY AND WELLBEING**

10.1 **Health, Safety and Wellbeing Report February 2025 to Current** - J Millward (Chief Executive)

J Millward took the report as read. There were no questions by elected members.

Moved: Councillor Goldsworthy Seconded: Councillor Cairns

THAT the Council:

- (a) **Receives** Report No 250319046472.
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at Work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

CARRIED

11. **CORRESPONDENCE**

11.1 Correspondence from Drucilla Kingi Patterson (250304035284)

11.2 Local Government New Zealand Quarterly Report November 2024 to February 2025

Moved: Councillor Mealings Seconded: Councillor Fulton

THAT the Council:

- (a) **Receives** Items 11.1 and 11.2 for information.

CARRIED

12. **REPORT FOR INFORMATION FROM THE KAIAPOI-TUAHIWI COMMUNITY BOARD**

12.1 **Delay to Construction Completion Date for CON23/36 Raven Quay** – T Matthews (Senior Project Engineer)

Moved: Councillor Ward Seconded: Councillor Goldsworthy

THAT the Council:

- (a) **Receives** Item 12.1 for information.

CARRIED

13. **COMMITTEE MINUTES FOR INFORMATION**

13.1 Minutes of the Utilities and Roading Committee meeting 25 February 2025

13.2 Minutes of the Community and Recreation Committee meeting 25 February 2025

13.3 Minutes of the District Planning and Regulation Committee meeting 25 February 2025

13.4 Minutes of the Utilities and Roading Committee meeting 18 March 2025

Moved: Deputy Mayor Atkinson

Seconded: Councillor Blackie

THAT the Council:

(a) **Receives** Items 13.1 to 13.4 be received for information.

CARRIED

14. COMMUNITY BOARD MINUTES FOR INFORMATION

14.1 Minutes of the Rangiora-Ashley Community Board meeting 12 February 2025

14.2 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 17 February 2025

14.3 Minutes of the Oxford-Ohoka Community Board meeting of 5 March 2025

14.4 Minutes of the Woodend-Sefton Community Board meeting of 11 March 2025

14.5 Minutes of the Rangiora-Ashley Community Board meeting of 12 March 2025

14.6 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 17 March 2025

Moved: Councillor Williams

Seconded: Councillor Brine

THAT the Council:

(a) **Receives** Items 14.1 to 14.6 be received for information.

CARRIED

15. MAYORS DIARY - THURSDAY, 20 FEBRUARY 2025 TO FRIDAY, 14 MARCH 2025

Moved: Deputy Mayor Atkinson

Seconded: Councillor Cairns

THAT the Council:

(a) **Receives** Report no. 250325050489.

CARRIED

16. COUNCIL PORTFOLIO UPDATES

16.1 **Iwi Relationships** – Mayor Dan Gordon

Mayor Gordon did not provide an update.

16.2 **Greater Christchurch Partnership Update** – Mayor Dan Gordon

Mayor Gordon did not provide an update.

16.3 **Government Reforms** – Mayor Dan Gordon

Mayor Gordon did not provide an update.

14.4 **Canterbury Water Management Strategy** – Councillor Tim Fulton

Councillor Fulton did not provide an update.

14.5 **Climate Change and Sustainability** – Councillor Niki Mealings

Councillor Mealings did not provide an update.

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

Deputy Mayor Atkinson did not provide an update.

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

Deputy Mayor Atkinson did not provide an update.

17. **QUESTIONS**

Nil.

18. **URGENT GENERAL BUSINESS**

Nil.

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

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

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

Moved: Councillor Cairns

Seconded: Councillor Ward

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

19.1 Confirmation of Public Excluded Minutes of Council meeting of 4 March 2025

19.2 Section 17 A Review of Greenspace Service Delivery

19.3 Equestrian Well 4 Development – Procurement Approach and Timing of Expenditure Against Budget

19.4 Delegations for Appeals on Resource Consent Decisions

The general subject of each matter to be considered while the public was 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 were as follows:

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
MINUTES			
19.1	Confirmation of Public Excluded Minutes of Council meeting of 4 March 2025	Good reason to withhold exists under section 7	To protect the privacy of a natural person, including that of deceased natural persons, and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Sections 7(2) (a) and (i).
REPORTS			
19.2	Section 17 A Review of Greenspace Service Delivery	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).
19.3	Equestrian Well 4 Development – Procurement Approach and Timing of Expenditure Against Budget	Good reason to withhold exists under section 7	of the Local Government Information and Meetings Act: “enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities”. LGOIMA Section 7(2)(h)
19.4	Delegations for Appeals on Resource Consent Decisions	Good reason to withhold exists under section 7	Section 7(g) of the Local Government Official Information and Meetings Act to maintain legal professional privilege. LGOIMA Section 7(g)

19.5	Timing of Payment of Development Contributions for 8 Goodall Lane	Good reason to withhold exists under section 7	making available the information is likely to unreasonably prejudice the commercial position of the developer and Council), (h) (enable Council to carry out, without prejudice or disadvantage, commercial activities) and (i) (enable Council to carry on, without prejudice or disadvantage, negotiations). LGOIMA Section 7(2) (bii)
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CARRIED**CLOSED MEETING**

The public excluded portion of the meeting was held from 1pm to 3:59pm.

Resolution to resume in Open Meeting

Moved: Mayor Gordon

Seconded: Deputy Mayor Atkinson

THAT the Council

- (a) **Approved** the open meeting resuming, and the business discussed with the public excluded remains public excluded or as resolved in individual reports.

CARRIED**OPEN MEETING**

19.2 Delegations for Appeals on Resource Consent Decisions – W Harris (Planning Manager)

Moved: Councillor Redmond

Seconded: Councillor Brine

THAT the Council:

- (a) **Receives** Report No. 250310039492.
- (b) **Notes** that the following delegation exists in relation to appeals against resource consent decisions under the Resource Management Act 1991, including in relation to the appeal by Woodstock Quarries Ltd.

Section	Delegation	Officer
s. 269-291	Authority to determine and direct Council involvement in environmental proceedings.	1, 2, & 10
General	Authority to participate in mediation of any resource management-related proceeding before the Court, including the power to commit the Council to a binding agreement to resolve the proceedings provided it does not exceed the individual financial or other delegated authorities	1, 2, 8, & 10
<u>Officer Key</u>		
Development Planning Manager		1
Planning Manager		2
Project Delivery Manager		8
General Manager Planning, Regulation and Environment		10

- (c) **Requires** staff to consult with the Mayor, District Planning and Regulation Committee Chair, and Chief Executive for the Council's position prior to responding to the Court regarding the potential for mediation.

- (d) **Requires** staff to consult with the Mayor, District Planning and Regulation Committee Chair, and Chief Executive on the Council's position in relation to key issues for the appeal.
- (e) **Resolves** that the recommendations in this report be made publicly available but that the contents remain public excluded as there is good reason to withhold in accordance with Section 7(g) of the Local Government Official Information and Meetings Act to maintain legal professional privilege.

CARRIED

18. **NEXT MEETING**

The next ordinary meeting of the Council was scheduled for Tuesday, 6 May 2025, commencing at 9 a.m., in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 4:01PM.

CONFIRMED

Chairperson
Mayor Dan Gordon

Date

MINUTES OF THE EXTRAORDINARY MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY, 22 APRIL 2025, WHICH COMMENCED AT 4PM.

PRESENT

Mayor D Gordon (Chairperson), Deputy Mayor N Atkinson, Councillors A Blackie, R Brine, B Cairns, J Goldsworthy, T Fulton, N Mealings, P Redmond, J Ward, and P Williams.

IN ATTENDANCE

J Millward (Chief Executive), G Cleary (General Manager Utilities and Roothing), S Hart (General Manager Strategy, Engagement and Economic Development), N Robinson (General Manager Finance and Business Support), J McBride (Roothing and Trasport Manager), A Gray (Communications and Engagement Manager), K Nutbrown (Senior Communications and Engagement Advisor), S Docherty (Policy and Corporate Planning Team Leader), and T Kunkel (Governance Team Leader).

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

3. ACKNOWLEDGEMENT

The Mayor acknowledged the work done by staff during the severe weather over the Easter weekend. He appreciated the communication with elected members and the community at large to ensure they were kept up to date on the expected weather. He noted that the Waimakariri District seemed to have survived the rain very well and was pleased to see the Council's work on drainage throughout the district paying off.

4. REPORTS

4.1 Delegation for Approval of Submission regarding the Canterbury Museum Draft Annual Plan for Year Ending June 2026 – D Caird (Senior Policy Analyst) and L Mealings (Graduate Policy Analyst)

S Docherty noted that the Council's approval was being sought to delegate the review and approval of its submission on the Canterbury Museum draft Annual Plan for the year ending June 2026. Due to the short consultation time and the various public holidays, staff would be unable to obtain the Council's approval for this submission before the submission closing date on 24 April 2025. The Council was, therefore, requested to delegate authority to the Mayor, the Chief Executive and the Council's representative on the Canterbury Museum Trust Board Standing Committee to approve its submission.

WORKSHOP

The meeting adjourned from 4.08pm to 4.19pm for a workshop to discuss the Council's submission to the Canterbury Museum draft Annual Plan for the year ending June 2026.

Responding to a question from Mayor Gordon, S Docherty confirmed that the Council's draft submission on the Canterbury Museum draft Annual Plan would be circulated to elected members prior to submission.

Moved: Councillor Redmond

Seconded: Deputy Mayor Atkinson

THAT the Council:

- (a) **Receives** Report No. 250416067040.
- (b) **Approves** delegation of the Waimakariri District Council submission on the Canterbury Museum draft Annual Plan for the year ending June 2026 to the Mayor D Gordon, Chief Executive, J Millward, and Committee representative, Councillor J Ward.
- (c) **Notes** that the submission will be reported to the Council meeting on 6 May 2025 to be formally received.

CARRIED

The Mayor supported the motion, noting that he believed that the Council should defer its decision on whether to support the increases in the capital levy, as signalled in the Canterbury Museum draft Annual Plan. He suggested that the Council reassess this position once further clarification and agreement on the increase was sought through other contributing authorities, especially Christchurch City and the Central Government.

Councillor Williams noted that numerous museums overseas had specifically introduced a charge for international visitors. He suggested that the Canterbury Museum should investigate whether charging a similar admission fee would be viable.

Councillor Redmond supported the motion and agreed that aligning with other contributing authorities on the proposed increases in the capital levy was essential. He did not feel it was the right time to review the Canterbury Museum Trust Board's Governance structure. Councillor Redmond did not support a settlement approach and believed that the Council should be positive and work with Christchurch City on this matter.

Deputy Mayor Atkinson observed that he had long supported the Canterbury Museum. He noted its benefits as an educational facility and its important role in safeguarding the history of Waitaha Canterbury for future generations. He thought that the redevelopment of the Canterbury Museum had been the right decision, however it was unfortunate the costs were higher than anticipated. Deputy Mayor Atkinson agreed it was not the right time to review the Canterbury Museum Trust Board's Governance structure, as it would incur additional costs. He also supported the suggestion of charging international visitors an admission fee. However, local visitors should continue to enter free of charge.

Councillor Ward was pleased that the Canterbury Museum Trust Board had appointed a Fundraising and Development Manager. She believed that once the redevelopment had been completed, fundraising for the Museum and the construction of the various exhibitions would be stepped up, and the Board would push for more Central Government funding.

Mayor Gordon agreed that international visitors should be charged an admission fee, as was the practice at most international museums. He suggested that local visitors should have the option to donate if they wished, as they already significantly contribute to the Museum as ratepayers.

5. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

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

Moved: Mayor Gordon

Seconded: Councillor Mealings

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

5.1	Contract 24/19 District Road Maintenance Contract – Changing the timing for the Tender Process
5.2	Proposed Loan to South Link Education Trust Board

The general subject of each matter to be considered while the public was 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 were as follows:

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
REPORTS			
5.1	Contract 24/19 District Road Maintenance Contract – Changing the timing for the Tender Process	Good reason to withhold exists under Section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities”. LGOIMA Section 7(h)
5.2	Proposed Loan to South Link Education Trust Board	Good reason to withhold exists under Section 7	To enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) and maintain legal professional privilege LGOIMA Section 7(2)(g) and (i)

CARRIED

CLOSED MEETING

The public excluded portion of the meeting was held from 4.30pm to 6.05pm.

Resolution to resume in Open Meeting

Moved: Mayor Gordon

Seconded: Deputy Mayor Atkinson

THAT the Council

- (a) **Approved** the open meeting resuming, and the business discussed with the public excluded remains public excluded or as resolved in individual reports.

CARRIED

OPEN MEETING

6. NEXT MEETING

The next scheduled ordinary meeting of the Council would commence at 9am on Tuesday, 6 May 2025 at the Ruataniwha Kaiapoi Civic Centre. .

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 6.08PM.

CONFIRMED

Chairperson
Mayor Dan Gordon

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RMA-03 / TRIM 250310038643

REPORT TO: Council

DATE OF MEETING: 1 April 2025

AUTHOR(S): Wendy Harris, Planning Manager

SUBJECT: Delegations under the Fast-track Approvals Act 2024

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report seeks to establish new delegations relating to the Fast-track Approvals Act. The new delegations align to existing delegations established for the Resource Management Act 1991.
- 1.2. The Fast-track Approvals Act came into force in December 2024 and as part of this legislation, comments will be invited from the Council on projects that are progressed and are located within the District. Comments are invited at the referral and substantive application stages as well as on draft conditions. There are currently four listed projects in the District and others can still apply through the referral application.
- 1.3. Based on previous similar pieces of legislation, COVID-19 Recovery (Fast-track Consenting) Act 2020, it is anticipated that comments sought from Council by the expert panel will be similar in nature to the assessment that occurs with resource consents lodged with the Council for similarly sized developments.
- 1.4. There is a tight time frame in the Act for comments with no provision for any extensions.
- 1.5. It is recommended that new delegations are therefore established to ensure the Council can respond to the panel efficiently and effectively.

Attachments:

- i. Appendix A – Summary of Fast-track Approvals processes
- ii. Appendix B – Delegations to Staff – Chief Executive S-DM 1048, tracked changes

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 250310038643.
- (b) **Notes** that the Delegations Manual enables the Chief Executive “to act on any matter in respect of which Council is empowered or directed by law”.
- (c) **Approves** an amendment to the Delegations Manual to include reference to the Fast-track Approvals Act 2024, as follows:

Delegation to the Chief Executive

For the purposes of performing his or her duties, Council delegates to the Chief Executive all powers and authority to act on any matter in respect of which Council is empowered or directed by law and Council policy to exercise or undertake, including (without limitation) under or pursuant to the Acts referred to below, except those powers or authorities in respect of which delegation is prohibited by the Act, or by other statute or regulation, or expressly excluded from this delegation.

This delegation includes (but is not limited to) the Council's powers, duties and responsibilities under or pursuant to the Local Government Act 2002, the Local Government Act 1974, the Health Act 1956, the Local Government Official Information and Meetings Act 1987, the Local Government (Rating) Act 2002, the Land Transport Act 1998, the Bylaws Act 1910, the Utilities Access Act 2010, the Dog Control Act 1996, the Litter Act 1979, the Privacy Act 2020, the Fast-track Approvals Act 2024 and the Reserves Act 1977.

- (d) **Approves** the amended delegations in S-DM 1048.
- (e) **Notes** that the Chief Executive may sub-delegate in accordance with the Delegations Manual, if desired and considered appropriate.

3. BACKGROUND

- 3.1. The Fast-track Approvals Act came into force in December 2024.
- 3.2. The Act requires that the Expert consenting panel established for each Fast-track process must invite written comments from relevant local authorities.
- 3.3. An existing general delegation to the Chief Executive includes "*all powers and authority to act on any matter in respect of which Council is empowered or directed by law and Council policy to exercise or undertake...*" and "*All sub-delegations by the Chief Executive must be given in writing.*"
- 3.4. The delegation to act under the Fast-track Approvals Act is not currently included in the delegations to the Chief Executive. The Delegations to the Chief Executive (S-DM 1048) therefore needs to be updated.

4. ISSUES AND OPTIONS

- 4.1. There are two different processes under the Fast Track Act, firstly a referral process and secondly the substantive, or decision-making, process. A summary of each process is contained in Appendix A. Some developments have been included in the Act as Listed Projects, which enables them to go straight to the substantive process. This applies to the following projects in our District:
 - West Rangiora residential development
 - Ohoka residential development
 - Woodend Bypass
 - Gressons Road residential development
- 4.2. Developments that aren't a Listed Project can use the referral process to apply to be considered under the fast-track legislation. If successful at the referral stage, projects can

then proceed to the substantive process. Council has the opportunity to provide comments on proposed developments during both the referral and substantive processes, but the timeframes are short (20 working days). It is therefore important that delegations are in place so staff can respond within the timeframes set out in the Act as the panel is not required to consider any comments after the deadline. The Act further stipulates that there is no right for any person to see a waiver of the time limit for written comments.

- 4.3. Any draft conditions proposed by the panel will also be provided to the Council for comment on these before the panel makes its final decision.
- 4.4. There are similarities between the Fast-track Approvals Act and consenting under the COVID-19 Recovery (Fast-track Consenting) Act 2020. The Council had experience in the earlier Fast-track approach with Stage 1 of the Bellgrove development. The following should be noted regarding comments sought from the panel for this development.
 - 4.4.1. Comments were provided by the General Manager Planning, Regulation, and Environment with input provided by staff that have experience in processing subdivision applications.
 - 4.4.2. Comments were technical in nature and similar to the level of assessment that occurs with other large-scale developments that have applied for resource consent through the Council.
 - 4.4.3. Comments included specific comments on draft conditions to ensure that the conditions meet Council requirements (including Engineering Code of Practice) and will be enforceable.
- 4.5. There is the potential for informal canvassing of views on any particular project with elected members and/or Community Boards, which can be included in the comments provided to the expert panel.
- 4.6. Option 1 – Approve the delegations as noted within this report. This makes it explicit that the Chief Executive has the ability to respond under the Fast-track Approvals Act. This is the recommended option.
- 4.7. Option 2 – Do not approve the delegations as noted within this report. With this option, it is not explicit that the Chief Executive has delegation to respond to the panel. This is not the recommended option.

Implications for Community Wellbeing

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

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are likely to have an interest in the subject matter of this report. The Runanga has lodged submissions on some of the Listed Projects and has indicated an interest in others.

5.2. Groups and Organisations

There are groups and organisations likely to have an interest in the subject matter of this report as the Listed Projects are of high public interest.

5.3. Wider Community

The wider community is likely to have an interest in the subject matter of this report as the Listed Projects are of high public interest.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are not financial implications of the decisions sought by this report.

This report seeks to establish new delegations under the Fast-track Approval Act.

Actual and reasonable Council costs can be recovered through the Fast-track process (once an application is lodged) or directly from the applicant (costs incurred prior to lodgement).

6.2. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report. If delegations are not set at the appropriate level, this could result in inappropriate decisions being made, legal challenge, and reputational risks.

6.3 **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

The relevant legislation is the Fast-track Approvals Act 2024.

7.3. **Consistency with Community Outcomes**

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

7.4. **Authorising Delegations**

This report seeks to establish new delegations under the Fast-track Approval Act.

Appendix A – Summary of Fast-track Approvals processes

Projects seeking referral

The steps for projects seeking referral to an expert panel are:

1. Applicants complete pre-lodgement consultation requirements.
2. Project applications are lodged through the Fast-track application portal.
3. The Ministry for the Environment undertakes completeness and eligibility check.
4. The Ministry either provides application to Minister or returns it to the applicant if it is found incomplete.
5. Minister receives the complete application and must invite comments, and request advice or reports.
6. Minister considers the application, advice or reports, invites comments and may seek further information, and decides to accept or decline the application, or make determinations on eligibility matters for an accepted referral application.

Substantive application for a project referred by the Minister

The steps for a substantive application for a project referred by the Minister to an expert panel (or listed in Schedule 2 of the FTA Act) are:

1. Applicants complete pre-lodgement consultation requirements.
2. Project applications are lodged through the Fast-track application portal.
3. The Fast-track team undertakes completeness and eligibility check.
4. The Fast-track team provides application to panel convener (or returns it to the applicant if it is found incomplete) and makes recommendations to the Minister on whether there are competing applications or existing resource consents for the same activity.
5. Panel convener receives the application and must obtain advice or reports.
6. Panel convener stands up an expert panel to consider application.
7. Panel invites comments from specified parties.
8. Applicants can respond to comments.
9. Panel considers the application, comments, advice or reports (and may commission extra reports or advice); declines or approves the application; and determines if conditions should be imposed.
10. Parties specified in the Act may appeal on points of law, to the High Court.

DELEGATIONS

Part 4

Delegation to Staff

Chief Executive

Introduction

The Chief Executive is employed by Council to give effect to its policies and plans.

Council Responsibility and Accountability

Council has overall responsibility and accountability for the proper direction and control of the Council's activities in pursuit of community outcomes. This responsibility includes:

- Formulating the strategic direction in conjunction with the community - the Long Term Plan (LTP);
- Determining the services and activities to be undertaken;
- Managing principal risks;
- Administering various regulations and up-holding the law;
- Monitoring the delivery of the LTP and Annual Plan;
- Ensuring the integrity of management control systems;
- Safeguarding the public interest;
- Reporting to ratepayers, citizens and stakeholders.

A key to the efficient running of any council is that there is a clear division between the role of Elected Members and that of management. The Local Government Act 2002 sets out a series of governance policies that support the principles of local government. Council has adopted a Local Governance Statement. Those statements clarify the governance and the management responsibilities, the governance role and expected conduct of Elected Members, describe the effective, open and transparent processes used by Council.

No delegation relieves the Council, Elected Member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.

Clause 32 of Schedule 7 of the Local Government Act 2002 (the "Act"), authorises Council to delegate to the Chief Executive, and, subject to any conditions, limitations, or prohibitions imposed by Council, gives the Chief Executive the authority to sub delegate.

The Act prohibits the delegation of the following:

- the power to make a rate; or
- the power to make a bylaw; or
- the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan; or
- the power to adopt a long-term council community plan, annual plan, or annual report; or
- the power to appoint a chief executive; or

DELEGATIONS

Part 4

Delegation to Staff

Chief Executive

- the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement: or
- the power to adopt a remuneration and employment policy.

The Chief Executive is accountable to Council, Council committees, and sub-committees for the actions of all staff and contractors. Individual staff are accountable to the Chief Executive and are not directly accountable to the Council, Council committees, sub-committees or individual councillors.

Chief Executive Responsibilities

The Chief Executive is appointed by Council in accordance with section 42 of the Local Government Act 2002. The Chief Executive is responsible for implementing and managing Council's policies and objectives within the budgetary constraints established by Council.

In terms of section 42 the Chief Executive is responsible for:

- implementing the decisions of Council;
- providing advice to Council;
- ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised;
- managing the activities of Council effectively and efficiently;
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council; and ensures these are reported to Council on a regular basis;
- providing leadership for the staff of the Council;
- employing staff on behalf of Council (including negotiation of the terms of employment for the staff of the Council).

Delegation to the Chief Executive

For the purposes of performing his or her duties, Council delegates to the Chief Executive all powers and authority to act on any matter in respect of which Council is empowered or directed by law and Council policy to exercise or undertake, including (without limitation) under or pursuant to the Acts referred to below, except those powers or authorities in respect of which delegation is prohibited by the Act, or by other statute or regulation, or expressly excluded from this delegation.

This delegation includes (but is not limited to) the Council's powers, duties and responsibilities under or pursuant to the Local Government Act 2002, the Local Government Act 1974, the Health Act 1956, the Local Government Official Information and Meetings Act 1987, the Local Government (Rating) Act 2002, the Land Transport Act 1998, the Bylaws Act 1910, the Utilities Access Act 2010, the Dog Control Act 1996, the Litter Act 1979, the Privacy Act [1993-2020, the Fast-track Approvals Act 2024](#) and the Reserves Act 1977.

DELEGATIONS

Part 4

Delegation to Staff

Chief Executive

This delegation does not preclude the Chief Executive from referring any such matter to Council, or a Committee of Council for a decision if the matter has political importance or sensitivity, or there is special community interest in it.

In addition to those matters that cannot be delegated by Council, specified in the Local Government Act 2002, Council has not delegated the following powers or authorities to the Chief Executive:

- the power to compulsorily acquire land under the Public Works Act 1981;
- the power to amend Council adopted policies or set new policies that are of a strategic or politically sensitive nature;
- the power to enter into unconditional contracts for the sale or purchase of land or an interest in land exceeding the authority contained within this delegation;
- any matter not permitted to be delegated by any other Act (for example, the granting of special exemptions under s.6 of the Fencing of Swimming Pools Act 1987);
- the authority to make decisions under the Resource Management Act 1991 and the Building Act 2004;
- any matter that can only be given effect by a Council resolution.

For the purposes of this delegation “unconditional” means “without a condition requiring an approval to be given by resolution of Council, or Committee of Council with authority to give that approval”

Appointment of Enforcement Officers

The delegation to the Chief Executive includes a delegation of the power to warrant enforcement officers. Council has determined that it does not wish to:

- (a) limit or restrict the exercise of the power; or
- (b) impose conditions on the exercise of the power; or
- (c) prohibit, in specified circumstances, the exercise of the power;

on the basis that the Chief Executive will continue to implement auditable processes for the investigation of the background of officers prior to the granting of a warrant.

Sub-Delegations

All sub-delegations by the Chief Executive must be given in writing.

Contractual authority and financial management of activities

Authority to enter into contracts up the amount of \$1,000,000 in respect of authorised works for which provision has been made in Council’s approved budget, and carried out within the criteria contained in Council’s purchasing (including tendering) policy.

DELEGATIONS

Part 4

Delegation to Staff

Chief Executive

Authority to enter into contracts up the amount of \$200,000 for emergency expenditure not provided in the Annual Plan or Long Term Council Community Plan, and carried out within the criteria contained in the Council's purchasing (including tendering) policy.

Authority to approve the sale of property with a rateable value of less than \$50,000 provided the property has not been identified as being a significant Council property and has little likelihood of being strategically useful to the Council, and thorough internal investigation identifies no reason for retaining it.

Authority to approve the purchase of land with a rateable value of less than \$50,000 to enable essential works to proceed.

Specific delegations

Without limiting the general delegations above the following additional delegations are delegated to the Chief Executive:

1. Authority to commence a rating sale in the High Court pursuant to Sections 67-76 of the Local Government (Rating) Act.

Note:

- (a) *This delegation relates to any application for a rating sale to the High Court. After this initial application, the Registrar of the High Court gives notice to all persons considered to have an interest in the Rating Unit. After 6 months if the rates are still not paid, a further application is made by the Council to the High Court to proceed with the sale.*
- (b) *The CE to advise the Audit Committee of any case where an application to proceed is made.*

2. Authority to receive declarations in accordance with section 13 (1) (b) of the Rates Rebate Act 1973.
3. Authority to sign Council sealed documents.

CE's Deputy

Reference to the Chief Executive shall in his/her absence be deemed to refer to the [Department General Manager](#) appointed in writing for the term of absence as acting Chief Executive.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: DDS-06-10-02-05-14/250321048476

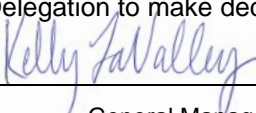
REPORT TO: COUNCIL

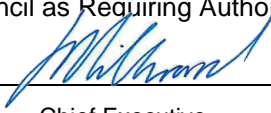
DATE OF MEETING: 1 April 2025

AUTHOR(S): Kelly LaValley – General Manager Planning, Regulation, and Environment

SUBJECT: Delegation to make decisions on behalf of Council as Requiring Authority

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


 General Manager


 Chief Executive

1. SUMMARY

- 1.1. This report is to request delegation to make decisions on behalf of the Council as Requiring Authority to the Chief Executive (CE).
- 1.2. The Council (in its role as a Territorial Authority) is currently in the process of developing, consulting on and adopting its Proposed District Plan (PDP) and will shortly be making decisions on the PDP. One of the many elements that require consideration in that process is designations that relate to Council owned assets.
- 1.3. Due to the conflict of interest that occurs with the Council having dual roles as both territorial authority making decisions on the PDP, and requiring authority for designations in the PDP, it is appropriate to delegate the decision making on behalf of Council as requiring authority for designations in the PDP to the CE.

Attachments:

- i. Designation Decision Making Process (Summary) - 250321048478.

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 250321048476
- (b) **Delegates** decision-making on behalf of the Council as a Requiring Authority on the Council designations in the Proposed District Plan to the Chief Executive.

3. BACKGROUND

- 3.1. The Council (in its role as a Territorial Authority) is currently in the process of developing, consulting on and adopting its Proposed District Plan.
- 3.2. Scheduled hearings on the PDP concluded in 2024. It is anticipated the Hearing Panel may issue recommendations to Council on the PDP and submissions by the end of April 2025. Council is then scheduled to consider Panel recommendations during May 2025, make decisions on these recommendations (other than for designations) by the end of June 2025, and publicly notify these decisions in mid July 2025. That will then initiate a 30 working day period in which the Council decisions on the PDP (other than for designations) may be appealed to the Environment Court.

- 3.3. However, the RMA process for decision making on designations in the PDP is different to decision making on the rest of the PDP. The differences are discussed below and summarised in Attachment i.
- 3.4. The Council as territorial authority can only make recommendations to requiring authorities on the designations in the PDP. The requiring authorities for those designations then have 30 working days in which to make decisions on the Council recommendations. The Council as territorial authority then has 15 working days to publicly notify the decisions of the requiring authorities. That will then initiate a 30 working day period in which the requiring authority decisions may be appealed to the Environment Court.
- 3.5. There is a conflict in that the Council is both the requiring authority for Council designations in the PDP, and territorial authority for decision making with respect to the rest of the PDP. To overcome any appearance of conflict, Council's designations in the PDP were prepared by an independent planning consultant on behalf of Council as requiring authority, and were assessed and reported on by another independent planning consultant on behalf of Council as territorial authority.
- 3.6. There needs to be a similar internal distinction between Council making recommendations as territorial authority on Council's designations, and who within Council makes decisions as requiring authority on those recommendations.
- 3.7. When the Council issues decisions on the other parts of the PDP, it can also issue at the same time recommendations to requiring authorities on the designations in the PDP, in its role as territorial authority.
- 3.8. It would therefore be appropriate for the Chief Executive (CE) to be given delegation from Council to make decisions on behalf of Council as requiring authority on the recommendations on Council designations by Council as territorial authority. All but one of Council's designations relate to matters managed by staff in the Utilities and Roading part of Council – i.e., water, wastewater, stormwater, solid waste and roading. The exception to this is the designation for the main Council campus, which is technically the responsibility of Property.
- 3.9. To assist in this and in appearance before Council to discuss this, the CE may wish to engage independent planning advice, likely by an independent planning consultant.

4. ISSUES AND OPTIONS

- 4.1. The Council could choose to delegate the decision-making on behalf of the Council as a Requiring Authority on the Council designations in the Proposed District Plan to the Chief Executive. This is the recommended option.
- 4.2. The Council could choose to delegate the decision-making on behalf of the Council as a Requiring Authority on the Council designations in the Proposed District Plan to a different senior manager, other than the General Manager, Planning, Regulation and Environment. As the designations cross several areas, this option is not recommended.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Ensuring designations are in place to indicate future works, or protect existing assets is a benefit to the whole community.

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

5. COMMUNITY VIEWS

- 5.1. **Mana whenua**

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

5.2. Groups and Organisations

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

5.3. Wider Community

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are not financial implications of the decisions sought by this report.

This budget is included in the Annual Plan/Long Term Plan.

6.2. Sustainability and Climate Change Impacts

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

6.3 Risk Management

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

6.3 Health and Safety

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

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

This matter is subject to the Resource Management Act.

7.3. Consistency with Community Outcomes

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

Transport is accessible, convenient, reliable and sustainable

Core Utilities are provided in a timely and sustainable manner.

7.4. Authorising Delegations

The Council has authority to delegate this function.

Attachment One: Designation Decision Making Process (Summary)

- Designations have a different and longer decision process compared to decisions on other parts of the proposed Plan.
- Regarding designations, under the RMA:
 - Council as territorial authority must:
 - Make **decisions** on submissions on designations; and
 - Make **recommendations** to requiring authorities on whether designation requirements should be confirmed, modified, or withdrawn.
 - The requiring authorities must then make decisions on those Council recommendations which may be accepted in full or in part or rejected.
 - The Council must then publicly notify the decisions of the requiring authorities and serve notice of those decisions on those who submitted on designations.
- Council is both territorial authority making decisions on the PDP, and requiring authority with designations in the PDP. This means the decision-making role of the Council as requiring authority must be separated from the recommendation role of Council as territorial authority.
- Decisions by Council as territorial authority on submissions on designations can be released at the same time as Council decisions on other parts of the PDP, along with Council recommendations to requiring authorities on the designations.
- Delegation is being sought by the General Manager, Utilities and Roading to make decisions on behalf of Council as requiring authority on the recommendations of Council as territorial authority. The decision would be 'served' on the General Manager, Planning, Regulation and the Environment, who already has the delegation to act on behalf of Council as territorial authority.

Territorial Authority publicly notifies decisions on submissions on designations (and on rest of PDP)



Environment Court appeal period
(30 working days)

Territorial Authority makes recommendations to Requiring Authorities on whether designations should be confirmed, modified or withdrawn



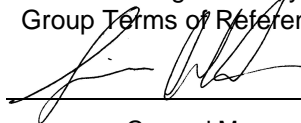
Requiring Authorities make decisions on Territorial Authority recommendations
(30 working days)



Territorial Authority publicly notifies decisions of Requiring Authorities and serves notice of decisions on submitters to designations
(15 working days)



Environment Court appeal period
(30 working days)

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** BYL-74/250331054911**REPORT TO:** COUNCIL**DATE OF MEETING:** 6 May 2025**AUTHOR(S):**
Lexie Mealings - Graduate Policy Analyst
Mike Kwant – Senior Ranger Biodiversity**SUBJECT:** Northern Pegasus Bay Bylaw 2024 Implementation Plan and Advisory Group Terms of Reference**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to seek Council approval to:
 - 1.1.1. Adopt the updated Northern Pegasus Bay Bylaw 2024 Implementation Plan; and,
 - 1.1.2. Approve the updated Terms of Reference for the Northern Pegasus Bay Advisory Group.
- 1.2. On 1 October 2024, when the Northern Pegasus Bay Bylaw 2024 (the Bylaw) was adopted by Council, it was signalled that an updated Northern Pegasus Bay Bylaw Implementation Plan (Implementation Plan) was necessary to enable effective implementation of the Bylaw.
- 1.3. The draft Implementation Plan is the document which will give effect to Council's aspirations, ongoing commitments and projects within the Northern Pegasus Bay area, giving effect to the Northern Pegasus Bay Bylaw 2024.
- 1.4. The draft Implementation Plan has been updated to reflect any necessary changes following the adoption of the Northern Pegasus Bay Bylaw 2024. This is shown through the included ongoing commitments and specific projects throughout the document.
- 1.5. The draft Implementation Plan was brought to the Northern Pegasus Bay Advisory Group for feedback and approval on 27 February 2025. The changes suggested at this meeting have been integrated into the draft document attached to this report (attachment i).
- 1.6. The Northern Pegasus Bay Advisory Group (the Advisory Group) draft Terms of Reference (attachment ii) has had minor edits to reflect the need for a wider representation on the group. These additions have been made in response to feedback received from Advisory Group members, changes to the Bylaw, and the recognition that this Group is required in the long-term to oversee this work.

Attachments:

- i. Draft Northern Pegasus Bay Bylaw 2024 Implementation Plan (Trim No. 250417068374)
- ii. Draft updated Northern Pegasus Bay Advisory Group Terms of Reference (Trim No. 250305036386)

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** Report No. TRIM 250331054911
- (b) **Adopts** the attached Northern Pegasus Bay Bylaw 2024 Implementation Plan (Trim No. 250417068374)
- (c) **Approves** the attached draft updated Northern Pegasus Bay Advisory Group Terms of Reference (Trim No. 250305036386)
- (d) **Circulates** this report to Community Boards for their information.
- (e) **Notes** that once adopted, the Northern Pegasus Bay Bylaw 2024 Implementation Plan will be next reviewed in 2029 alongside the Northern Pegasus Bay Bylaw 2024, unless an issue is to arise, and an earlier review is necessitated.
- (f) **Nominates** the General Manager, Strategy, Engagement and Economic Development to approve any minor edits to the Northern Pegasus Bay Bylaw 2024 Implementation Plan (attachment i) and Northern Pegasus Bay Advisory Group Terms of Reference (attachment ii) as required.

3. **BACKGROUND**

- 3.1. The content of this report is based on the Northern Pegasus Bay Bylaw 2024. This Bylaw was adopted at a Council meeting on 1 October 2024, after undergoing a formal review process between 2023 and 2024.
- 3.2. The Northern Pegasus Bay Advisory Group and the Northern Pegasus Bay Bylaw Implementation Plan are crucial to the successful implementation of the Bylaw.
- 3.1. Northern Pegasus Bay Bylaw Implementation Plan:
 - 3.1.1. The first Implementation Plan for the Northern Pegasus Bay Bylaw was adopted by Council on 5 December 2017 following the first review of the Bylaw.
 - 3.1.2. Following the most recent review of the Bylaw, it was noted that the Implementation Plan would need to be updated to better reflect the content of the Bylaw.
 - 3.1.3. Staff have drafted an updated Implementation Plan to give effect to the Northern Pegasus Bay Bylaw 2024.
 - 3.1.4. The draft Implementation Plan, attached to this report, was shared with members of the Advisory Group for feedback on 27 February 2025.
 - 3.1.5. The draft version of this Implementation Plan is reflective of the updates made to the Bylaw, as well as feedback received from the Advisory Group.
- 3.2. Northern Pegasus Bay Advisory Group:
 - 3.2.1. The Northern Pegasus Bay Advisory Group (the Advisory Group) was established in 2017 with the purpose of representing the groups and organisations most affected by the content of the Bylaw. The establishment of this group was created by action W.7 in the first Implementation Plan.
 - 3.2.2. In brief, the objectives of the Advisory Group are as follows:
 - Ensure the purposes of the Bylaw are achieved

- Oversee and contribute to the successful implementation of the Implementation Plan
- Monitor and ensure the effectiveness of user agreements
- Coordinate efforts to enhance coastal and estuarine values
- Encourage beach communities to engage with the Implementation Plan
- Ensure future Bylaw reviews are evidence-based

3.2.3. The Implementation Plan and the Advisory Group are closely related based on these objectives.

4. ISSUES AND OPTIONS

4.1. Draft Northern Pegasus Bay Bylaw 2024 Implementation Plan (Attachment i)

- 4.1.1. The implementation of this plan will be undertaken by the Greenspace Unit working with the Northern Pegasus Bay Advisory Group. Arrangements are currently in place with Environment Canterbury and Te Kōhaka o Tūhaitara Trust to provide Ranger Patrols for enforcement of the Bylaw on behalf of the Council.
- 4.1.2. The draft Implementation Plan attached to this report has received input from the Northern Pegasus Bay Advisory Group.
- 4.1.3. Updates on the progress of ongoing commitments and projects included in the Implementation Plan will be annually reported on to the Advisory Group and Council. Staff are currently working toward identifying an appropriate time of year for this to be completed annually.
- 4.1.4. Success measures are included in the Implementation Plan to assist staff in determining how successful Council has been in carrying out the projects and ongoing commitments associated with the objectives of the Bylaw.
- 4.1.5. Section 6.1 (Financial Implications) of this report sets out budget associated with the draft Implementation Plan, as included in the Council's Long Term Plan 2024-34.

This is divided between the Northern Pegasus Bay Bylaw Operational budget, the Coastal and Native Conservation Capital Works budget, and the ECan Coastal Ranger budget.

4.2. Northern Pegasus Bay Advisory Group Terms of Reference (Attachment ii)

- 4.2.1. Changes made to the previous iteration of the Terms of Reference for the Advisory Group include:
 - Updates to reference the current Northern Pegasus Bay Bylaw 2024
 - The addition of Ashworths Beach, Canterbury Recreational Aircraft Club, customary fishing and Waimakariri Youth Council representation to the membership section
- 4.2.2. Ashworths Beach was highlighted as an important area in the Northern Pegasus Bay through the updated Northern Pegasus Bay Bylaw 2024. As per clause 14.2 of the Bylaw, a restricted area at Ashworths Beach is designated for the taking off/landing of aircraft. Having a representative from this beach community is therefore important in understanding the activities occurring in this area.
- 4.2.3. In relation to the need for an Ashworths Beach representative, the Canterbury Recreational Aircraft Club is an important stakeholder to have on this group. The 2023/24 review of the Bylaw recognised the need for an Aircraft User Agreement to be developed between the Club and Council for the Bylaw area, as well as a

new Bylaw clause related to aircraft usage. This User Agreement is currently being drafted.

- 4.2.4. The ability for a customary fishing representative to join the Advisory Group has also been added to the membership section of the updated Terms of Reference. This has been added in response to feedback received at a Crown Agents and Tangata Tiaki Customary Inaka debrief hui held in December 2024. At this meeting, it was expressed that there is interest in having someone represent this group on the Advisory Group going forward.
- 4.2.5. The Waimakariri Youth Council has also been included in the updated membership section of the Terms of Reference. Membership of the Youth Council seeks to include representatives from all areas of the district, with some members belonging to beach communities most affected by the Bylaw. Because of this, it was recognised that membership provisions in the Terms of Reference for the Advisory Group should allow for a Youth Council representative, should they opt to join.

4.3. Options

- 4.3.1. **Option 1:** *Adopt the draft Northern Pegasus Bay Bylaw 2024 Implementation Plan and approve the updated Terms of Reference for the Northern Pegasus Bay Advisory Group.*

This is the preferred option recommended by staff.

When the Northern Pegasus Bay Bylaw 2024 was adopted by Council on 1 October 2024, it was noted that the success of the Bylaw is largely dependent on its implementation. This Implementation Plan has been updated to reflect the current Bylaw and act as a guiding framework for the implementation of Bylaw objectives.

The Terms of Reference for the Advisory Group has only had minor edits to membership provisions. These edits allow for a wider range of voices and community members to be heard on matters in relation to implementation of the Bylaw. It is important to ensure that beach communities, as well as relevant organisations, are given the opportunity to be involved in the Advisory Group. Membership on this group consists of local people as subject matter experts who understand our coastal areas well and can assist Council in successful implementation of the Bylaw objectives.

- 4.3.2. **Option 2:** *Decline adopting the draft Northern Pegasus Bay Bylaw 2024 Implementation Plan and decline approving the updated Terms of Reference for the Northern Pegasus Bay Advisory Group.*

This is not the preferred option recommended by staff.

Although the Northern Pegasus Bay Bylaw 2016 Implementation Plan (current version) was fit for purpose for the previous iteration of the Bylaw, it does not account for changes made to the current version of the Bylaw. An updated Implementation Plan is required to ensure that the objectives of the Bylaw can be effectively carried out through to the next review of the Bylaw in 2029.

Similarly, the current Terms of Reference for the Advisory Group does not account for all of the beach communities who may be impacted by the actions contained

in the Implementation Plan. For this reason, declining to approve the updated Terms of Reference would have flow on effects to the successful implementation of the Bylaw, and considerations which need to be allowed for effective community engagement.

4.3.3. Option 3: *Request that changes be made to either the Northern Pegasus Bay Bylaw 2024 Implementation Plan or the updated Terms of Reference for the Northern Pegasus Bay Advisory Group.*

Council is also able to request that changes be made to either of the documents attached to this report, if deemed necessary, prior to formally adopting the Implementation Plan or approving the updated Terms of Reference.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The Northern Pegasus Bay is an area of the District that supports recreation and social connection, and the health of coastal natural ecosystems, such as the dune system, is important for community resilience. Feedback received during the Bylaw review process, as well as from the Advisory Group, have been crucial for developing this Implementation Plan for these reasons.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū, Fenton Reserve Trustees and the Board of Te Kōhaka o Tūhaitara Trust are likely to be affected by or have an interest in the subject matter of this report.

As per the Terms of Reference, membership of the Northern Pegasus Bay Advisory Group seeks to include Te Ngāi Tūāhuriri Rūnanga and Fenton Reserve Trustees. Te Ngāi Tūāhuriri Rūnanga have not yet been directly represented on the Advisory Group. Staff provided an update on the Bylaw review at the bi-monthly Rūnanga/Council meeting in September 2023 and April 2024. Feedback received indicated that Rūnanga input to the Bylaw is represented by the Board of Te Kōhaka o Tūhaitara Trust.

5.2. Groups and Organisations

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

The Northern Pegasus Bay Advisory Group was established to represent the groups and organisations most affected by this Bylaw. As per the content of this report, the Advisory Group is paramount to the success of the objectives of the Bylaw through overseeing progress on the Implementation Plan. This ensures that these groups and organisations are provided with a platform to have their voice heard on all matters pertaining to this topic.

5.3. Wider Community

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications of the decisions sought by this report. Effective implementation of the Northern Pegasus Bay Bylaw 2024 requires coordination of a range of activities, including public awareness, education and enforcement.

This budget for the Implementation Plan was confirmed in the Long Term Plan 2024-2034, the remainder of the budget for the LTP cycle is shown in the table below, note that budget increases are linked to CPI which is subject to change.

Budgets	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Coastal & Native Conservation Capital Works	\$22,549	\$23,227	\$23,227	\$24,474	\$25,062	\$25,639	\$26,203	\$26,753	\$27,288
Pegasus Bay Bylaw	\$22,730	\$23,413	\$23,413	\$24,670	\$25,263	\$25,844	\$26,412	\$26,967	\$27,507
ECan Ranger Service	\$32,130	\$33,095	\$33,095	\$34,873	\$35,711	\$36,533	\$37,336	\$38,120	\$38,883
Total Budgets	\$77,409	\$79,736	\$81,888	\$84,109	\$86,036	\$88,017	\$89,952	\$91,842	\$93,680

Section six of the Terms of Reference indicates that the Advisory Group does not have any financial role or responsibility related to the delivery of the Implementation Plan.

Included in the Implementation Plan is the review of the current enforcement arrangements and capabilities, including the ranger patrol service contract, which could have financial implications.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts.

The adoption of the Northern Pegasus Bay Bylaw Implementation Plan aims to give effect to the rules contained within the Northern Pegasus Bay Bylaw itself.

The Implementation Plan contains a variety of actions relating to the promotion and protection of the coastal environment. Actions with impacts on sustainability/climate change can be found under the following sections in the Implementation Plan:

- 2. Ashley-Rakahuri Estuary
- 5. Education
- 7. Working with others
- 8. User Agreements
- 9. Enforcement
- 10. Research and Monitoring

Additionally, the recommendation to approve the updated Terms of Reference for the Northern Pegasus Bay Advisory Group also has an impact on sustainability practices in the Bylaw area. This is because the Advisory Group are in part responsible for overseeing the progress of the Implementation Plan.

6.3 Risk Management

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

6.3 Health and Safety

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

Content included in the Implementation Plan seeks to mitigate any health and safety risks that may occur in the coastal environment, contributing to a safer coastal environment.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

The legislation and associated documents relevant to the Northern Pegasus Bay Bylaw 2024 and therefore the Implementation Plan are as follows:

- Local Government Act 2002.
- Treaty of Waitangi
- New Zealand Bill of Rights Act 1990
- Resource Management Act 1991
- Marine and Coastal Area (Tukutai Moana) Act 2011.
- Wildlife Act 1953.
- Marine Mammals Protection Act 1978.
- Conservation Act 1987.
- Ngai Tahu Claims Settlement Act 1998.
- Land Transport Act 1998.
- Reserves Act 1977.
- Dog Control Act 1996.
- Forest and Rural Fires Act 1977.
- New Zealand Coastal Policy Statement 2010.
- Regional Coastal Environment Plan for the Canterbury Region.
- Proposed Canterbury Conservation Management Strategy.
- Waimakariri District Council District Plan.
- Waikuku Beach Reserve Management Plan 2010 (Reserves Act 1977)
- 2018 Waimakariri Coastal Natural Character Study
- Environment Canterbury Ashley Rakahuri Management Plan 2023.
- WDC Memorandum of Understanding with Te Ngāi Tūāhuriri Rūnanga.
- Mahaanui Iwi Management Plan 2013.
- Kemp's Deed
- WDC Northern Pegasus Bay 2010 Bylaw.
- WDC Dog Control Bylaw 2009.
- WDC Fire Control Bylaw 2014.
- Environment Canterbury Navigation Safety Bylaws 2010.

7.3. Consistency with Community Outcomes

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

7.3.1. The Northern Pegasus Bay Bylaw 2024 alongside the Implementation Plan and the Advisory Group support the following community outcomes:

Social

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.

Environmental

- People are supported to participate in improving the health and sustainability of our environment.
- The natural and built environment in which people live is clean, healthy and safe.
- Our communities are able to access and enjoy natural areas and public spaces.

7.4. Authorising Delegations

The Community and Recreation Committee has delegated authority to administer bylaws for its activities. The most relevant of the listed activities is parks and reserves but only a small parcel of Council-owned reserve land at Kairaki Beach is located within the Northern Pegasus Bay Bylaw area.

The District Planning and Regulation Committee is responsible for the administration of bylaws other than those clearly under the jurisdiction of another standing committee, but the full Council rather than this Committee has traditionally been involved in the preparation of the 2010, 2016 and 2016 (amended 2023) Northern Pegasus Bay Bylaws due to the significance of the coastal area.



Northern Pegasus Bay Bylaw 2024 Implementation Plan

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Northern Pegasus Bay Bylaw 2024

The Northern Pegasus Bay Bylaw 2024 regulates recreational activities along the coastal strip from the north side of the Waimakariri River (Kairaki Beach) to the district boundary south of Ashworth's Beach and includes the environmentally significant Ashley/Rakahuri River Estuary.

Vision

Northern Pegasus Bay coastal strip — valued; protected and enjoyed by all.

Purpose

The Bylaw is in place to ensure wildlife, and the natural environment are not harmed and so that everyone can enjoy the district's beaches. The Bylaw applies to all of the beaches within the Waimakariri District and became operative on 1 November 2024.



Reasons for the Bylaw

- The significance of Ashley/Rakahuri River and Saltwater Creek estuarine areas
- Protection of foreshore habitats
- Protection of dune systems
- Safety concerns of beach users, conflicts between different types of recreational activity and public nuisance
- Te Ngāi Tūāhuriri values.

Priorities for the Bylaw

Following the 2023/24 review the priorities remain unchanged and include:

- Protecting foreshore habitats, dune systems, and the wildlife and vegetation in the estuaries and lagoons
- Minimising the potential for conflict between different recreation activities
- Promoting a safe environment.





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Summary of the Bylaw Rules

THEME	BYLAW SUMMARY
<p>Driving on the beach</p>	<p>For the safety and enjoyment of all users, and to protect special wildlife areas, there are areas along the Northern Pegasus Bay coastal strip where vehicles are prohibited or restricted. Schedules 2 and 3 of the Bylaw provide maps of the areas you can and can't go.</p> <p>Here are some of the key rules related to taking your motor vehicle to the Northern Pegasus Bay beaches:</p> <ul style="list-style-type: none"> • Recreational driving or driving for pleasure is prohibited on any area of the Northern Pegasus Bay coastal strip. • To protect our fragile coastal dune system, vehicles are prohibited to drive on any dunes in Northern Pegasus Bay. • All vehicles must drive below the last high tide mark, unless it's unsafe to do otherwise, except at the Waimakariri River Mouth or using a specified access route. • Vehicles must give way and show consideration to people, horses, other animals and birds at all times. • Approved four-wheel drive clubs may obtain exemptions which allow them to drive on prohibited or restricted areas of the beach for civil defence or rescue training, and for track, beach or facility maintenance, rubbish removal and pest control. <ul style="list-style-type: none"> • No vehicles are to drive through a flagged surf lifesaving patrol area. • Speed limits apply, you should drive no faster than 30km/h and slow down to 10km/h when within 50 metres of people. • Access from the Waimakariri District's northern boundary at Ashworth's Beach to the Ashley/Rakahuri Estuary is only for the purpose of boat launching or retrieval, fishing, white baiting and mahinga kai gathering. • Access from the Waimakariri River mouth to the Pines Ocean Outfall is for the purpose of boat launching or retrieval, fishing, white baiting and mahinga kai gathering as well as taking recreation equipment to the water's edge and for holders of mobility stickers. • Vehicle access is available from the Ashley/Rakahuri River mouth car park to the Ashley/Rakahuri River mouth during the whitebait season. This access is by permit only.
<p>Motorbikes</p>	<p>Two-wheel motorbikes are prohibited from all beaches and dunes along the Northern Pegasus Bay Coastal strip.</p>

THEME	BYLAW SUMMARY
Quad bikes	<p>Quad bikes are permitted to drive on the beach as they are classified as a motor vehicle. They can't be used for recreational driving or driving for pleasure, they must be legal to drive on the road and follow the rules for driving on the beach (page 3).</p>
Dogs on the beach	<p>Dogs are welcome on most beaches and areas of the Northern Pegasus Bay coastal strip. However, to protect ecological values and bird habitats around the Ashley/Rakahuri Estuary, wetlands and the spit south of the Ashley/Rakahuri River mouth, dogs are not allowed in that area.</p> <p>Here are the key rules for dogs on the beaches:</p> <ul style="list-style-type: none"> Dogs must be on a leash when on the seaward facing spit, adjacent to the estuarine area, to the low tide mark north of the Waikuku northern carpark and south of the Ashley/Rakahuri River mouth. • Holders of Fish and Game Hunting Licenses are restricted to use dogs for the activity of gamebird hunting in a specified area of the Ashley/Rakahuri and Saltwater Creek estuarine areas during gamebird hunting season. • Dogs are prohibited from staying within the areas marked by surf lifesaving patrol flags and from an area extending 50 metres beyond the flags but can pass directly through provided the dog is on a short leash and under effective control. • Dogs must always be under continuous and effective control. • Dogs which are unable to be under effective voice control around horses must be on a leash. • Carry plenty of poo bags to pick up after your dog.
Recreational horse riding	<p>The Pegasus Bay Coastal Reserve track network allows casual horse riding along designated back dune areas between Kairaki-Pines Beach and Waikuku Beach. There are horse float parking areas provided at the end of Ferry Road in Woodend Beach, and at the southern end of Waikuku Beach settlement, off Reserve Road. Free key—This access is by permit only and available 12 months of the year free of charge.</p> <p>Schedule 2 of the Bylaw provides a map of float parking locations, beach access areas, and areas that are prohibited for horse riding and training.</p> <p>Here are the key rules for recreational horse riding:</p> <ul style="list-style-type: none"> Horse riding is prohibited in the Ashley/Rakahuri Estuary area. • Stick to the designated horse trails and give way to pedestrians. • Stay below the last high-tide mark when riding on the beach, unless using a designated access trail. • You should avoid riding through flagged surf patrol areas.
Horse training	<p>Horse training at Woodend Beach has been restricted to an area extending 3.2km (two-mile training run) either side of the beach entrance to the Woodend Beach horse float car park and access trail and is subject to a user agreement.</p>

THEME	BYLAW SUMMARY
Swimming at the beach	Surf Life Saving crews patrol at Waikuku, and also cover Woodend Beach and Pegasus Beach during the peak summer season. The public are advised to swim at these locations.
The Ashley/Rakahuri Estuary	<p>The Ashley/Rakahuri Estuary is a special place in our district and home to a lot of rare and endangered birdlife.</p> <p>To protect the estuary, the following are prohibited:</p> <ul style="list-style-type: none"> • Dogs (If walking on the nearby stop bank, please use a leash) • Horses • Land yachts • Drones and model aircraft • Taking off and landing of aircraft including microlights and helicopters <ul style="list-style-type: none"> • Vehicles are prohibited from entering the estuary. The vehicle access for whitebait is outside of the estuary and the route prescribed onto and along the beach must be strictly followed. <p>It is a restricted area for kite surfing and there is a 5-knot speed limit for water craft.</p> <p>Schedule 5 of the Bylaw provides a map of where the prohibitions apply.</p>
Camping	Camping, including freedom camping is not allowed in the dunes or beaches of Northern Pegasus Bay within the Bylaw area.
Fires	All open air fires are prohibited in the Bylaw area unless an exemption has been granted with prior written approval from the Council.
Fireworks	Setting off any firework, flare or other explosive material within the Bylaw area is prohibited unless an exemption has been granted with prior written approval from the Council.
Kite surfing	<p>The Northern Pegasus Bay Bylaw 2024 restricts kite surfing in the Ashley/Rakahuri Estuary to a designated area. Within this there is a launch area, transit area and main riding area.</p> <p>Kite surfing is prohibited in all other Ashley/Rakahuri and Saltwater Creek estuarine areas.</p> <ul style="list-style-type: none"> • Stay clear of bird feeding areas in shallow water or exposed mudflats at low tide. • Stay clear of dry shingle, driftwood, sand banks or islands where birds might be nesting or roosting. • Only use the kite surfing transition area for moving to and from the launch area to the main riding area or the ocean. • Stay 50m away from the north-west bank and 25m from the south-west bank of the Ashley/Rakahuri Estuary at all times.

THEME	BYLAW SUMMARY
Land yachting	Land yachts are prohibited between the beach entrance of the Waikuku Beach horse float car park access trail and the District's northern boundary. Schedule 6 of the Bylaw provides a map of restricted access.
Aircraft operation	Taking off and landing of aircraft (including a microlight or helicopter) is allowed in the restricted area at Ashworths Beach, as set out in schedule 5, and in accordance with a user agreement between the Council and the Canterbury Recreational Aircraft Club.



Background

The Northern Pegasus Bay was established to give effect to the agreements arising from the Northern Pegasus Bay Coastal Management Plan. The Bylaw was adopted by the Council and became operative on 1 July 2010.

A review of the Bylaw was conducted between 2014 and 2016 in accordance with Section 158 of the Local Government Act 2002. The review recommended that the Bylaw was still the most appropriate mechanism for controlling public behaviour and recreation activities on the beaches.

The Council adopted the Northern Pegasus Bay Bylaw 2016 on 5 July 2016 and became operative on 15 August 2016. The first Implementation Plan was co-developed by the Northern Pegasus Bay Bylaw 2016 Implementation Plan Working Party (NPBBIPWP). This group consisted of representatives from the Waimakariri District Council, Kaiapoi-Tuahiwi Community Board, Woodend-Sefton Community Board, Environment Canterbury, Department of Conservation, Te Kōhaka o Tūhaitara Trust, Te Ngāi Tūāhuriri Rūnanga and the Ashley-Rakahuri Rivercare Group. The NPBBIPWP recommended in the draft Plan that it be replaced by an advisory group that also included representation from beach communities and user groups, once the Implementation Plan had been adopted by Council.

The Northern Pegasus Bay Bylaw 2016 Implementation Plan was adopted by Council on 5 December 2017.

A review of the Northern Pegasus Bay Bylaw 2016 has been undertaken in two stages; an administrative review was undertaken to meet Local Government Act requirements; the review confirmed the Bylaw continues to be the most appropriate approach. The Council adopted an interim Northern Pegasus Bay Bylaw 2016 (amended 2023) with the request that staff undertake a full review including a robust consultation process in the latter part of 2023. The full review began in August 2023 and concluded in October 2024 when Council formally adopted the Northern Pegasus Bay Bylaw 2024, inclusive of a range of changes which reflected the feedback received during consultation and hearings process. The Bylaw then came into effect on 1 November 2024.

A review of the 2016 Implementation Plan identified a number of achievements and outstanding actions. This refresh of the

Implementation Plan will sit alongside the Northern Pegasus Bay Bylaw 2024 to provide a roadmap for effective implementation of the Bylaw and will include a number of non-Bylaw issues raised in the public consultation that can be better dealt with through non-regulatory approaches.





Northern Pegasus Bay Advisory Group

The Northern Pegasus Bay Advisory Group is responsible for carrying out the following tasks:

- Overseeing the implementation of the Northern Pegasus Bay Bylaw 2024 Implementation Plan
- Monitoring progress of the Implementation Plan
- Providing updates on the Implementation Plan to Council on an annual basis
- Oversee the Northern Pegasus Bay Bylaw research and monitoring programme in conjunction with other interested parties
- Carrying out annual reviews of the kite surfing, commercial horse training, and aircraft user agreements
- Overseeing periodic reviews of the Ranger Service contract(s) with the Council
- Encouraging user groups, residents' associations and community boards to educate the community about the Bylaw to bring about a cultural shift in attitudes.

Membership of the Advisory Group includes one representative from each of the following organisations and communities:

- Waimakariri District Council
- Kaiapoi-Tuahiwi Community Board
- Woodend-Sefton Community Board
- Department of Conservation
- Environment Canterbury
- Ashley-Rakahuri Rivercare Group
- Te Kōhaka o Tūhaitara Trust
- Te Ngāi Tūāhuriri Rūnanga
- Hurunui District Council
- Waikuku Beach kite surfers
- Ashworths Beach / Ashley Fishermans Association Inc
- Kairaki Beach / Waimakariri river mouth fishing
- Woodend Beach horse trainers
- Fenton Reserve Trustees
- Waikuku Beach residents
- Pegasus Beach residents
- Pines/Kairaki Beach residents
- Woodend Beach residents
- Canterbury Recreational Aircraft Club
- Waimakariri Youth Council.



Photo Credit: Grant Davey

Northern Pegasus Bay Bylaw 2024 Implementation Plan Overview

Northern Pegasus Bay Bylaw 2024 Implementation Plan Overview

OUR ASPIRATIONS		ONGOING COMMITMENT	PROJECTS	MEASURES OF SUCCESS
1. Cultural values				
1.1	Ngāi Tahu and Te Ngāi Tūāhuriri history and values regarding the use of coastal land, water and natural resources are acknowledged and promoted.	Te Kōhaka o Tūhaitara Trust recognised as the representative of Te Ngāi Tūāhuriri for any work related to the Northern Pegasus Bay Bylaw.	Develop interpretation signs explaining the rich cultural history of the coastal area in consultation with Te Ngāi Tūāhuriri Rūnanga and place in key locations.	Having regular representation from Te Ngāi Tūāhuriri on the NPBAG through a specific representative or Te Kōhaka o Tūhaitara Trust.
1.2	Relevant Mahaanui Iwi Management Plan 2013 objectives and policies are taken into account in implementing the Bylaw.		Develop a coastal cultural values brochure and make available to the general public.	Signage and media relating to the cultural values of the Bylaw are updated and promoted as required

BUDGET ►

Senior Biodiversity Ranger time – BAU
NPBB capital budget

Communication and Engagement staff time – BAU

Northern Pegasus Bay Bylaw 2024 Implementation Plan Overview

OUR ASPIRATIONS		ONGOING COMMITMENT	PROJECTS	MEASURES OF SUCCESS
2. Ashley/Rakahuri Estuary				
2.1	The community, ECan, DOC, Te Ngāi Tūāhuriri, Fenton Reserve Trustees and the Council recognise the estuary is a wetland of international significance and actively seek to protect it.	Continue to support the operation of patrols within the coastal area to ensure they have the ability to be as effective as possible.	Investigate the feasibility and benefits of providing Te Kōhaka o Tūhaitara and the Ashley/Rakahuri Estuary with sentient status.	Ranger patrols are regularly in the area to monitor adherence to the Bylaw rules during high use times.
2.2	Recreation activities carried out in the estuary are compatible with protecting the estuary ecosystem.	Work alongside community groups to investigate the feasibility of infrastructure projects at the Ashley/Rakahuri Estuary that may aid in making the environment there more accessible.	Initiate discussions with other organisations, such as Environment Canterbury, to decide on a process, timeframe and funding for the development of a management plan for the estuary.	Ongoing research is undertaken to collect evidence of environmental impacts had on the estuary area and identifies emerging and ongoing trends.
2.3	The wildlife in the estuary thrives with safe feeding, resting and breeding areas for all species.	Ensure that the level of signage at this location is appropriate in relation to the environment at the estuary, and that this signage serves the purpose of highlighting the rules to abide by the risks associated with specific recreational activities.		Effective trapping efforts in the estuary area translate into increased bird populations and variety of species in the area.
2.4	Organisations and community members work together to achieve an agreed vision for the estuary.	Endeavor to collect as much evidence as possible relating to the environmental impact of conflicting recreational activities in the estuary, as well as the results of trapping/ predator control and bird nesting patterns in this area.		Continued collaboration between Council staff and local community groups on estuary-related projects. Additional infrastructure that enhances public awareness and enjoyment of the estuary is installed.
BUDGET ►		NPBB patrol services budget NPBB capital budget	Senior Biodiversity Ranger time – BAU Natural Environment Strategy Implementation Plan	

Northern Pegasus Bay Bylaw 2024 Implementation Plan Overview

OUR ASPIRATIONS		ONGOING COMMITMENT	PROJECTS	MEASURES OF SUCCESS
3. Beach amenities / physical structures				
3.1	The design and location of physical structures are appropriate to their setting and intended purpose and user-friendly.	Monitor the effectiveness of physical structures in the Bylaw coastal area.	Accessibility structure (and associated infrastructure) at Pegasus and Waikuku beaches.	Renewals and improvements on physical structures are identified early on and addressed within a timely manner.
3.2	'Less is better'. Physical structures installed to enforce the Bylaw are the most effective solution to an identified problem.	Deliver a rolling programme of renewals and improvements for the Bylaw coastal area.	Accessibility infrastructure in the Ashley/Rakahuri Estuary area	Scheduled projects are carried out within budget.
3.3	Continued pedestrian access for beach users, including those with mobility issues and young children is given priority over physical structures required for enforcement reasons.	Continue working alongside the Waimakariri Accessibility Group in order to ensure that the design and location of beach amenities and physical structures takes into account accessibility considerations.		When relevant, the Waimakariri Access Group are consulted with and reported back to on the progress of project implementation to communicate updates.
3.4	Physical structures are provided to support the development of the coastal strip as a managed park space.	Ongoing review condition assessment of coastal assets are carried out on a regular basis.		All assets are maintained to a high standard for safety and use by the community.

BUDGET ►

NPBB capital budget
 NPBB operational budget
 Senior Biodiversity Ranger time – BAU

Northern Pegasus Bay Bylaw 2024 Implementation Plan Overview

OUR ASPIRATIONS		ONGOING COMMITMENT	PROJECTS	MEASURES OF SUCCESS
4. Signage				
4.1	Visitor information is well sited, appropriate to its setting and fit for purpose.	Signage on the Bylaw rules is available at all beach locations and estuary. The signage will be clear and consistent, effective, and take the specific location into consideration.	Update existing signage that includes older Bylaw content with temporary amendments in the form of stickers and QR codes with information that is relevant to the updated version of the Bylaw.	Members of the public are aware of the Bylaw rules and the special values being protected within the coastal area.
4.2	Signage provides clear, consistent messaging and is visually appealing and engaging.			
4.3	The amount of signage in the Northern Pegasus Bay coastal strip is minimised.	Determine the minimum signage needed to inform beach users and the adequacy of existing signage. Prepare a signage programme including estimated costs, priorities and time frames.	A review of signage requirements that includes community feedback during the 2023/24 Bylaw review. Ensure clear signage is provided about the Bylaw rules relevant to the Estuary, such as dog control and no-go areas.	Effective signage contributes to a decreased number of Bylaw infringements. The natural character of the coastal environment is protected by the design and number of signs in the Bylaw area. Signage in the coastal area is not outdated, and reflects the current rules contained in the Bylaw, whilst meeting the design standard.
4.4	There is a coordinated approach amongst organisations installing signage.			
4.5	Beach users are educated through the use of interpretive signage.			

BUDGET ►

Senior Biodiversity Ranger time – BAU
Creative Admin time – BAU
Strategy and Business staff time – BAU

NPBB capital budget
NPBB operational budget

Northern Pegasus Bay Bylaw 2024 Implementation Plan Overview

OUR ASPIRATIONS		ONGOING COMMITMENT	PROJECTS	MEASURES OF SUCCESS
5. Education				
5.1	Education is used as a tool to prevent and resolve user conflict and conflicts between use and environmental values.	Encourage user groups, residents' associations and community boards to educate the community about the Bylaw to bring about a cultural shift in attitudes.	Develop and implement an annual communications plan for the beaches/estuary that reflects seasonal activities/issues.	<p>Educational resources are updated seasonally and communicated to the public to convey key Bylaw messaging.</p> <p>The Communications and Engagement plan is prepared, implemented and reviewed as required.</p> <p>Whitebaiters are aware of wildlife issues within the coastal area, and adhere to the Bylaw rules to protect the natural environment.</p> <p>There are fewer breaches of the Bylaw rules and conflict between beach users is minimised, measured through complaints and service requests.</p> <p>Beach users are aware of the cultural and ecological values of the Tūhaitara Coastal Park, measured through surveying members of the public.</p> <p>Te Kōhaka o Tūhaitara Trust are supplied with copies of educational resources relating to the Bylaw.</p>
5.2	Beach communities, user groups, Te Kōhaka o Tūhaitara Trust and the Kaiapoi-Tuahiwi and Woodend-Sefton Community Boards play a role in bringing about a 'cultural shift' in attitudes towards the Northern Pegasus Bay coastal strip, both in how it can be protected and enjoyed for recreational purposes.	Work with the community to develop and review educational resources (videos, leaflets etc) on key Bylaw issues and the cultural significance of the area.		
5.3	Beach users are informed of the significant wildlife and environmental values and rich cultural history associated with the Northern Pegasus Bay coastal strip and Tūhaitara Coastal Park.	<p>Make whitebaiters aware of wildlife issues, including the importance of driftwood areas above high tide for nesting birds, and whitebaiting rules, by handing out educational brochures when keys are given out and during interactions with Rangers.</p> <p>Monitor and provide advice about the use of kontikis for long lines on the beach with a view to keeping all beach users safe.</p> <p>Promote the cultural and ecological values of the Tūhaitara Coastal Park.</p>		

BUDGET ►

Senior Biodiversity Ranger time – BAU
 Communications and Engagement staff time – BAU
 Strategy and Business staff time – BAU

Northern Pegasus Bay Bylaw 2024 Implementation Plan Overview

OUR ASPIRATIONS		ONGOING COMMITMENT	PROJECTS	MEASURES OF SUCCESS
6. Publicity				
6.1	Beach users are aware they are in a managed environment when entering the coastal strip.	Work with relevant recreation organisations to ensure their members are aware of Bylaw rules.	Develop and implement an annual communications plan for the beaches/estuary that reflects seasonal activities/issues.	Renewals and improvements on physical structures are identified early on and addressed within a timely manner.
6.2	Beach users and community groups and organisations working and recreating in the Northern Pegasus Bay coastal strip are well informed about the new Bylaw's objectives and rules	Ensuring that seasonal campaigns are being implemented on time.		Scheduled projects are carried out within budget.
6.3	People know who to contact to report a Bylaw-related issue.			When relevant, the Waimakariri Access Group are consulted with and reported back to on the progress of project implementation to communicate updates. All assets are maintained to a high standard for safety and use by the community.

BUDGET ►

Senior Biodiversity Ranger time – BAU
 Communications and Engagement staff time – BAU
 Strategy and Business staff time – BAU

Northern Pegasus Bay Bylaw 2024 Implementation Plan Overview

OUR ASPIRATIONS		ONGOING COMMITMENT	PROJECTS	MEASURES OF SUCESS
7. Working with others				
7.1	Beach communities are empowered to take positive action to protect the beach environment.	Discuss inter-related coastal matters, including the implementation of the two Bylaws and representation on the advisory group with the Hurunui District Council. Encourage beach users and other voluntary groups, such as the Waimakariri Youth Council, to hold an annual beach clean-up day. Support predator control efforts in the Ashley/Rakahuri Estuary by locals. Supporting the capacity and capability of community groups to contribute to the protection and promotion of the coastal environment in the Bylaw area. Maintaining collaborative working relationships with Environment Canterbury and Te Kōhaka o Tūhaitara Trust in order to encourage ongoing efforts to protect and preserve the coastal environment.	Support the Tūhaitara Coastal Park foredune bio-node project and look for opportunities to extend this programme into the Northern Pegasus Bay coastal strip.	Advisory Group members maintain regular attendance of meetings. The Waimakariri Youth Council plans and carries out at least one beach clean-up each year. Conversations have occurred between Council staff and Waikuku Beach residents to determine whether or not a residents' group would be suitable for the community.
7.2	Community members help to change the 'beach culture' by acting as role models and promoting stewardship.		Investigate community support for reinvigorating a residents' group at Waikuku Beach to support the Implementation Plan actions.	A viewing platform is installed at the Ashley/Rakahuri Estuary, meeting accessibility needs.
7.3	Agencies and community groups involved with the coast collaborate and work closely together.		Work alongside the Ashley-Rakahuri Rivercare Group and the Waimakariri Access Group to provide disabled access at the Ashley/Rakahuri Estuary in the form of a viewing platform.	Bio-node projects are successfully extended into the Northern Pegasus Bay coastal strip.
7.4	Development in the Northern Pegasus Bay coastal strip is done in consultation with relevant community groups and affected parties.			The number of predators recorded in the Estuary area decrease, as a result of control programmes implemented in partnership with local communities.
BUDGET ►		Senior Biodiversity Ranger time – BAU Strategy and Business staff time – BAU Youth Development Facilitator time – BAU	Natural Environment Strategy Implementation Plan NPBB capital budget	

Northern Pegasus Bay Bylaw 2024 Implementation Plan Overview

OUR ASPIRATIONS		ONGOING COMMITMENT	PROJECTS	MEASURES OF SUCCESS
8. User agreements				
8.1	The Woodend Beach Commercial Horse Trainer's User Agreement is an effective tool for managing user conflict.	Carry out an annual review of the Commercial Horse Trainers User Agreement prior to the start of summer as per Bylaw clause 10.4.	Establish an Aircraft User Agreement between the Waimakariri District Council and the Canterbury Recreational Aircraft Club.	<p>The Aircraft User Agreement between the Waimakariri District Council and the Canterbury Recreational Aircraft Club is successfully drafted and adopted by both parties.</p> <p>All user agreements are reviewed within the specified timeframes, and/or as triggered by issues as they arise, and adhered to.</p>
8.2	The Kite Surfing User Agreement – Ashley/Rakahuri Estuary is effective in achieving the necessary balance between using the Estuary for kite surfing and protecting environmental and wildlife values.	Carry out an annual review of the Kite Surfing User Agreement prior to the start of the kite surfing season or whenever significant changes to the coastal environment during this period necessitate additional reviews as per Bylaw clause 13.2.		
8.3	The Operation of Aircraft User Agreement is effective in continuing to allow this activity to occur in the restricted area on Ashworths beach whilst protecting the unique coastal environment.	Carry out an annual review of the Operation of Aircraft User Agreement between the Council and the Canterbury Recreational Aircraft Club. This user agreement will also be reviewed whenever significant changes to the coastal environment during this period necessitate additional reviews, as per Bylaw clause 14.2		

BUDGET ►

Senior Biodiversity Ranger time – BAU
Strategy and Business staff time – BAU

Northern Pegasus Bay Bylaw 2024 Implementation Plan Overview

OUR ASPIRATIONS		ONGOING COMMITMENT	PROJECTS	MEASURES OF SUCCESS
9. Enforcement				
9.1	There is a coordinated approach to enforcing activities occurring within the Northern Bay coastal strip.	Develop a regular, combined agency enforcement approach to be carried out seasonally in the Northern Pegasus Bay coastal strip each year.	Review current level of provision/ funding — contract and scope.	All relevant agencies and organisations are regularly patrolling the coastal area to monitor adherence to the Bylaw.
9.2	Northern Pegasus Bay Bylaw Ranger Services are highly visible, effectively targeted and well supported by local beach communities.	Report regularly to the advisory group on beach users perceived level of awareness of Bylaw rules and number of incidents recorded on the ECan database.	Review the Enforcement Services contract between ECan and the Council, including the determination of new levels of service.	Quarterly ranger patrol reports are used to report to the Advisory Group on incidents relating to the Bylaw.
9.3	Systems are in place to ensure complaints are promptly responded to and followed up.	Review annually the effectiveness of the shared enforcement process.	Establish a baseline for monitoring the number of incidents received by ECan and WDC related to Bylaw enforcement.	A standardised incident reporting template is designed and supplied to Te Kōhaka o Tūhaitara Trust for their use.
9.4	Waimakariri District Council and Environment Canterbury have appropriate processes in place to ensure breaches of the Bylaw are effectively enforced.	Encourage estuary users via promotional material and on signage to report offences to ECan for follow up, including recording licence plate numbers.	Monitor the potential for changes to legislation relating to bylaw enforcement powers under the Local Government Act 2002.	A review of administrative/enforcement efforts is completed following any legislation changes impacting bylaws.
			Establish a standardised incident reporting template that can be provided to Te Kōhaka o Tūhaitara Trust for them to input their data into.	An annual report on the effectiveness of enforcement within the Bylaw area is generated and shared to the Advisory Group.
				Promotional material contributes to a higher proportion of incident reports submitted to ECan for follow up.
				The need for new levels of service is identified and addressed in the reviewed enforcement contracts.

BUDGET ►

Senior Biodiversity Ranger time – BAU
NPBB patrol services budget

NPBB capital budget
NPBB operational budget

Northern Pegasus Bay Bylaw 2024 Implementation Plan Overview

OUR ASPIRATIONS		ONGOING COMMITMENT	PROJECTS	MEASURES OF SUCCESS
10. Research and monitoring				
10.1	Monitoring programmes are in place for the following identified priority areas: <ul style="list-style-type: none"> a. Effectiveness of Bylaw enforcement b. Effectiveness of the Woodend Beach Commercial Horse Trainer's User Agreement c. Effectiveness of the Kite Surfing User Agreement – Ashley/Rakahuri Estuary d. Effectiveness of the Fenton Reserve MOU e. The effectiveness of Bylaw provisions in protecting Ashley/Rakahuri Estuary wildlife values from the impact of recreation use f. The effectiveness of Bylaw provisions in protecting coastal dune systems from the impact of recreation use g. The achievement of the Implementation Plan. 	<p>Monitor progress on achieving the Implementation Plan and report annually to the Advisory Group and Council.</p> <p>Ensure research carried out within the Northern Pegasus Bay coastal strip is prioritised and coordinated.</p> <p>Beach Users Survey completed every two years.</p> <p>Regularly monitor the use of the designated commercial horse training area at Woodend Beach as per agreed methodology contained within the user agreement.</p> <p>Monitoring the breeding of shorebirds around the estuary (the species, their nest locations, and their breeding outcomes) alongside the Ashley-Rakahuri Rivercare Group.</p>	<p>Refresh the research and monitoring programme for the Northern Pegasus Bay and use to report to Advisory Group on an annual basis.</p> <p>Investigate the possibility of finding a research partner to study the effectiveness of Bylaw provisions in protecting Ashley/Rakahuri Estuary wildlife values from the impact of recreation use.</p> <p>Establish permanent sample points on the coastal dune system in problem areas for ongoing monitoring of the impact of vehicle use.</p> <p>Outline a research programme for locations across the Bylaw area including 5-6 different issues/projects that could be researched, ensuring there is a mix of both social and environmental topics to look into.</p>	<p>Council staff report to Council and the Advisory Group on an annual basis to communicate progress on the Implementation Plan.</p> <p>The results of the Beach User Survey are used to inform Bylaw review processes and demonstrate high levels of satisfaction amongst beach users.</p> <p>Research and monitoring undertaken within the coastal area provides a meaningful evaluation of the environmental condition and public safety/enjoyment, which can be reported back on when required.</p> <p>Suitable research partners are identified to study the effectiveness of Bylaw provisions, contributing to the useful collection of data in the coastal area to inform review processes and environmental/social impacts.</p> <p>Permanent sample points in the coastal dune system are established and contribute to the effective monitoring of vehicle use on the beaches.</p>
10.2	Research programmes are in place where a knowledge gap has been identified.	Monitor the impact of vehicle use on the coastal dune system.		
10.3	Research efforts in the Northern Pegasus Bay coastal strip are coordinated and research partners are actively sought.	Continue to develop working relationships with tertiary education providers.		

BUDGET ►

Senior Biodiversity Ranger time – BAU
Strategy and Business staff time – BAU

Natural Environment Strategy Implementation Plan

Northern Pegasus Bay Bylaw 2024 Implementation Plan Overview

OUR ASPIRATIONS		ONGOING COMMITMENT	PROJECTS	MEASURES OF SUCCESS
11. Review				
11.1	User-related issues are identified before they escalate or before irreversible environmental damage occurs and prompt action is taken to address these.	The Northern Pegasus Bay Advisory Group regularly review monitoring data to identify any significant or new issues in the coastal Bylaw area. Produce an annual report on the implementation of the Bylaw to present to Council.	Five-year review (S155 Report) of the Northern Pegasus Bay Bylaw to commence mid-2028. S155 Report due no later than 1 October 2029, five years after Bylaw was adopted as a legislative requirement.	Relevant Council staff from Greenspace and Strategy and Business Unit commence review of the Bylaw in mid-2028. A s155 report is presented to Council by the 1st of October 2029 with recommendations, in line with legislative requirement. The Northern Pegasus Bay Advisory group are enabled to identify any significant/new issues to account for in the regular review process, or before the specified deadline if necessary. Council staff report to Council and the Advisory Group on an annual basis to communicate progress on the Implementation Plan.
11.2	The annual reviews of user agreements, as required by the Bylaw, are completed.			

BUDGET ►

Senior Biodiversity Ranger time – BAU
Strategy and Business staff time – BAU





215 High Street
Private Bag 1005
Rangiora 7440, New Zealand

Phone 0800 965 468

waimakariri.govt.nz

250417068374



TERMS OF REFERENCE

Northern Pegasus Bay Advisory Group

1. INTRODUCTION

- The Northern Pegasus Bay Bylaw [2016-2025](#) regulates recreational activities along the coastal strip from the north side of the Waimakariri River (Kairaki Beach) to the District boundary south of Ashworth's Beach and includes the environmentally significant Ashley – Rakahuri River Estuary.
- The aims of the Bylaw are to manage recreational use, minimise negative environmental impacts, promote public health and safety and minimise nuisance and offensive behaviour.
- The [Northern Pegasus Bay Bylaw 2016 introduced an](#) Implementation Plan (the Plan) ~~was developed by the Northern Pegasus Bay Bylaw 2016 Implementation Plan Working Party, through a public consultation process and amendments made where appropriate in response to submissions received. The Plan was adopted by Council in December 2017 to provide effective implementation of the Bylaw. The Northern Pegasus Bay Advisory Group was established at this time to oversee delivery of the Plan.~~
- [The most recent review of the Bylaw, conducted in 2023/24, led to the development of a refreshed Implementation Plan. In line with the initial original purpose for this group when it was first established, the Northern Pegasus Bay Advisory Group will oversee the delivery of this updated Plan.](#)
- ~~Implementation action W.7 – 'Establish an advisory group to supercede the Northern Pegasus Bay Bylaw 2016 Implementation Plan Working Party' arose from the adoption of the Plan.~~

3.2. MEMBERSHIP

[The intention for membership of the Northern Pegasus Bay Advisory Group \(NPBAG\) is to allow for organisations and community members alike to have involvement in matters relating to the Bylaw area. It is recognised that representation of beach communities and participants of beach recreation activities is an important contribution to the group.](#)

Each of the following groups shall be invited to select one representative to be a member of the Northern Pegasus Bay Advisory Group:

[Operational / Governance Representatives](#)

- Waimakariri District Council
- Kaiapoi-Tuahiwi Community Board
- Woodend-Sefton Community Board
- Department of Conservation
- Environment Canterbury
- Hurunui District Council
- Ashley-Rakahuri Rivercare Group
- Te Kōhaka o Tūhaitara Trust
- [Te Ngāi Tūāhuriri Rūnanga.](#)
- [Waimakariri Youth Council](#)

[Beach Recreation Representatives](#)



TERMS OF REFERENCE

Northern Pegasus Bay Advisory Group

- Waikuku Beach Kite Surfers User Agreement Group
- Ashley Fishermens Association Inc
- [Ashworths Beach community](#)
- [Canterbury Recreational Aircraft Club](#)
- Woodend Beach Commercial Horse Trainers User Agreement Group
- [Fenton Reserve Trustees](#)
- [Customary fishing](#)
- [Kairaki Beach / Waimakariri river mouth fishing](#)

[Community Representatives](#)

Residents living at each of the four beach settlements ([Pegasus, Pines/Kairaki, Waikuku and Woodend](#)) will also be invited to be represented on the Northern Pegasus Bay Advisory Group. This representative may be a committee member of the relevant community association or alternatively a resident selected by the association with the time and interest to represent the beach community's views on the Northern Pegasus Bay Advisory Group. Additional membership to include:

- A representative for Waikuku Beach residents (to be determined by the Northern Pegasus Bay Advisory Group)
- A representative for Pegasus Beach residents nominated by the Pegasus Residents Group Inc
- A representative for Pines/Kairaki Beach residents nominated by the Pines Kairaki Beaches Association
- A representative for Woodend Beach residents nominated by the Woodend Community Association.

4.3. QUORUM

A quorum will be [four-six](#) Advisory Group members.

4. SUB-GROUPS

- [Sub-groups will be established on a temporary basis as and when required to support delivery of the Implementation Plan.](#)
- [Purpose, membership and output\(s\) of any sub-groups will be determined at a meeting of the Northern Pegasus Bay Advisory Group.](#)
- At least one member of the Advisory Group must be present at any sub-group meeting.

5. OBJECTIVES

- 5.1 To ensure the purposes of the Northern Pegasus Bay Bylaw [2016-2024](#) are achieved.
- 5.2 To ensure the successful implementation of the Northern Pegasus Bay Bylaw [2016-2024](#) Implementation Plan.
- 5.3 To monitor and ensure the effectiveness of the user agreements associated with the Bylaw.



TERMS OF REFERENCE

Northern Pegasus Bay Advisory Group

- 5.4 To co-ordinate the efforts of organisations working to enhance coastal values (including estuarine values) where these are relevant to the Bylaw.
- 5.5 To improve coastal management by encouraging and enabling beach communities to become involved with the Implementation Plan.
- 5.6 To ensure future Northern Pegasus Bay Bylaw reviews are evidence-based.

6. TERMS OF REFERENCE

5.1 The Northern Pegasus Bay Advisory Group will have responsibility for:

- Overseeing the implementation of the Plan
- Reviewing-Monitoring the effectiveness of the Plan ~~after two years of operation in~~ addressing:
 - Identified user conflicts
 - Health and safety concerns
 - Matters of public nuisance
 - Environmental issues affected by beach users
- ~~Providing an annual report to Council (if necessary) on the need to carry out an early review of any aspect of the Plan or Northern Pegasus Bay Bylaw 2016 that has not been found to have been effective in addressing:~~
 - ~~identified user conflicts~~
 - ~~health and safety concerns, or~~
- matters of public nuisance or environmental issues on the progress of the Plan
- Review findings of the bi-annual Beach User Survey and provide feedback to Council staff on whether any changes to the Bylaw and/or the Plan are required
- ~~Prioritising and coordinating the establishment of a~~ Overseeing the Northern Pegasus Bay Bylaw ~~2016-2024~~ research and monitoring programme in conjunction with other interested organisations ~~(M.8)~~
- Continuing to develop working relationships with tertiary education providers ~~(M.11)~~
- Carrying out annual reviews of the:
 - Commercial Horse Trainers User Agreement – Woodend Beach Commercial Horse training Area as per clause 110.4 of the Bylaw ~~(R.2)~~
 - Kite Surfing User Agreement – Ashley River/Rakahuri Estuary as per clause 13.2 of the Bylaw ~~(R.3)~~
 - Recreational Aircraft User Agreement – Ashworths Beach as per clause 14.2 of the Bylaw
- Overseeing a Annual review of ~~the Ecan~~ Ranger Service contract ~~(s)~~ with the Council ~~(E.4)~~ for enforcement of the Bylaw



TERMS OF REFERENCE

Northern Pegasus Bay Advisory Group

- Encouraging user groups, residents' associations and community boards to educate the community about the Bylaw to bring about a cultural shift in attitudes ~~(ED.1)~~
 - Investigating the possibility of finding a research partner to study the effectiveness of Bylaw provisions in protecting Ashley- Rakahuri Estuary wildlife values from the impact of recreation use ~~(M.9).~~
- 6.2 As part of the implementation of the Plan, the Northern Pegasus Bay Advisory Group will:
- Prioritise educational activities through effective communication, signage and enforcement
 - Prioritise effective management and protection of the Ashley-Rakahuri Estuary through developing close working relationships with stakeholders
 - Co-ordinate, carry out or organise any necessary research
 - Consult with other organisations and individuals as required
 - Form sub-groups to work on implementing various aspects of the Plan as considered necessary to achieve the desired outcome
 - Co-opt representatives from other organisations or other community members onto sub-groups as required
 - Identify ways of involving beach communities in the achievement of the Implementation Plan actions.

7. OPERATIONAL AND FINANCIAL MANAGEMENT

The Northern Pegasus Bay Advisory Group will not have responsibilities in relation to day to day operational activities nor management of finances associated with the implementation of the Plan.

8. MEETING FREQUENCY

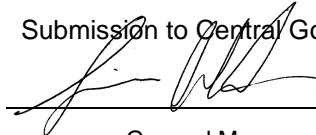
As required, but the Northern Pegasus Bay Advisory Group will meet at least 6 monthly.

9. STAFF EXECUTIVE

The ongoing work of the Northern Pegasus Bay Advisory Group will be supported and coordinated by the Waimakariri District Council Community Green Space Unit. ~~Policy and The~~ Strategy ~~and Business Unit~~ will assist with monitoring ~~and reporting~~ activities.

10. DURATION

The ongoing need for the Northern Pegasus Bay Advisory Group will be reviewed ~~after its final report to Council on the effectiveness of the Implementation Plan, two years after Council adoption of the Plan (December 2019), alongside the review of the Northern Pegasus Bay Bylaw 2024, expected to commence in 2029.~~

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** EXT-39/250422069184**REPORT TO:** COUNCIL**DATE OF MEETING:** 06 May 2025**AUTHOR(S):** Sylvia Docherty, Policy and Corporate Planning Team Leader**SUBJECT:** Submission to Central Government Consultations April 2025**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)

 General Manager


 Chief Executive
1. SUMMARY

- 1.1. The purpose of this report is to provide Council with the formal opportunity to receive submissions that have been submitted to meet the timeframes of consultations but were not able to be received at a formal Council meeting prior to the submission date.
- 1.2. During the preparation of the Council submissions in attachments 1 to 7, various issues and options related to the topic(s) were thoroughly examined. Where time permits staff have prepared and delivered Council workshops to outline the topic and provide staff recommendations for consideration and feedback. All Council submissions were shared with Elected Members in draft form prior to final review and signature by the Mayor and Chief Executive.

Attachments:

- i. Submission on Land Transport Management (Time of Use Charging) Amendment Bill (250401056354)
- ii. Submission on LGNZ Electoral Reform draft position paper (250411063775)
- iii. Submission on proposed wastewater environmental performance standards (250326052688)
- iv. Submission on Environment Canterbury Water Zone Committees Review (250414064980)
- v. Submission on Canterbury Museum Annual Plan 2025/2026 (250411063941)
- vi. Submission on Draft Canterbury Regional River Gravel Management Strategy (250414064998)

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** Report No. 250422069184.
- (b) **Endorses** the attached submission made on 22 April 2025 to the Government's Transport and Infrastructure Committee regarding the Land Transport Management (Time of Use Charging) Amendment Bill (attachment i).
- (c) **Endorses** the attached submission made on 24 April 2025 to Local Government New Zealand regarding the Electoral Reform draft position paper (attachment ii)
- (d) **Endorses** the attached submission made on 24 April 2025 to the Water Services Authority - Taumata Arowai regarding the proposed wastewater environmental performance standards (attachment iii)

- (e) **Endorses** the attached submission made on 24 April 2025 to Environment Canterbury regarding the Canterbury Water Zone Committees Review (attachment iv)
- (f) **Endorses** the attached submission made on 24 April 2025 to Canterbury Museum regarding their draft Annual Plan 2025/2026 (attachment v)
- (g) **Endorses** the attached submission made on 24 April 2025 to Environment Canterbury regarding the Draft Canterbury Regional River Gravel Management Strategy (attachment vi)
- (a) **Circulates** the report and attached submissions to the community boards for their information.

3. **BACKGROUND**

- 3.1. **Submission on Land Transport Management (Time of Use Charging) Amendment Bill** – The Bill establishes a regulatory framework for implementing and managing time of use charging schemes to introduce charges on vehicles for using high-traffic areas at certain times, with charges varying by vehicle type, day, and time. A Council workshop was held on 25 March 2025 to provide an overview of the Amendment Bill.

The submission is generally supportive of the intent to manage traffic congestion in New Zealand's largest cities, aiming to improve access, reduce business costs, and enhance the quality of life. It emphasises the importance of prioritising local decision-making within scheme boards to ensure balanced governance and representation. The submission also highlights the need to mitigate potential financial burdens on commuters, consider social impacts, expand exemptions to promote sustainable transport options, mandate impact assessments to evaluate alternative transport availability, and address the specific needs of rural communities through central government support. These measures are deemed essential to ensuring that time-of-use charging schemes are equitable, effective, and beneficial for all residents.

- 3.2. **Submission on LGNZ Electoral Reform draft position paper** – The paper aims to strengthen the democratic mandate of local government by addressing declining participation in local elections. Key drivers include declining voter participation, postal voting issues and the risks associated with electronic voting.

The Council's submission is generally supportive of the recommendations put forth by Local Government New Zealand's Electoral Reform Working Group. However, it highlights the potential impact these recommendations could have on already strained Local Government budgets, and consequently, on ratepayers. The submission requests further clarity on the funding of implementation costs. Additionally, it underscores the need to retain postal voting to support voters with mobility issues, those living rurally and the elderly. The submission also supports the introduction of a four-year term to align local government terms with potential changes to parliamentary terms.

- 3.3. **Submission on proposed wastewater environmental performance standards** – this is the fifth submission related to the Local Water Done Well programme the Council has made this year. A Council workshop was planned for 25 March to provide an overview of the proposed standards however was cancelled due to unforeseen events and the presentation slides provided to the Council for information.

The Council's submission generally supports the intent of national wastewater standards to enhance the resource consent process and compliance reporting for wastewater treatment plants and reticulations, aiming for national consistency. It endorses the requirement for a minimum consent term of 35 years to maximise ratepayers' investment in wastewater treatment, which typically involves significant expenditure in long-life infrastructure. However, the submission emphasises the need to either eliminate the ability of regional councils to review consent before the full 35-year term or amend the proposal to prevent such reviews from becoming de-facto consent renewals before the term ends.

The submission also raises concerns to the Water Services Authority, Taumata Arowai, about the potential lack of effective change to the resource consenting process, as the existing Resource Management Act process will still need to be followed for other contaminants and parameters not covered by the proposed standard. Additionally, while the Council supports standardised and nationally consistent compliance reporting requirements, it expresses concerns about the additional burden this will place on the Council in terms of staff time and cost if implementation is not properly planned and executed.

- 3.4. **Submission on Environment Canterbury Water Zone Committees Review** – Staff from Environment Canterbury led a Council workshop on 25 March 2025² providing an overview of the review project and decisions of the Canterbury Mayoral Forum, including that zone committees are no longer the preferred approach in some areas of the region, while others work well. Feedback is provided in the Council submission prior to final reporting to the Mayoral Forum in May 2025.

The submission to the Canterbury Policy Forum expresses general support for refinements to the water management model and advocates for ongoing dialogue to assess the effectiveness of the current decision-making structure. It indicates the Council's preference to either retain the existing CWMS zones or transition to District boundaries, while ensuring that the current community membership is preserved in any proposed model. The submission recommends that if proposed models exclude community members, further discussions should be held to explore how interested community members can continue to participate in the group's discussions and decisions. Additionally, the submission supports the continuation of the group's goals within the new model and emphasises the importance of linking these goals to an overall outcome. Further clarification is requested regarding funding requirements, including their purpose and distribution.

- 3.5. **Submission on Canterbury Museum Annual Plan 2025/2026** – Canterbury Museum staff and Trust Board representatives led a Council workshop on 8 April 2025 providing an update on the redevelopment of the Museum and associated implications for the Museum's draft Annual Plan. At the meeting on 22 April the Council approved delegation to the Mayor and Chief Executive to prepare and sign off this submission.

The submission recognises the significant redevelopment project currently underway and compliments the work to date. The submission supports the efforts to ensure the operational levy has been kept relatively low for contributing local authorities including this Council. However, it would encourage the Museum Trust Board to review its current level of spending and identify further efficiencies that may be gained whilst the Museum is not operating at full capacity.

The Council submission appreciates the Museum's efforts to maintain a relatively low operational levy rate and encourages further discussions on depreciation funding to mitigate projected increases in the draft Annual Plan. The Council encourages the Museum Trust Board to review its current level of spending and identify further efficiencies that may be gained whilst the Museum is not operating at full capacity. The Council values ongoing communication with the Museum, particularly regarding significant financial commitments and redevelopment progress. Additionally, the Council highlights the Museum's request for \$25 million in Central Government funding to bridge the redevelopment project's funding shortfall and requests that the Council be kept up to date regarding the feasibility regarding this financial commitment. The submission endorses the appointment of a Fundraising and Development Manager to reduce future financial exposure for contributing local authorities.

- 3.6. **Submission on Draft Canterbury Regional River Gravel Management Strategy** – 3.1
The proposed strategy considers the health and safety and ecological risks within the

boundaries of the rivers and mitigates these risks through conditions attached to the consent.

- 3.7. The Council appreciates the strategy's focus on mitigating health, safety, and ecological risks within river boundaries but notes that the method of access to rivers for gravel extraction, particularly via unformed legal roads (paper roads), poses additional risks that are not adequately addressed. These risks include damage to paper road surfaces, increased noise and dust affecting neighbouring properties, and potential conflicts with other users such as pedestrians and equestrians. The Council also emphasises the need for better coordination with Environment Canterbury to protect infrastructure from long-term effects of gravel extraction and to optimise extraction sites for community flood resilience. Additionally, the Council requests greater engagement with Council staff to understand and respond to information on bed-level changes near Council infrastructure. This could include ECan staff attendance at the Council's Water Races & Drainage Advisory Group when beneficial to either council.

4. ISSUES AND OPTIONS

- 4.1. Issues and options in relation to the topic and the subject of each submission were canvassed as part of preparing the submission. Where time permits staff prepare and deliver Council workshops to outline the topic and provide staff recommendations for consideration and feedback. All Council submissions are shared with Elected Members in draft form prior to final review and signing by the Mayor and Chief Executive.
- 4.2. The Council has two options: it may receive the report, or request staff to withdraw any or all of the submissions. During the preparation of each submission staff seek feedback from Council and the Management Team to inform the key submission points. During this process there is the option to not make a submission. None of the submissions referred to in this report received feedback that a Council submission was not appropriate.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Council submission to central and regional government consultations are an opportunity to highlight the impact any proposals have on the Council and wider Waimakariri community.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report. It is noted that mana whenua have the opportunity through the same consultation and engagement opportunities to provide their views directly on Central and Regional Government consultation topics.

5.2. Groups and Organisations

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Consideration of any specific groups or organisations impacted by the proposals being consulted on would be undertaken at the time of preparing workshops and draft submissions for Council feedback.

5.3. Wider Community

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do not have sustainability and/or climate change impacts. Consideration of any sustainability and climate change impacts would be undertaken at the time of preparing workshops and draft submissions for Council feedback.

6.3 Risk Management

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

6.3 Health and Safety

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

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

Local Government Act 2002

7.3. Consistency with Community Outcomes

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

7.4. Authorising Delegations

No additional delegations are requested as a result of this report.

Our Reference: EXT 39 / 250401056354

17 April 2025

Transport and Infrastructure Committee
Parliament Buildings
Wellington

ti@parliament.govt.nz

WAIMAKARIRI DISTRICT COUNCIL SUBMISSION ON LAND TRANSPORT MANAGEMENT (TIME OF USE CHARGING) AMENDMENT BILL

1. Introduction

- 1.1 The Waimakariri District Council (the Council) thanks the Transport and Infrastructure Committee for the opportunity to provide a submission on Land Transport Management (Time of Use Charging) Amendment Bill.
- 1.2 We note that the Transport and Infrastructure Committee is consulting on the Land Transport Management (Time of use Charging) Amendment Bill until 27 April 2025. The Bill proposes to establish a framework to implement time-of-use charging schemes, aiming to improve traffic flow and optimise the use of the road network.
- 1.3 The Council supports the general intent of the proposed Bill. We agree that addressing traffic congestion in New Zealand's largest cities is crucial for improving access, reducing business costs, and enhancing quality of life.
- 1.4 While supporting the overarching objective of the Bill, we have several concerns and suggestions regarding the proposed composition of scheme boards, the distribution of voting power, and the implementation of the schemes. These matters are outlined in detail in Section 3 of this submission (Key Submission Points).

2. Background / Context

- 2.1 Waimakariri District is located in the Canterbury Region, north of the Waimakariri River. The district lies within the takiwā of Ngāi Tūāhuriri, a hapū of Ngāi Tahu. It extends from Pegasus Bay in the east to the Puketeraki Ranges in the west, sharing boundaries with Christchurch City to the south, Selwyn District to the south and west, and Hurunui District to the north.
- 2.2 The Waimakariri District is geographically diverse, ranging from provincial towns such as Rangiora and Kaiapoi, through to the remote high country farming area of Lees Valley. Eighty percent of the population resides in the east of the district, with approximately 60 percent living in the four main urban areas of Rangiora, Kaiapoi, Woodend/Pegasus, and Oxford. The remainder live in smaller settlements or the district's rural areas, including approximately 6000 properties that are rural-residential or rural lifestyle blocks.

- 2.3 Geographically, socio-culturally, and economically the Waimakariri District has a strong agricultural base and rural outlook. People and visitors alike identify with and are attracted to a 'country lifestyle.' However, the district's proximity to Christchurch City means it has a significant and growing urban and 'peri-urban' population.
- 2.4 The district's population increased from 33,000 to 62,800 in the years 1996 - 2020 and is estimated in 2025 to be just over to 74,000. This makes Waimakariri District the fourth largest territorial local authority of South Island/ Te Wai Pounamu, with a population larger than Invercargill City, Nelson, Timaru, and the Queenstown-Lakes District. Ongoing increasing trend in the population has made it critical for our district to create and maintain efficient transport.
- 2.5 Outside of the main urban areas, the rural settlements that make up the balance of the district are sparsely populated, with these residents often needing to travel significant distances to access basic services. Although there are limited public transport options serving Rangiora, Kaiapoi, Woodend/Pegasus, for much of the district, there are no public transport options available. This effectively means that for most of our district, there are no transport choices other than travel by private vehicles.

3. Key Submission Points

- 3.1 The Waimakariri District Council (WDC) supports in principle the establishment of a framework for implementing time of use charging and believes it may deliver the intended solutions to the traffic congestion experienced by the Country's larger cities.
- 3.2 WDC is concerned about the potential power imbalance within the proposed scheme boards. As outlined in the Bill, the New Zealand Transport Agency (NZTA) would hold 50% of the voting power, with the chair, an NZTA representative holding the casting vote. In contrast, local authorities participating in the scheme board would hold the remaining 50% of the voting power, regardless of how many authorities are involved in the scheme. Allocating both 50% of the voting power and the deciding vote to NZTA could potentially diminish local democracy within the schemes. WDC strongly believes that local decision-making should be prioritised in the initiation, implementation, and management of these schemes.
- 3.3 WDC suggests adopting a locally focused governance model such as that used by the Greater Christchurch Partnership to manage scheme boards. We believe this approach would promote shared decision making and cooperation, ensuring alignment among scheme board members and a balanced representation of interests.
- 3.4 We are concerned about the combined effect of implementing congestion charges and possible Woodend Bypass tolling on commuters. WDC understands that Christchurch may be one of the large cities in the country where the proposed time-of-use charging will predominantly be implemented. Meanwhile, the Woodend Bypass has been prioritised as one of New Zealand's Roads of National Significance, and the Government is considering introducing tolls as a funding mechanism for this project. This suggests that commuters in the area could face significantly increased financial burdens, resulting in social disconnect/ impacts and affecting their travel choices. There

is a possibility that this could discourage people and businesses from moving to North Canterbury.

- 3.5 WDC notes that vehicles exempt from the time-of-use charge, as outlined in Section 65P of the amendment bill, include emergency vehicles such as police vehicles, ambulance service vehicles, vehicles for the delivery of designated services, civil defence emergency vehicles, and defence force emergency vehicles. We suggest expanding these exemptions to include public transport, carpools, and high-occupancy vehicles to encourage the mode shifts most appropriate for peri-urban and rural areas that surround large cities. This would also maximise the effectiveness of our recent investment in park-and-ride facilities. Additionally, we propose exemptions for private providers of larger-capacity transport services (e.g., private buses and minibus shuttles), as this would provide further benefits to the community.
- 3.6 WDC suggests that a time-of-use charging scheme impact assessment should be mandated to consider the availability and quality of alternative modes of transport for commuters prior to implementation. We believe that time-of-use charging schemes could disproportionately affect commuters if alternative transport options are either unavailable or of insufficient quality. Including this consideration in the impact assessment will ensure that the schemes are equitable and do not unfairly burden individuals who have no choice but to rely on their vehicles.
- 3.7 WDC strongly recommends establishing alternative modes of transport for rural residents, as many rural areas are poorly served by public transport and have an insufficient rating base to sustain viable public transport options. Without intervention and financial support from the central government, rural residents will remain heavily reliant on private vehicles to access essential services, such as healthcare, education, and employment. The effectiveness of the proposed time-of-use charging schemes partially depends on the availability of alternative transport options for individuals traveling to areas with significant traffic congestion.
- 3.8 WDC is concerned that local authorities may have little say in how revenue is invested into local area. We note that investment agreements are to be developed which include a list of land transport activities to be funded through scheme and sets out who is responsible for delivery. We note that these are to be reviewed at least every 5 years, however this timing does not align with a National Land Transport Plan (NLTP) or Long Term Plan (LTP) cycle. It is recommended these are reviewed at least every 6 years to better align with these planning cycles.

4 Summary

- 4.1 The Waimakariri District Council (WDC) supports the establishment of time-of-use charging schemes to address traffic congestion in New Zealand's larger cities. However, WDC emphasises the importance of prioritising local decision-making within scheme boards to ensure balanced governance and representation.
- 4.2 WDC highlights the need to mitigate potential financial burdens on commuters, consider social impacts, expand exemptions to promote sustainable transport options, mandate impact assessments to evaluate alternative transport availability, and address the specific needs of rural communities through central government support. These measures are essential to ensuring that time-of-use charging schemes are equitable, effective, and beneficial for all residents.

- 4.3 WDC is concerned about limited local authority influence over revenue investment in their areas. While investment agreements will outline funded transport activities and responsibilities, the five-year review cycle does not align with NLTP or LTP planning cycles. It is recommended these are reviewed at least every 6 years to better align with these planning cycles.

Our contact for service and questions is Nadeesha Thenuwara – Policy Analyst (nadeesha.thenuwara@wmk.govt.nz).

Your faithfully



Dan Gordon
Mayor
Waimakariri District Council



Jeff Millward
Chief Executive
Waimakariri District Council

Our Reference: EXT-39 /250411063775

24 April 2025

LGNZ
PO Box 1214
Wellington 6140
New Zealand

Waimakariri District Council Submission on Local Electoral Reform Draft Position Paper

Introduction

- 1.1 The Waimakariri District Council (the Council) appreciates the opportunity to provide a submission on the Local Electoral Reform Draft Position Paper.
- 1.2 We note the Local Government New Zealand's Electoral Reform Working Group (the Working Group) is consulting on the Local Electoral Reform Draft Position Paper until 28 April 2025.
- 1.3 The Council is generally supportive of the recommendations of the Working Group; however we seek further clarity around where the costs of implementation will lie, and how this may impact on already pressured Local Government budgets (and in turn ratepayers).

2. Waimakariri District Council

- 2.1 Waimakariri District is located in the Canterbury Region, north of the Waimakariri River. The District is approximately 225,000 hectares in area and extends from Pegasus Bay in the east to the Puketeraki Ranges in the west. It lies within the takiwā of Ngāi Tūāhuriri one of the primary hapū of Te Rūnanga o Ngāi Tahu. The District shares boundaries with Christchurch City to the south, Selwyn District to the south and west, and Hurunui District to the north.
- 2.2 The Waimakariri District is geographically diverse, ranging from provincial townships such as Rangiora and Kaiapoi, through to the remote high country farming area of Lees Valley. Eighty percent of the population is located in the east of the district and approximately 60 percent of residents live in the four main urban areas of Rangiora, Kaiapoi, Woodend/Pegasus and Oxford. The remainder live in smaller settlements or the district's rural area, including approximately 6000 on rural-residential or rural 'lifestyle' blocks.
- 2.3 Geographically, socio-culturally and economically, the Waimakariri District is primarily a peri-urban area. Residents are drawn to and identify with the outdoor lifestyle and recreation opportunities available in our district. However, due to its proximity to Christchurch City, the district has a significant and growing urban and peri-urban population. Consequently, primary production and construction are the two largest economic sectors in the district.
- 2.4 Voter turnout in the Waimakariri District has been increasing since a low in 2013, and at the 2022 elections was close to the provincial average. Although reporting an

average turnout, the Council would like to see this increase in participation continue upwards, with elected officials representing the wider community's values and priorities.

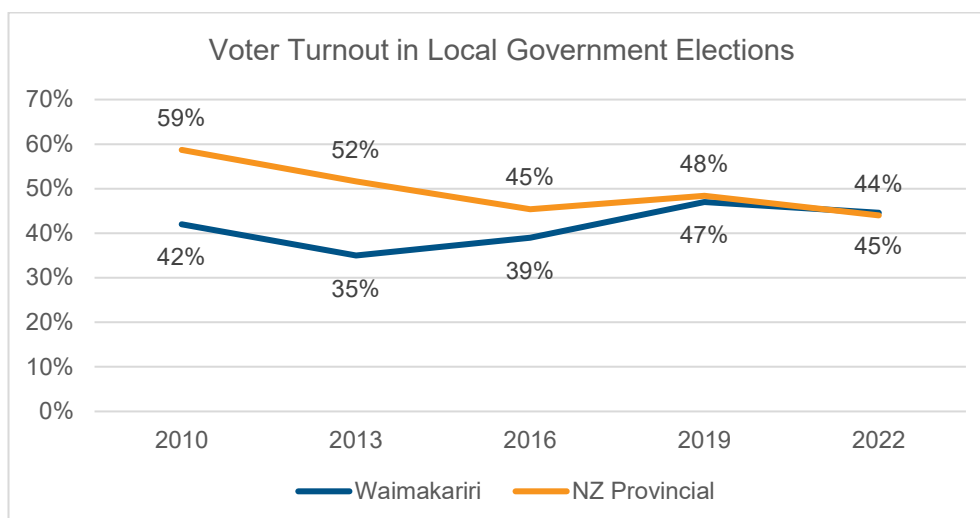


Figure 1: Voter turnout in local government elections Source: Canterbury Wellbeing Index, Canterbury District Health Board

3. Submission points

Issue 1: The public's understanding of Local Government and why it's important

- 3.1 The Council is supportive of the draft recommendations to increase the Public's understanding of Local Government's role and importance. A healthy democracy requires people to have trust in how the electoral system is run, and providing the general public more information in an accessible way will help foster this trust.
- 3.2 We agree that civic education at all levels is important, however it is unclear how the implementation will occur or where the cost of implementing these recommendations would lie. We would welcome information of the implementation process, especially for youth. We seek clarity about the frequency and administration of civic education and where the cost for the implementation will be met.

Issue 2: Understanding candidates and their policies

- 3.3 The Council agrees that these recommendations could increase participation in elections by informing voters of their choices. Informing the public of a candidate's position using both written and subtitled video statements reaches a wide audience and facilitates understanding of the candidate's values and policies. The Council's concerns relate to the additional cost pressure this may put on the election budget.
- 3.4 Increased costs in administering elections, especially on smaller Councils, in a period of enhanced scrutiny of Council's expenditure could provide a barrier to implementing the recommendations. We encourage a discussion around how this sort of initiative will be funded.

Issue 3: Voting methods

- 3.5 The Council supports the recommendations to move to a consistent system of voting and agree that adjustments to how votes can be cast may increase voter turnout. A full shift away from postal voting is not supported at this stage.

- 3.6 As a peri-urban area, with an increasing population and aging population, the Council would support in-person voting as an option but caution against moving away entirely from the postal voting option. Postal voting supports voters with limited access to polling stations, including voters with mobility issues, the elderly or those living in rural areas of the District.
- 3.7 The Council agrees with the recommendation that government contribute financially to expanding election availability, thus reducing the burden on rate payers.

Issue 4: Administration and promotion of elections

- 3.8 The Council supports the recommendations to amend the Electoral Act and Local Electoral Act. The Council welcomes the support of the Electoral Commission in administering local elections and there is benefit in ensuring that they hold local election knowledge. Each region has its own idiosyncrasies and there is a risk that in centralising this function these are not understood.
- 3.9 We would actively support the Electoral Commission official in their understanding of our region and believe this local knowledge would be crucial in effectively implementing the recommendations.
- 3.10 Local election participation could be increased through these recommendations with benefit in similar branding as the central government to increase awareness.

Issue 5: Four-year terms (Including transition and implementation)

- 3.11 The Council supports a move to four-year terms. We suggest that spacing between central and local elections may assist in reducing election fatigue, particularly where local and central elections currently overlap.
- 3.12 The Council supports recommendations around strengthening the Code of Conduct process. By providing additional oversight, methods of alternative dispute resolution and increased penalties for breaches this will increase public trust and confidence in their elected representatives. It is crucial to the election process that the public believe their elected representatives will act with integrity.

4. Conclusions

- 4.1 Overall, the Council is generally supportive of the recommendations of the Working Group. Voter education and participation is an important part of ensuring that our elected members are truly representative of our community, and we welcome recommendations that give effect to this.
- 4.2 The Council support four-year terms to align local government terms with potential changes to parliamentary terms.
- 4.3 We seek further clarity on the following points:
 - Where recommendations will require financial resources, and when those resources are not specifically attributed, we seek clarity on which entity is to meet these costs, and

- A full shift away from postal voting is not supported at this stage. Where the recommendation is to move away from postal voting there is no mention of retaining postal voting as an option. How the needs of those who do not use or trust electronic voting may be met requires additional clarity.

Contact details

Our contact for service and questions is Katherine Brocas – Senior Advisor Project Delivery (03 975 5442 or katherinebrocas@wmk.govt.nz).



Dan Gordon

**Mayor
Waimakariri District Council**



Jeff Millward

**Chief Executive
Waimakariri District Council**

24 April 2025

Water Services Authority – Taumata Arowai
Level 2
10 Brandon Street
PO Box 628
Wellington 6140

korero@taumataarowai.govt.nz

Proposed wastewater environmental performance standards

1. Introduction

- 1.1. The Waimakariri District Council (the Council) thanks the Water Services Authority – Taumata Arowai for the opportunity to provide a submission on the proposed wastewater environmental performance standards.
- 1.2. We note the Water Services Authority – Taumata Arowai is consulting, on behalf of the Minister of Local Government, on the proposed wastewater environmental performance standards until 24 April 2025. This consultation relates to section 138 of the Water Services Act 2021.
- 1.3. The Council acknowledge that the wastewater standards are expected to be set in mid-to-late-2025. This will follow enactment of the Local Government (Water Services) Bill.
- 1.4. The Council supports the general intent of national wastewater standards to improve the resource consent process and compliance reporting for wastewater treatment plants and reticulations, and to achieve national consistency. We support the requirement for a minimum consent term of 35 years to maximise the ratepayers' investment in wastewater treatment, which typically is a significant expenditure in long life infrastructure.
- 1.5. We are, however, concerned that matters not covered by the wastewater standards will in practice mean that there is no effective change to the resource consenting process, as the existing resource consenting Resource Management Act process will still need to be followed for other contaminants and parameters not covered by the proposed standard.
- 1.6. The Council is supportive of standardised and nationally consistent compliance reporting requirements; however, we have concerns of the additional burden this will place on Council in terms of staff time and cost if implementation isn't properly planned and executed.
- 1.7. We have provided responses to your consultation questions under part 3 of our response below as well as provided some further general comments under part 4 below.

2. Background / Context

- 2.1. Waimakariri District is located in the Canterbury Region, north of the Waimakariri River. The district is approximately 225,000 hectares in area and extends from Pegasus Bay in the east to the Puketeraki Ranges in the west. It lies within the takiwā of Ngāi Tūāhuriri, one of the primary hapū of Te Rūnanga o Ngāi Tahu. The district shares boundaries with Christchurch City to the south, Selwyn District to the south and west, and Hurunui District to the north.
- 2.2. The Waimakariri District is geographically diverse, ranging from provincial townships such as Rangiora and Kaiapoi, through to the remote high country farming area of Lees Valley. Eighty percent of the population is located in the east of the district and approximately 60 percent of residents live in the four main urban areas of Rangiora, Kaiapoi, Woodend/Pegasus and Oxford. The remainder live in smaller settlements or the district's rural area, including approximately 6,000 on rural-residential or rural 'lifestyle' blocks.
- 2.3. Geographically, socio-culturally and economically, the Waimakariri District is primarily a peri-urban area. Residents are drawn to and identify with the outdoor lifestyle and recreation opportunities available in our district. However, due to its proximity to Christchurch City, the district has a significant and growing urban and peri-urban population. Consequently, primary production and construction are the two largest economic sectors in the district.
- 2.4. The Council provides wastewater services via two separate network schemes that collectively enable the disposal of sewage from about 73% of the properties in the District. The service in the main towns is provided by conventional gravity reticulation, while sewer reticulation in rural areas is generally provided via pressurised systems. While levels of service are similar between schemes, costs are variable.
- 2.5. The Council provides reticulated wastewater treatment and disposal systems to achieve high quality public health and to minimise adverse effects on the receiving environment. There is a community expectation that high environmental standards will be met.

3. Key Submission Points

General

- 3.1. Overall, the Council agrees with the scope of the areas covered by the first set of proposed standards. To effectively introduce wastewater standards in the future, the Council suggests priority be given to discharge to air, discharge to groundwater via seepage; and biosolids – sludge management (storage and disposal).

Guidance

- 3.2. We recommend clear guidance is provided on the reporting requirements including standardised templates wherever possible for the monthly/annual reports to support consistency and efficiency. Using the drinking water compliance reporting as an example, many Councils are currently using one of two compliance software available to do this. It will be critical that

consideration be given to clear guidance on reporting format and also lead time for the software providers to develop these reports.

- 3.3. We seek clarification on who is qualified to carry out peer review/audit of the annual compliance reports. To ensure the results of the audits are meaningful and support comparison of Council's performance, there will need to be very clear guidelines for the audit process to gain confidence that the audits are consistent across all councils.
- 3.4. We note compliance software providers such as Lutra and Water Outlook who are potentially going to produce the monthly/annual reporting templates for councils, much like for the drinking water compliance reporting.

Consent term

- 3.5. We do not think that there are any concerns with factors such as climate change, population growth or consumer complaints when considering a 35-year consent term. Wastewater civil infrastructure is typically built to last 100 years and considers these factors when being designed and built. Having a 35-year consent term will provide Council with more certainty when making these long-term investment decisions. There exists the ability for solutions to be adaptable and allow for future upgrades for growth within the life of a 35-year consent. However, there is concern that the ability of regional councils to review these consents prior to the full 35-year term potentially undermines the intent of the longer-term period. The Council suggest that either the review is removed, or amendments are made to the proposal to prevent the review becoming a de-facto consent renewal before the 35-year term.

Discharge to Water

- 3.6. The Council notes regular monitoring will determine whether additional measures need to be implemented to maintain microbial compliance with the standards.
- 3.7. We think the areas for exceptions are appropriate to manage the impacts of discharges.
- 3.8. In general, the Council considers the treatment limits, and monitoring and reporting requirements proportionate to the potential impacts of the different discharge scenarios, however, parameters currently not covered (i.e. discharge limits for heavy metals and human pathogens) may still be subjected to variable and unnecessary consenting limits for the Council and should be addressed by the proposed wastewater standards.
- 3.9. We consider that it is unnecessary to require a third party to be engaged on an annual basis to audit compliance matters. Annual compliance reports are currently audited by regional councils and now will also go to the Water Service Authority – Taumata Arowai. Additionally, Audit NZ will review annual compliance reports if councils have consent compliance as a non-financial performance measure (which Waimakariri District Council does). The Council suggests having a fourth party involved in the review and auditing of compliance reports is unnecessary.

- 3.10. We think that having fixed wastewater discharge limits particular to a specific type of receiving body locked in for a proposed 35-year consent period will be beneficial to our District.

In terms of implementation, we foresee some challenges based on current information provided:

- Greater clarity required on definition of the receiving environment to ensure correct interpretation. For example, our Ocean Outfall discharge is currently located approximately 1.5km off the coast, however it is discharged into the formally named “Pegasus Bay” on the NZMS 1:50,000 topographical maps, which, according to the table on page 20 of the Discussion Document, would categorise Pegasus Bay as an estuary. We note however that Pegasus Bay is not listed in Appendix A ‘Table of estuary results’ of the Technical Advice on Discharge to Water Standards report.
- Calculation of dilution ratio, for example what value should be used to calculate the volume of the open ocean. The formula on page 19 of the Discussion Document appears only to relate to rivers and does not fully align with the information in the Technical Advice on Discharge to Water Standards report.
- Practicality of implementing continuous monitoring on laboratory-based (i.e. enterococci) parameters and the cost impacts on councils is not feasible.
- Clarification regarding requirement for discharges to ocean to be milli screened to remove solids (page 21 of the Discussion Document) – where in the process stream is this required, and size of screening required as this could have significant cost impacts.
- Continuous monitoring requirements at the point of discharge – for discharge to the ocean scenario ‘end of pipe’ monitoring is practically very difficult to achieve. Further clarity on where the discharge point is expected to be is required. There is also no information on the frequency of monitoring required for continuous monitoring (e.g.: daily, hourly, 15 minutes, 5 minutes, 1 minute, 15 seconds). We have also found that to achieve continuous monitoring requires significant investment in our control systems (the need to have duplicate data collection (e.g., sensors) and data transfer systems (e.g.: telemetry) to ensure data is not lost.

Discharge to Land

- 3.11. The Council consider the proposed parameters are appropriate to manage the impact of wastewater discharges to land.
- 3.12. The Council highlight that unless clear guidance is provided, there could be inconsistencies in the way the baseline assessments, risk screening and site-specific assessments are being carried out which could vary the outcome significantly. To support greater consistency, the Council suggest there will need to be good supporting tools being developed for each assessment and readily available to councils to utilise (i.e. online tools).

- 3.13. While the Council believe there is merit in a risk management approach for discharge to land, we do not consider that the proposed risk management assessment process has been well thought out. The risk category levels (1-5) in the diagram on Page 28 do not align with the categories (1-4) in the tables on Page 29. There is no risk screening table provided in Appendix 4 to enable the determination of risk category. The grading for the site-specific assessment in Appendix 4 is subject and no additional guidance is provided on how these will be selected or how the factors will be combined or weighted to give an overall score.
- 3.14. The Council supports the proposed monitoring and reporting requirements as proportionate to the potential impacts of the different discharge scenarios.
- 3.15. We suggest that clear guidance on the reporting requirements and standardised templates is provided for the monthly/annual reports.
- 3.16. Similar to earlier feedback in 3.3, the Council seek clarification on who is qualified to carry out peer review/audit of the annual discharge to land compliance reports. To ensure the results of the audits are meaningful and enable comparison of Council's performance, there will need to be very clear guidelines for the audit process to gain confidence that the audits are consistent across all councils.

Overflows and Bypasses

- 3.17. The Council suggests that the current definition of overflow be amended to include cover pressure sewer systems and address potential overflow points in these systems, i.e. air relief valve outlets. Consideration should also be given to the difference between dry weather overflows and wet weather overflows, discharge to water versus discharge to land, as well as the impact (volume and location) of the overflow.

- 3.18. *Proposal: changes to the existing definition of overflow (indicated in red below):*

Instances where untreated ~~wastewater, or~~ partially treated wastewater (or wastewater diluted with stormwater-contaminated with wastewater), spills, surcharges, discharges or otherwise escapes from a wastewater network to the external environment. This may be due to different causes and may be released via an either-constructed (engineered) overflow point or unconstructed an uncontrolled overflow points. Engineered overflow points are designed and intended to act as an emergency relief valve during equipment failure instances of capacity overload in the network, whereas unconstructed uncontrolled overflows can occur anywhere in the network as a result of blockages or excessive wet weather flows-points are not (but inadvertently perform this function).

The following is not considered to be an overflow:

- Surcharging of the network or private onsite system without overflowing*

- *Exfiltration from a gravity sewer system or leakage from a pressure sewer system*
- *Discharge of fluid during the normal operation of an air release valve.*

- 3.19. The Council also suggests that the definition of bypasses is not currently fit-for-purpose as bypasses can also occur as a result of equipment failure and blockages. We suggest that the definition should also acknowledge that it is not just the flow capacity being exceeded but also the storage volume capacity being exceeded that leads to bypasses. Note that we have some bypasses that are consented as part of the main discharge consent for the wastewater treatment plant.
- 3.20. The Council notes that there is inconsistency in the discussion document referring to both wastewater risk management plans and wastewater network risk management plans. It is unclear if these are the same or two different documents. As a water services operator we usually refer to the network (being the reticulation) and treatment. Bypasses typically occur at treatment plants and not in the network. There are numerous asset management, risk management and wastewater management documents that are required under the LGA, regional rules and best practice. We recognise the wastewater risk management plans as the presentation of information we already have in a slightly different format.
- 3.21. Based on staff experience in producing the drinking water safety plans (DWSPs) to comply with the Water Services Act, we highlight there will need to be clear guidance on the expected framework (chapters and contents) and format of the risk assessment required for the Wastewater Risk Management Plans to ensure Council do not end up spending unnecessary amount of time and resources producing and updating the documents.
- 3.22. We highlight that providing an online risk assessment tool and template to follow will be very beneficial as this will help reduce the cost burden on Councils and ensure consistency of the plans across all councils.
- 3.23. We suggest the Wastewater Risk Management Plans should inform the proposed consenting pathways, but this will only be meaningful if all plans are consistent across the board.
- 3.24. The Council supports setting all wastewater network overflows as controlled activity. Currently wastewater overflows in Canterbury are a non-complying activity under the Canterbury Land and Water Regional Plan (CLWRP). The Council seek clarification on whether a plan change to the CLWRP will be required for this to take effect, or will the legislation change take precedence over existing regional plans?
- 3.25. The Council highlight modelling work currently undertaken to understand the location of uncontrolled overflows and to assess potential network improvements. In locations of known fat buildup issues, we proactively engage with properties to ensure their onsite practices and maintenance of devices is appropriate and undertake regular proactive pipe cleaning. There

are also parts of the network which experience issues during wet weather events, where we deploy sucker trucks to help reduce surcharge in the network before overflow occurs.

- 3.26. The Council highlight in making overflows and bypasses a controlled activity it is important that overflows are clearly defined to cover all elements of a wastewater system.
- 3.27. We do not consider it practical to fit all uncontrolled overflow points with manhole sensors. The guidance material should define high frequency and provide information on the type of sensor device and its connectivity requirements (i.e.: connect to the SCADA system).
- 3.28. The Council support establishing a framework that determines how overflows are managed based on risk.

4. General submission comments

Matters not covered by the wastewater standards

- 4.1. The Council is concerned that matters not covered by the wastewater standards will in practice mean that there is no effective change to the resource consenting process. While regional council will not be able to introduce conditions that require higher or levels of treatment for specific parameters, they will be able to impose limits on other parameters not covered by the wastewater standards, under the existing resourcing consenting Resource Management Act process. This will potentially be a way that regional councils can require higher levels of treatment, noting that they will still need to manage the cumulative impacts of all activities on water bodies. There is a risk that the potential improvements to the resource consenting process will not be achieved.

Regular network environmental reporting

- 4.2. Any monitoring and reporting will need to be meaningful, consistent and achievable. The Council highlight the potential that some of the monitoring and reporting requirements will in practice be difficult to achieve.
- 4.3. We have many examples where our regional council have interpreted or applied consent conditions in ways that make compliance difficult or impossible. There have been situations our regional council has graded an administrative matter as non-compliant under their own compliance grading criteria, which ends up being reported as a non-compliance with a moderate risk of adverse environmental effects under the Ministry for the Environment compliance rating system.

Consent term

- 4.4. We seek clarification on whether the 35-year term of a consent would only apply to new infrastructure and new consent. It is unclear if upgraded infrastructure and renewal of existing consent would also have a minimum 35-year consent term. Similar to points raised in 3.5 the Council suggest that either the ability of regional councils to review consent prior to the full 35-year term is removed, or amendments are made to the proposal to prevent the review becoming a de-facto consent renewal before the 35-year term.

Other comments

- We do not agree with the statement made in the executive summary that heavy metals are an emerging contaminant of concern. The Council notes there are limits for heavy metals in our consents which we have held for many years.
- The Council highlight that there is no framework or process set out for future amendments to the wastewater standards. Any amendments need to be carefully managed to avoid regular changes and to have adequate lead in period so that water service providers can respond in a timely manner.
- The Council highlight that comments made in section 4 of the Discussion Document imply that networks are becoming overloaded due to population growth. We note that development should be paying for upgrades of the network prior to connecting. There has been significant growth in our District over the past 15 years and the Council have taken the opportunity to address existing deficiencies, when development upgrades are required, by paying for the extra over costs to make the infrastructure larger.

5. Summary of Position and Recommendations

- 5.1. The Council supports the general intent of national wastewater standards to improve the resource consent process and compliance reporting for wastewater treatment plants and reticulations, and to achieve national consistency. We support the requirement for a minimum consent term of 35 years to maximise the ratepayers' investment in wastewater treatment, which typically is a significant expenditure in long life infrastructure. However, we suggest that either the ability of regional councils to review consent prior to the full 35-year term is removed, or amendments are made to the proposal to prevent the review becoming a de-facto consent renewal before the 35-year term.
- 5.2. We are, however, concerned that matters not covered by the wastewater standards will in practice mean that there is no effective change to the resource consenting process, as the existing resource consenting Resource Management Act process will still need to be followed for other contaminants and parameters not covered by the proposed standard.
- 5.3. The Council is supportive of standardised and nationally consistent compliance reporting requirements; however, we have concerns of the additional burden this will place on Council in terms of staff time and cost if implementation isn't properly planned and executed.
- 5.4. As a high performer in Water Services provision, the Council highlights the issue of consistency of high performance and compliance across all New Zealand water networks.

Our contact for service and questions is Sylvia Docherty – Policy & Corporate Planning Team Leader (03 266 9173 or sylvia.docherty@wmk.govt.nz).

The Council would like to speak in support of its submission.

Yours faithfully



Dan Gordon
Mayor
Waimakariri District Council



Jeff Millward
Chief Executive
Waimakariri District Council

Our Reference: EXT-39 /250414064980

24 April 2025

Canterbury Mayoral Forum
c/- PO Box 345,
Christchurch 8140

Waimakariri District Council Submission on Canterbury Water Management Strategy Zone Committee Review

Introduction

- 1.1 The Waimakariri District Council (the Council) appreciates the opportunity to provide a submission on the Canterbury Water Management Strategy Zone Committee Review (the Review).
- 1.2 We note the Canterbury Policy Forum (the Forum) is consulting on the Canterbury Water Management Strategy Zone Committee Review until May 2025.
- 1.3 The Council generally supports refinements to the water management model and encourages ongoing dialogue regarding the effectiveness of the existing structure decision making.

2. Waimakariri District Council

- 2.1 Waimakariri District is located in the Canterbury Region, north of the Waimakariri River. The District is approximately 225,000 hectares in area and extends from Pegasus Bay in the east to the Puketeraki Ranges in the west. It lies within the takiwā of Ngāi Tūāhuriri one of the primary hapu of Te Rūnanga o Ngāi Tahu. The District shares boundaries with Christchurch City to the south, Selwyn District to the south and west, and Hurunui District to the north.
- 2.2 The Waimakariri District is geographically diverse, ranging from provincial townships such as Rangiora and Kaiapoi, through to the remote high country farming area of Lees Valley. Eighty percent of the population is located in the east of the district and approximately 60 percent of residents live in the four main urban areas of Rangiora, Kaiapoi, Woodend/Pegasus and Oxford. The remainder live in smaller settlements or the district's rural area, including approximately 6000 on rural-residential or rural 'lifestyle' blocks.
- 2.3 Geographically, socio-culturally and economically, the Waimakariri District is primarily a peri-urban area. Residents are drawn to and identify with the outdoor lifestyle and recreation opportunities available in our district. However, due to its proximity to Christchurch City, the district has a significant and growing urban and peri-urban population. Consequently, primary production and construction are the two largest economic sectors in the district.
- 2.4 The Waimakariri water zone encompasses both the Waimakariri River and the Ashley River/Rakahuri, both of which are braided rivers of international significance. The rivers and surrounding areas have high ecological, mahinga kai and

recreational values. Additionally, the region has rivers, streams, lagoons and wetlands which have historically been a food basket for Ngāi Tūāhuriri.

3. Submission points

Work programme to June 2025 – Refine proposed model

- 3.1 *Should groups operate to existing Canterbury Water Management Strategy (the CWMS) zones, district boundaries, proposed freshwater management units or by other areas?*

The Council believes the current CWMS zones has been working well, and our preference is either retain the current zones or move to District boundaries. If boundaries were separated into two freshwater management units, it is unlikely to provide any further benefit as the Council and mana whenua have interests in both catchments and do not differentiate between the two. As such, this could lead to duplication and more resourcing required with facilitation between two local leadership groups.

- 3.2 *Should groups focus on freshwater management or also land use, biodiversity, biosecurity, natural hazards, etc?*

The current arrangement has considered biodiversity, biosecurity and natural hazards by default in order to achieve water quality and quantity goals. The goals should be continued under any proposed arrangements as a means to achieve freshwater outcomes, rather than for the intrinsic values themselves. Without these goals linking to an outcome, the goals themselves may be too broad. We welcome any further discussion or information around the proposed model's purpose and outcomes.

- 3.3 *Should groups remain joint committees of councils or based on voluntary partnership or co-governance arrangements? (e.g. Whakaraupō Whaka-Ora)*

The Council support the status quo continuing as joint committees of councils. However, we would also welcome information of the implementation process and seek clarity about the cost comparison between the status quo and what is proposed.

- 3.4 *How should groups set wider (community) membership, meeting frequency, etc?*

The Council prefers that community membership is continued. Maintaining a collaborative approach encourage robust discussions around wide-reaching topics. It has played a valuable aspect of previous outcomes decided by the water zone committees, although this has been limited by the delegated authority that the committee holds. A solution could include a local leadership group with some delegated authority or an ability to make recommendations to Council on the spend of selected budgets with submissions to relevant issues.

4. Conclusions

- 4.1 The Council prefers to either retain the current CWMS zones or move to District boundaries, with the retention of the current community membership in any proposed model. We also support continuing the goals of the group into the new model and would like to see the goals linked to an overall outcome.
- 4.2 The Council supports continuing the groups operating as joint committees of councils.
- 4.3 We seek further clarity on the following points:
 - Where recommendations will change how funding is used, or what funding is needed, we seek further discussion about how and where these funds will be distributed.
 - Where the recommended models remove community members from the group, we encourage further discussion about how interested members of the community can still partake in the group's discussions and decisions.

Contact details

Our contact for service and questions is Katherine Brocas – Senior Advisor Project Delivery (03 975 5442 or katherinebrocas@wmk.govt.nz).



Dan Gordon

**Mayor
Waimakariri District Council**



Jeff Millward

**Chief Executive
Waimakariri District Council**

Our Reference: EXT-06 / 250411063941

24 April 2025

Anthony Wright
Canterbury Museum
Private Bag 4744
Christchurch 8154
New Zealand

awright@canterburymuseum.com

Dear Anthony,

Waimakariri District Council submission on the Canterbury Museum draft Annual Plan for the year ending 30 June 2026.

1. Introduction

- 1.1. The Waimakariri District Council (the Council) would like to thank the Canterbury Museum Trust Board for the opportunity to provide a submission on their draft Annual Plan for the year ending 30 June 2026.
- 1.2. The Council was very appreciative of Canterbury Museum representatives coming to present a briefing on their draft Annual Plan on 8 April 2025. This detailed presentation on the draft Annual Plan, as well as information on future plans for the redevelopment project, was very insightful.
- 1.3. We note that the Canterbury Museum Trust Board requires submissions from contributing local authorities prior to 25 April 2025, as per the terms of Section 15(3) of the Canterbury Museum Trust Act 1993.
- 1.4. The Council is supportive of the work undertaken by the Canterbury Museum. The Council's feedback contained in this submission relates to the following topics:
 - Support of the operational levy rates
 - Deferral of Council decision on capital levy increases
 - Further conversations regarding depreciation funding

- Future expectations for communications between the Museum and Council
- Seeking certainty of Central Government funding contributions
- Review of current level of spending
- Canterbury Museum Trust Board Governance structure and funding review
- Change in approach regarding admission charges
- Appointment of a Fundraising and Development Manager

2. Waimakariri District Council relationship with the Canterbury Museum

2.1. The Council is a long-time supporter of the work carried out by the Canterbury Museum. As recently as 2019, the Mayor and Chief Executive of the time wrote to Central Government to express support for the Canterbury Museum's funding application for the Museum redevelopment project and reiterate its financial support to redevelopment plans and operational costs of the Museum.

2.2. Although the Canterbury Museum is not geographically located within the Waimakariri District, the Council recognises the regionally significant community benefits brought about by the Museum. The Museum plays an important role in communicating the history of Waitaha Canterbury and providing an accessible platform for research and treasures to be shared publicly.

2.3. The Council notes that even during the redevelopment process, the community in Waimakariri has been able to share in the exhibitions of the Canterbury Museum through its Travelling Exhibitions programme. Most recently, the Kaiapoi Library and Service Centre hosted the 'Bugs in your Backyard' exhibition from the beginning of November 2024 through to mid-April 2025. These opportunities are greatly valued by our local community.

3. Key Submission Points

3.1. Support of the operational levy rates

The Council is appreciative of the Museum's work to ensure that the overall level of operational levy requested from contributing local authorities within this draft Annual Plan has not changed from the 3.1% increase advised in the draft budget. The Council supports the efforts put in by the Museum Trust Board to ensure this operational levy has been kept relatively low for contributing local authorities.

3.2. Deferral of Council decision on capital levy increases

The Council wishes to defer its decision on whether to support the increases in the capital levy, as signalled in the draft Annual Plan. The Council will reassess this position once further clarification and agreement on this increase is sought through other contributing authorities, as well as Central Government.

3.3. Further conversations regarding depreciation funding

The Council would like to see the Museum allow opportunities for further conversations regarding depreciation funding. In particular, the Council would like to see how future depreciation is funded in order to mitigate some of the projected increases contained in this draft Annual Plan.

3.4. Future expectations for communications between the Museum and Council

The Council values being informed on current Museum activities and happenings. It would like to continue to be regularly consulted with on all significant areas on the Museum redevelopment project and any progress to date on the completion of the Museum. In particular, the Council expects that the Museum will endeavour to consult with all contributing authorities and partners before financial commitments are made through significant contracts in the future. As a supporter of the Canterbury Museum, as well as a financial contributor, the Council believes that strong communication between the Museum and the Council is incredibly important, particularly during this time.

3.5. Seeking certainty of Central Government funding contributions

The Council notes that in order to bridge the funding shortfall for the Museum redevelopment project, the Museum is seeking \$25m in funding from Central Government. The Council would appreciate being kept up to date with any further

discussions had between the Museum and the Government regarding the feasibility of this financial commitment. The certainty of this contribution being made by Central Government is of interest to the Council, given the amount of funding requested and the significant flow on effects this could have on the Museum redevelopment project if this is not to eventuate.

3.6. Review of current level of spending

The Council would encourage the Museum Trust Board to review its current level of spending and identify further efficiencies that may be gained whilst the Museum is not operating at full capacity. The Council views this as necessary in light of the proposed increases seen in the draft Annual Plan.

3.7. Canterbury Museum Trust Board Governance structure and funding review

As indicated at the Museum's briefing to Council on 8 April 2025, the Council firmly believes that a review of the governance structure and funding for the Museum Trust Board should not be undertaken at this time.

In previous years, before the redevelopment project commenced, our Council requested a review of the Museum Act, which would likely include an assessment of the governance structure and funding. At that time, the Council accepted the Museum Trust Board's view that this review would occur immediately following the completion of the redevelopment project.

Consequently, our Council would endorse a review, however, it feels that this would not be a sensible use of resources at this time given the current financial impact of the Museum redevelopment project. The Council would be happy to see this eventuate after the redevelopment of the Museum has been completed, so as to not detract from the successful completion of this project.

The Council would also like to take this opportunity to express its support for David Ayers, appointed by Waimakariri and Hurunui District Councils, in his position as Chairperson. The Council notes it is a difficult time to be leading the Trust through the redevelopment project.

3.8. Change in approach regarding admission charges

The Council notes that a number of museums overseas have introduced a charge for international visitors specifically. The Council would be interested in the Canterbury Museum Trust Board exploring whether this is feasible. The Council supports local visitors, from contributing authority areas, continuing to enter free of charge as they contribute to the Museum as ratepayers.

3.9. Appointment of a Fundraising and Development Manager

The Council would like to take this opportunity to endorse the decision made by the Canterbury Museum Trust Board to employ a Fundraising and Development Manager. The Council trusts that having an individual in this role will assist in mitigating exposure to contributing local authorities into the future.

4. Summary of Position

The Council recognises that the Canterbury Museum Trust Board is managing a significant project with the redevelopment of the Museum and would like to compliment the great work that has been achieved thus far.

The Council's submission is intended to be in support of the Museum, and has covered the following points:

- Support of the operational levy rates
- Deferral of Council decision on capital levy increases
- Further conversations regarding depreciation funding
- Future expectations for communications between the Museum and Council
- Seeking certainty of Central Government funding contributions
- Review of current level of spending
- Canterbury Museum Trust Board Governance structure and funding review
- Change in approach regarding admission charges
- Appointment of a Fundraising and Development Manager

Our contact for service and questions on this submission is:

Lexie Mealings – Graduate Policy Analyst

Waimakariri District Council

Lexie.mealings@wmk.govt.nz

+64 3 261 0026

Yours sincerely,



Dan Gordon
Mayor
Waimakariri District Council



Jeff Millward
Chief Executive
Waimakariri District Council

Our Reference: EXT-39 /250414064998

24 April 2025

Rivers Planning
Environment Canterbury
Tuam Street
Christchurch
8011

Waimakariri District Council Submission on the Draft Canterbury Regional River Gravel Management Strategy

Introduction

- 1.1 The Waimakariri District Council (the Council) appreciates the opportunity to provide a submission on the Canterbury Regional River Gravel Management Strategy (the Strategy).
- 1.2 We note Environment Canterbury (ECan) is consulting on the Canterbury Regional River Gravel Management Strategy until 24 April 2025.

2. Waimakariri District Council

- 2.1 The Waimakariri District is located in the Canterbury Region, north of the Waimakariri River. The District is approximately 225,000 hectares in area and extends from Pegasus Bay in the east to the Puketeraki Ranges in the west. It lies within the takiwā of Ngāi Tūāhuriri one of the primary hapū of Te Rūnanga o Ngāi Tahu. The District shares boundaries with Christchurch City to the south, Selwyn District to the south and west, and Hurunui District to the north.
- 2.2 The Waimakariri District is geographically diverse, ranging from provincial townships such as Rangiora and Kaiapoi, through to the remote high country farming area of Lees Valley. Eighty percent of the population is located in the east of the district and approximately 60 percent of residents live in the four main urban areas of Rangiora, Kaiapoi, Woodend/Pegasus and Oxford. The remainder live in smaller settlements or the district's rural area, including approximately 6000 on rural-residential or rural 'lifestyle' blocks.
- 2.3 Geographically, socio-culturally and economically, the Waimakariri District is primarily a peri-urban area. Residents are drawn to and identify with the outdoor lifestyle and recreation opportunities available in our district. However, due to its proximity to Christchurch City, the district has a significant and growing urban and peri-urban population. Consequently, primary production and construction are the two largest economic sectors in the district.
- 2.4 The Waimakariri River, one of Canterbury's largest rivers, and the Ashley River, flow through the District. Known for their braided structure, the rivers feature wide shingle beds that support diverse ecosystems. Historically, the rivers have also been

significant source of mahinga kai, providing traditional food resources for local residents.

3. Key Submission points

3.1 Optimising the sites for gravel extraction

- 3.1.1 The Council acknowledges and supports the intention in the strategy to maintain a management framework that enables extraction where and when required to deliver community flood and river resilience.
- 3.1.2 The Council supports gravel removal in order to maintain flood capacity and the criticality of this requires that flood capacity should be the primary consideration in management of gravel.
- 3.1.3 While we are aware that ECan do regular surveys and choose extraction locations based on a goal of maintaining flood resilience, we recommend increased two-way dialogue with specific interest groups to understand perceptions related to this activity. The Council support increased education and awareness raising of the strategy and its intended outcomes utilising local knowledge of issues, as well as assure the public about the processes and decision making.

3.2 Gravel as a resource

- 3.2.1 Gravel extraction provides a critical resource for our communities as it supports the development and maintenance of roads and other critical community infrastructure.
- 3.2.2 The Council supports the objective of providing a valuable resource to our community, while carefully managing other effects.

3.3 Consideration of Unformed Legal Roads (paper roads)

- 3.3.1 The proposed strategy considers the risks within the boundaries of the rivers and adequately mitigates these risks through conditions attached to the consent. However, the Council have identified additional potential issues within the gravel extraction process related to the method of access to the rivers for extraction purposes that do not appear to be considered by the proposed strategy.
- 3.3.2 Currently, the method of access to the rivers does not appear to be considered in the strategy, and possibly not considered in the consenting process. An unintended consequence of the consent's that are issued is that risks outside of the river boundaries are not being fully considered.
- 3.3.3 We highlight that most paper roads do not have substantial everyday use, so an increase in use by heavy traffic associated with a gravel extraction consent often lead to an increase in noise, dust, overland flow, and other effects to neighbouring properties.
- 3.3.4 The Council believes that coordination between ECan's gravel extraction consent processing, and the Council's Roading team take place at the time of consent consideration to consider the possible effects of increased use of low-use or unformed roads on our ratepayers.

3.4 Protection of bridges and road carriageways from long term bed level changes

- 3.4.1 The Council notes and supports the intention to protect infrastructure and assets. However, we also note instances where gravel extraction appears to be having a

long-term detrimental effect on the integrity of the Council's bridge piers, abutments and rock protection.

- 3.4.2 While acknowledging the difficult balance involved, the Council requests that the long-term effects of gravel extraction, and the potential for bed levels to be changed over a significant distance needs further consideration.

4. Conclusion

- 4.1 The Council supports the objective to improve flooding resilience, and requests engagement at staff level to discuss opportunities to engage with local stakeholders regarding the ECan decision making to improve community understanding.
- 4.2 The Council encourages ECan to take a proactive role in the management of flood capacity of rivers and ensuring the gravel extraction is managed in a way to optimise flood capacity.
- 4.3 The Council acknowledges that the gravel extracted from rivers is an important resource needed to support infrastructure and our communities.
- 4.4 The Council requests that dialogue be opened between the TLA's and ECan around how best to mitigate or remove risks associated with the gravel extraction process related to the method of access to the rivers for extraction purposes on unformed legal roads.
- 4.5 The Council requests better engagement with Council staff to understand and respond to information on bed-level changes near Council infrastructure. This could include ECan staff attendance at the Council's Water Races & Drainage Advisory Group when beneficial to either council.
- 4.6 The Council requests better engagement with Council staff, Councillors and other affected parties to improve understanding of the current gravel resource, and the planned extraction areas.

Contact details

Our contact for service and questions is Katherine Brocas – Senior Advisor Project Delivery (03 975 5442 or katherinebrocas@wmk.govt.nz).



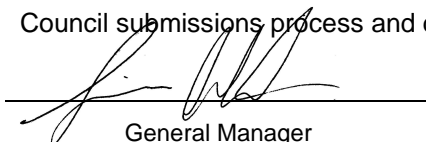
Dan Gordon

**Mayor
Waimakariri District Council**



Jeff Millward

**Chief Executive
Waimakariri District Council**

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** EXT-39/250422069911**REPORT TO:** COUNCIL**DATE OF MEETING:** 6 May 2025**AUTHOR(S):** Sylvia Docherty, Policy and Corporate Planning Team Leader**SUBJECT:** Council submissions process and delegation**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. This purpose of this report is to seek endorsement from the Council on the consultation assessment and submission development process endorsed by the Management Team for central and regional government submissions.
- 1.2. The report also seeks delegated authority to the Mayor and Chief Executive for the final review and signing of all future submissions made on behalf of Waimakariri District Council, where there is no opportunity to seek formal Council approval in advance of submission deadlines.
- 1.3. Preparing six submissions on behalf of the Council in the month of April 2025 has highlighted the need to review the process and acknowledge the time pressures to deliver quality Council submissions within the limited consultation period.
- 1.4. Staff have developed a scoring system to consider new consultation topics that rates the impact and potential risk consultation proposals are likely to have on the Council and/or the District. This provides guidance to staff on which consultation topics should be prioritised and advanced to the submission development stage.
- 1.5. Opportunities have also been identified to improve the level of communication on submissions that will introduce a weekly summary of submissions for Council and make available a copy of Waimakariri District Council submissions once they have been reported to Council.
- 1.6. Recognising that consultation timeframes frequently do not allow time for staff to consider, consult, prepare and report to Council on a draft submission. Changes are recommended to provide practical approaches to support delivery of quality submissions.

Attachments:

- i. Submission Scoresheet Template (250429073593)

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** Report No. 250422069911.
- (b) **Approves** delegation of final review and signing of submissions on behalf of Waimakariri District Council to the Mayor and Chief Executive, where circumstances and/or timeframes do not allow approval by way of formal council resolution at a scheduled Council meeting in advance of the submission deadline.

- (c) **Notes** that where sign off by the Mayor and Chief Executive is required as identified in recommendation (b), staff will provide draft submissions to the Council for review and feedback prior to final review and signing.
- (d) **Notes** that when time allows staff will arrange a Council workshop on the consultation topic to provide summary information and recommendations to inform a Council submission.
- (e) **Endorses** the introduction of a scoring approach to assess proposals in consultation topics to identify suitability of a Council or staff submission.
- (f) **Notes** a review of the process for preparing Council and staff submissions has introduced a new scoring approach to identify consultation topics that consider both the impact and risk to the Council and District.
- (g) **Notes** staff will introduce new steps to improve communication on submissions including a weekly summary of current consultations to Council and publicly sharing Council submissions once they have been reported to Council.
- (h) **Circulates** the report to the community boards for their information.

3. **BACKGROUND**

- 3.1. Similar to the Council, other organisations (including central and regional government) consult on policy and operational proposals prior to final decision.
- 3.2. Timeframes for consultations are normally set on the basis of the organisation planning to deliver the proposed changes e.g. a central government Bill seeking consultation feedback prior to second reading.
- 3.3. Taituarā provided all councils with a weekly summary of current and future consultations and a relatively new monthly legislative tracker, these are the main source of information for current consultations. Notification of other consultations are received through correspondence to the Chief Executive, key staff or the Council email enquiries account.
- 3.4. Policy staff prepare a weekly summary to the Management Team based on the Taituarā updates and wider available information. In February 2025, staff presented to the Management Team on a new scoring system to provide an evidence-based approach to recommendations for Council or staff submission on a consultation topic. This was received favourably and since then staff have been trialling the new approach and refining the process.
- 3.5. The scoring process makes use of a submission scoresheet template (attachment i) to consider risks and impacts across themes including regulatory, financial, legal and environmental. While many submissions developed are on behalf of the Council, the process also acknowledges that staff submissions should be used for consultations that are operational or technical in nature. Council submissions should be used where the Council is advocating for the District. A Council submission provides the opportunity to highlight the needs and preferences of the District and provide examples of how proposals in a consultation will positively or negatively impact Waimakariri. For example, the submissions to both the Water Services Authority Taumata Arowai and the Commerce Commission on upcoming water regulation levies provided the opportunity in January 2025 to provide feedback on the impact the levies will have on rates, how the levies are allocated and the timing to implement the new levies.
- 3.6. If the proposal has a minimal local impact, however, is regionally or nationally significant there is also an option to support a regional or national body submission (e.g. Canterbury Mayoral Forum or Taituarā). Sometimes this might be in addition to a Council submission, and sometimes this might take the place of a Council submission.
- 3.7. In addition to the scoring process, staff plan to introduce a new weekly summary of consultations / submissions to Council similar to what is currently reported to the

Management Team. This will provide an overview of current staff work in considering, consulting, preparing and finalising submissions.

- 3.8. Currently the final signed version of a Council submission is reported to the Council and available to the public through this process. Staff will consider additional ways to make Council submissions available through existing Council communication channels.

4. ISSUES AND OPTIONS

- 4.1. The Management Team have provided feedback to staff on the submissions process at a workshop in February 2025 and through the weekly summary of submissions reports. Staff have also noted learnings from the delivery of six Council submissions in April 2025 that have informed the improvements to the existing process.

- 4.2. Issues and options for each consultation topic are considered through the new scoring process and reported to the Management Team for consideration and decision. Where time permits staff prepare and deliver Council workshops to outline the topic and provide staff recommendations for consideration and feedback. Where time permits, a final draft submission is provided to Council at a formal meeting for approval before submission. However, where time or circumstances do not permit approval by formal Council resolution before the consultation deadline, submissions are shared with Elected Members in draft form prior to final review and signing by the Mayor and Chief Executive.

- 4.3. The Council has two options:

- 4.3.1. **Option 1** - receive this report and delegate authority of final review and signing of Waimakariri District Council submissions.

This is the preferred option of staff and is reflected in recommendation (b) of this report. For the majority of submissions that have been prepared in recent months, there has not been sufficient time to formally report the draft submission to Council for decision. This option has been prepared to respond to the time constraints that impact the preparation of quality submissions on behalf of the Council. The delegated authority to finalise a Council submission will take place after a draft submission has been shared with the Council for consideration and feedback.

- 4.3.2. **Option 2** - retain the status quo.

The current process requires staff to formally report draft submissions to Council for consideration and decision. Staff recommend the focus is given to prioritising a Council workshop on consultation topics to allow staff to receive feedback that can be considered in preparing the draft submission. Retaining the status quo means that often submissions are submitted, and then retrospectively endorsed by Council at the nearest practical occasion. However, no approval through Council resolution has been made to provide a formal mandate to the Mayor and Chief Executive to approve submissions, prior to Council receiving them at a scheduled meeting.

Implications for Community Wellbeing

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

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

5. COMMUNITY VIEWS

- 5.1. **Mana whenua**

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

It is noted that mana whenua has the opportunity through the same consultation and engagement opportunities to provide their views directly on Central and Regional Government consultation topics.

5.2. **Groups and Organisations**

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

As part of the consideration of consultation topics staff identify any specific groups or organisations impacted by the proposals being consulted on. Staff will share consultation information with relevant groups and organisations as appropriate.

5.3. **Wider Community**

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

The potential impact on the wider community in the District is a key consideration in the scoring process when considering whether a Council submission is required.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

The preparation of Council submissions is undertaken as part of the Strategy and Business Unit BAU programme and budget. From time to time this can include participation in Taituarā webinars to provide background information and professional analysis of more complex legislation proposals.

6.2. **Sustainability and Climate Change Impacts**

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

Climate change related submissions are often made through the Canterbury Mayoral Forum providing a regional perspective that aligns with the Climate Change Partnership Plan adopted in August 2024.

6.3 **Risk Management**

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

Risk to the Council is a key factor in the scoring process on whether to make a Council submission.

6.3 **Health and Safety**

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

Risks assessed in the scoring process include financial, reputational, operational, legal and health and safety.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. Authorising Legislation

Local Government Act 2002

7.3. Consistency with Community Outcomes

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

Staff will consider the impact of any consultation proposals on the Council's community outcomes as part of the preparation of a Council submission.

7.4. Authorising Delegations

The Council has authority to delegate the final review and signature of Waimakariri District Council submissions.

The score and a short summary should be included in the weekly summary of submissions to Management Team

Notes

Maximum total submission score is 57

Current "Sumit Score": is 19 - One third of the maximum score.

Process for regional or national submissions: If the proposal has a minimal local impact, however is regionally or nationally significant we have the following options: support a regional/national body submission (eg CMF/Taituara) or support their submission including detail about local challenges.

Council or Staff Submission: Staff submissions should be used for consultations that are operational or technical in nature. The consultations that deal with the how. Council submissions should be used where the Council is advocating for the district. They will have an emphasis on allowing local voices in decision making and why the council operates as it does.

Using the staff/council table.

If all/mostly blue it should be a Council submission.

If all or mostly green, a staff submission,

if a mix, refer to Management Team

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXC-57 / 250415066993**REPORT TO:** COUNCIL**DATE OF MEETING:** 6th May 2025**AUTHOR(S):** Jeff Millward – Chief Executive**SUBJECT:** Health, Safety and Wellbeing Report – March 2025 to current**ENDORSED BY:**(for Reports to Council,
Committees or Boards)_____
Department Manager
Chief Executive**1. SUMMARY**

- 1.1. This report provides an update to the Council on Health, Safety and Wellbeing (HS&W) matters between March 2025 and April 2025. The dashboard reporting in the appendices cover trends between March 2024 and April 2025.
- 1.2. There were 11 incidents which occurred from Mid-March 2025 and mid - April 2025 which resulted in 0 hours lost time to the organisation. There were no Flamingo Scooter or Rangiora Airfield incidents reported within this period.
- 1.3. Section 4 of the report provides details on the following areas:
 - 4.1 Incidents, Accidents & Hazards
 - 4.2 Rangiora Airfield Update
 - 4.3 Internal Audits

Attachments:

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

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** Report No 250415066993
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

3. **BACKGROUND**

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

4. **ISSUES AND OPTIONS**

4.1. Incidents, accidents & Hazards

- 4.1.1. Mid-March 2025 to mid- April 2025 shows a heightened trend in staff injuries.
- 4.1.2. The injuries are comprised of day-to-day tasks/activities, where staff have either strained or obtained minor injuries from tooling.
- 4.1.3. Property and vehicle damage was a result of vandalism and passing traffic.
- 4.1.4. Adverse Interactions have been less this month with only one reported. This has been notified to the police.
- 4.1.5. Two medical events occurred One staff member overexerted themselves at a training exercise and another suffered from severe asthma in the office.
- 4.1.6. All incidents are either closed with mitigations or currently under investigation. Key learnings have been shared with teams. Reporting of all incident occurrences has been consistent with staff and incident information has been thorough.

4.2. Rangiora Airfield Update

- 4.2.1. The recent Canterbury Recreational Aircraft Club (CRAC) open day was a very enjoyable and successful family activity, with approximately 1500 to 2000 members of the public attending.
- 4.2.2. The Safety Management Plan developed by the CRAC and agreed by the Airfield Manager and Safety Officer managed the day's activities well. Due to the popularity of the event, parking was a constant challenge, and this aspect will be reviewed for the next event in two years. A review of the day's activities successes and improvements occurs on 16th April.
- 4.2.3. An incident was reported by a pilot to the CAANZ regarding a potential near miss involving two aircraft landing on a cross runway and an aircraft taking off on the main runway. Recorded pilot radio transmissions and airfield video were requested from WDC by CAANZ and provided to them. The incident is currently under investigation by CAANZ.

- 4.2.4. A light aircraft on final approach to the airfield undertook a forced landing in a field immediately west of the airfield. It is understood that the aircraft was not damaged and there were no injuries reported. CAANZ are investigating.

4.3. Internal Audits

- 4.3.1. The HS&W have distributed the Internal Audit Scopes to the below departments. The HS&W Team are happy to work with the departments on the completion of these. Below audits are currently being completed.

- Water Unit - Pre-Start Vehicle/Machinery Checks
- Roading - Safety & Task Equipment Maintenance
- PDU - Safety & Task Equipment Maintenance
- Property - Contractor Induction & Health & Safety documentation
- Greenspace - Contractor Induction & Health & Safety documentation
- 3 Waters - Contractor Induction & Health & Safety documentation

Implications for Community Wellbeing

- 4.3.2. There are no implications for community wellbeing by the issues and options that are the subject matter of this report.
- 4.3.3. The Management Team has reviewed this report and support the recommendations.

5. Community Views

5.1. Mana whenua

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

5.2. Groups and Organisations

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

5.3. Wider Community

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

6.2. Sustainability and Climate Change Impacts

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

6.3. Risk Management

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

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

6.4. Health and Safety

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

7. **CONTEXT**

7.1. Consistency with Policy

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

7.2. Authorising Legislation

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

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

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

7.3. Consistency with Community Outcomes

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

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

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

7.4. Authorising Delegations

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

Appendix A
WDC Incident Reports

Date	Event Description	Incident Type	Person Type	Outcome & Response
18/03/2025	Further adverse correspondence sent to staff by member of the public.	Adverse Interaction	Employee/Volunteer	Police notified by 105
21/03/2025	A staff member strained their left and right forearms while rolling out a 63mm water pipe.	Injury	Employee/Volunteer	Staff member has received an assessment through Active Health, receiving a post incident assessment and physio.
26/03/2025	A staff member placed their foot on a piece of asphalt by accident. A large water pipe fell down grazing their leg.	Injury	Employee/Volunteer	Surface grazing and large bruise. Under investigation and awaiting response. Reminder sent.
27/03/2025	A staff member was digging when their shovel hit a rock, the handle end of the shovel struck their jaw causing soreness.	Injury	Employee/Volunteer	Under investigation and awaiting response.
28/03/2025	Staff member hit the top of their head on the end of a sign under stairs.	Injury	Employee/Volunteer	Teams will be vigilant in working around low-height, tight spaces and overhanging equipment. Maintaining that area to reduce clutter. Staff member has advised previous concussions. Confirmed they felt OK with just a bit of a headache. Pain relief and rest
01/04/2025	Stone chip on windscreen from log truck driving past	Property/Vehicle Damage	Employee/Volunteer	Confirmed repair has been completed.
02/04/2025	A staff member had an asthma attack whilst in their work area.	Illness/Medical	Employee/Volunteer	After renovations a staff member had an Asthma attack. Worked remotely for a period of time and then experience a repeat of the last when they returned. The indoor filters were cleaned and free of debris with a slight coating of dust on the fresh air supply filter. Further testing has been requested.

03/04/2025	A staff member slipped on water at the staff room kitchenette. Water from the hot/cold faucet had spilt over onto the flooring. The staff member slipped forward hitting their forehead on the top cupboard and left knee on the lower cupboard handle. The fall resulted in a cut on the forehead and a graze above their knee.	Injury	Employee/Volunteer	Cut/Graze. Water was cleaned up immediately. First aid was applied. Staff First Aiders assisted. No concern of concussion at this stage. Order placed for rubber mats on the floor to stop slippage, Planned communications for making staff aware to wipe down water on the bench.
05/04/2025	A staff member was replacing lane signs at the deep end of the main pool. They slipped while carrying boards which caused a graze.	Injury	Employee/Volunteer	Graze to right knee. No Further Action Required
06/04/2025	A staff member had a spell while at an exercise. St John gave treatment as they were involved in the exercise. After a short while the affected team member was passed safe for travel home. The affected person was driven direct home by another member of the volunteer team.	Illness/Medical	Employee/Volunteer	St John were on scene for the exercise and saw to them immediately.
09/04/2025	Broken windows at a leased Building. Projectiles thrown at windows.	Property/Vehicle Damage	Employee/Volunteer	Unsure exactly what caused the damage but it appears to be stones. Police have been informed via landlord.

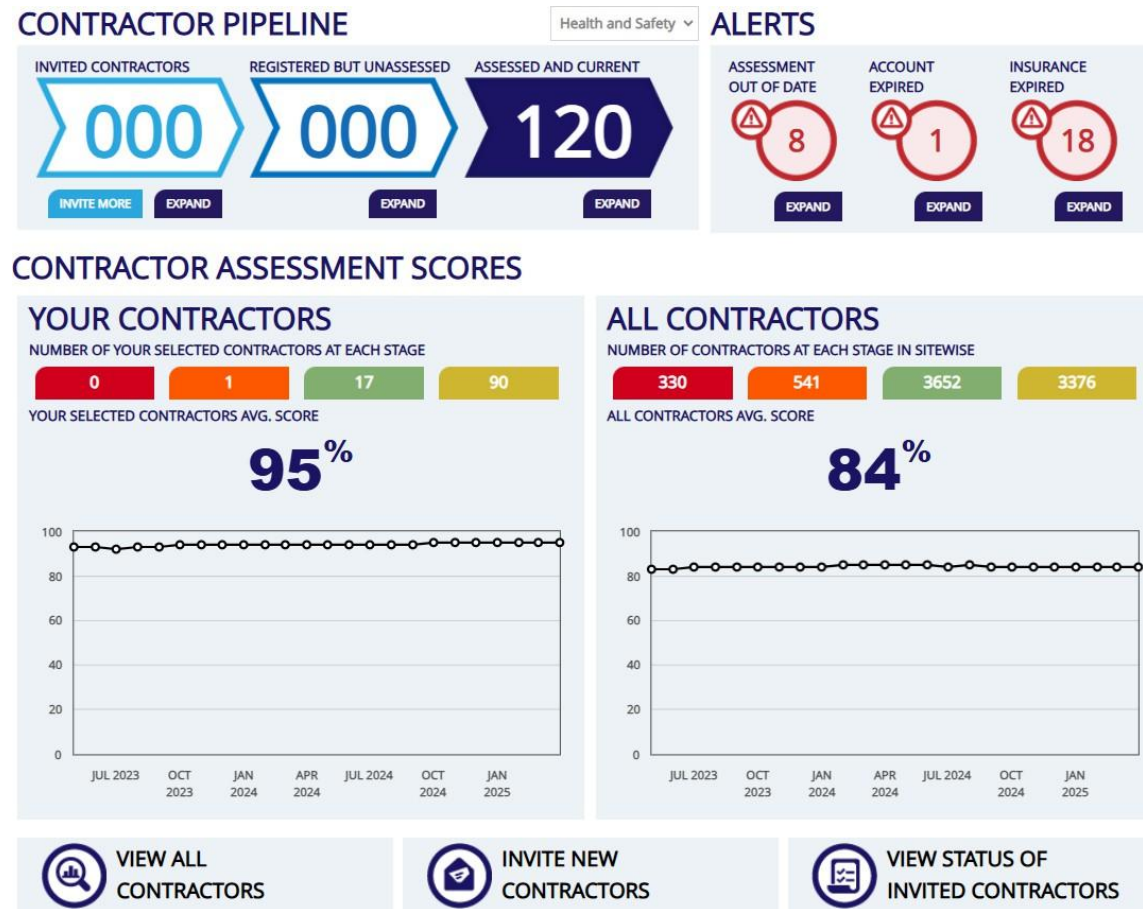
Airfield Incident Reports – Nil on ground to report. CAANZ reported incidents included in the Airfield Update.

Aqualand: Nil this month.

Flamingo Scooter Incident Reports: Nil to Report

Lost Time Injuries -	NIL
Lead Indicators	
Safety Inspections Completed (Workplace Walkarounds)	Workplace Walkarounds completed
Training Delivered	Advanced Driver Safety training booked (April) Situational Safety & De-escalation Training Booked (April)

Appendix B



Above is the current status of our preferred contractor data base held within SiteWise.

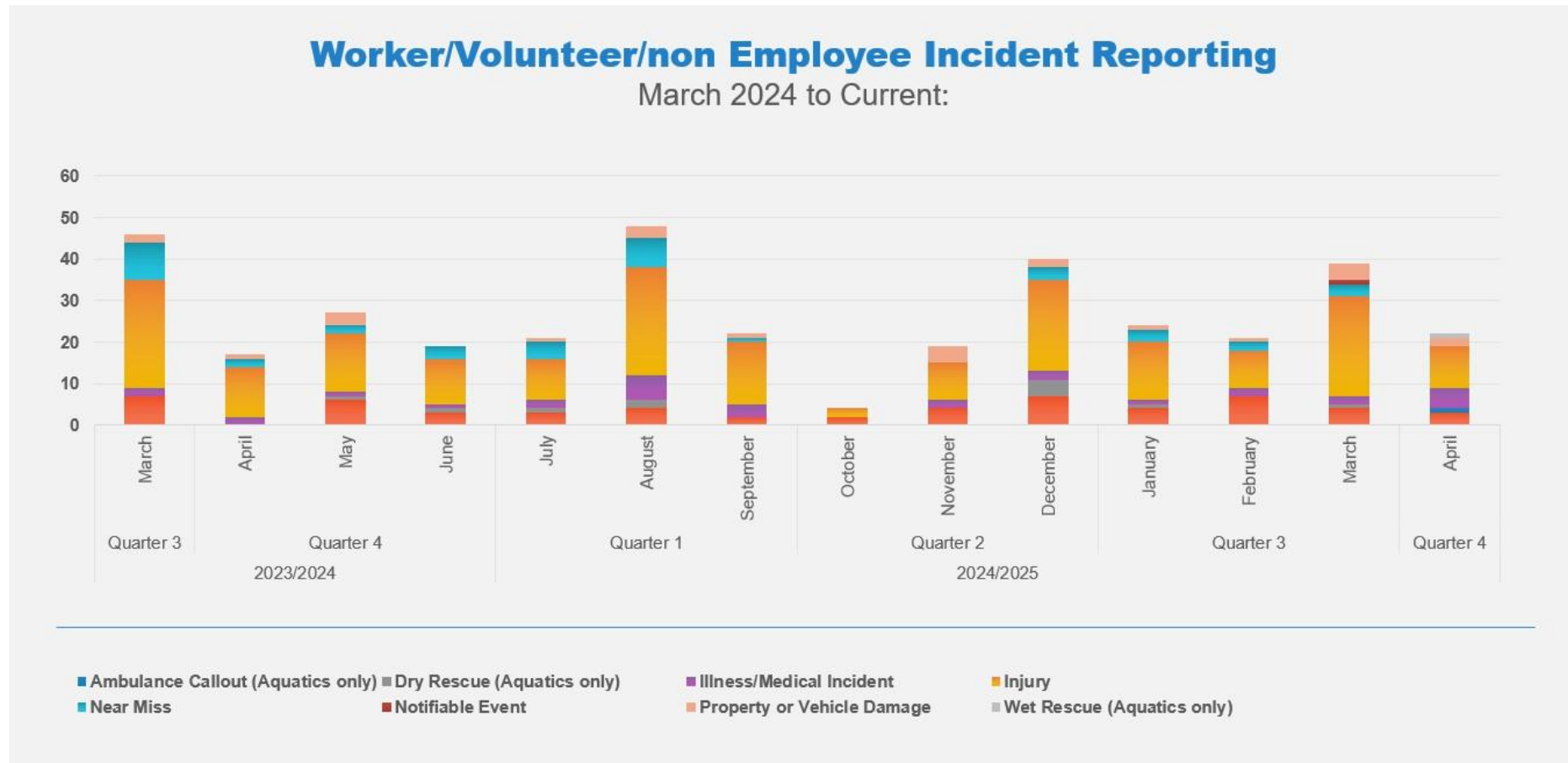
Alerts are the contractors currently out of assessment date, expired and their insurance has expired. We do not engage these contractors until they are reassessed by SiteWise.

SiteWise issue reminders as well as the HS&W team once a month until they have updated them.

“YOUR CONTRACTORS” is referring to our preferred contractor list. “ALL CONTRACTORS” is referring to the full contractor list.

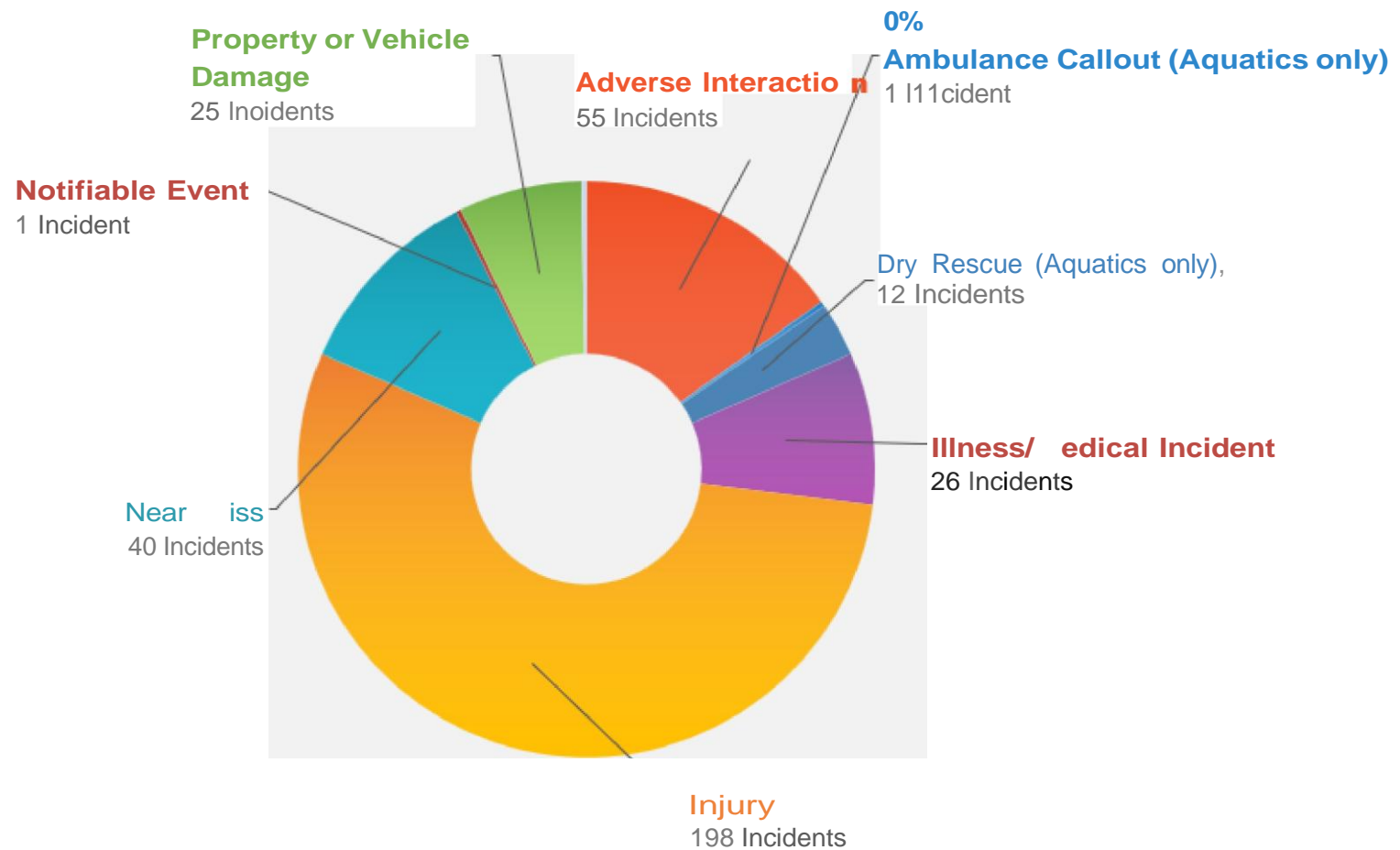
“INVITED CONTRACTORS” is referring to the number of new contractors we have invited and as preferred this past month. “REGISTERED BUT UNASSESSED” is referring to the contractors that have applied to Sitewise but have not submitted documentation for assessment yet.

Appendix C



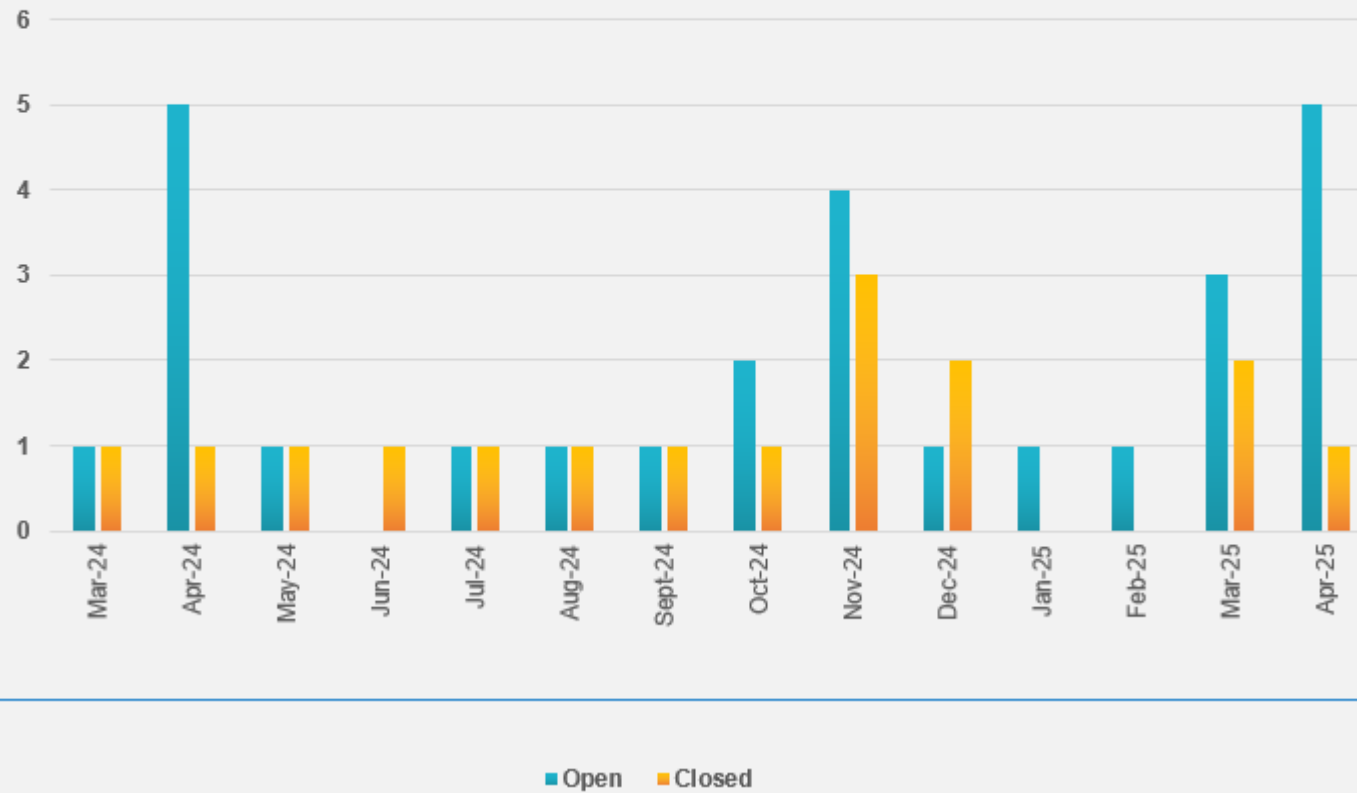
Worker/Volunteer Incident Reporting

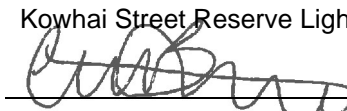
March 2024 to Current:



Hazards Reported

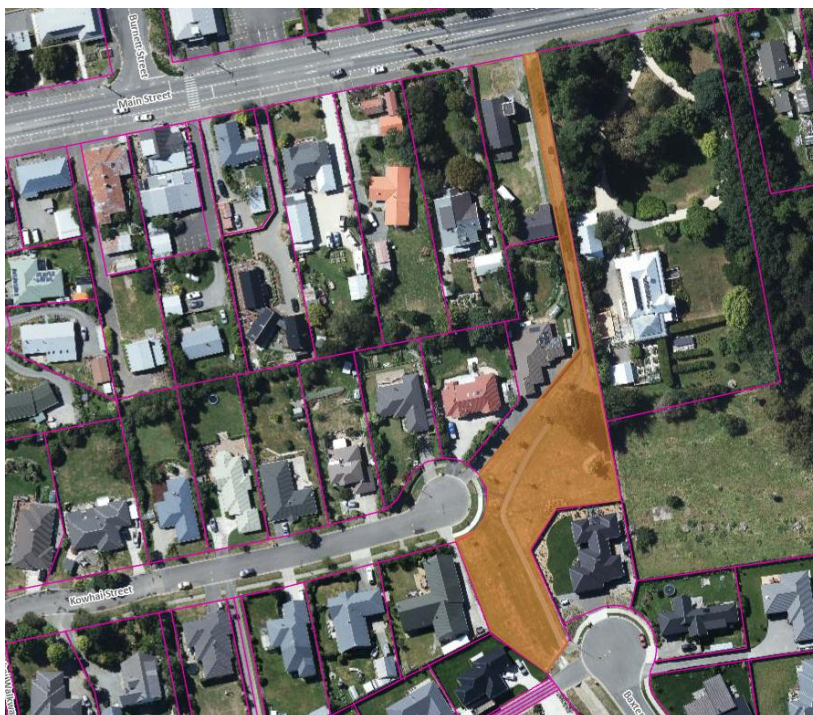
March 2024 to Current:



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** CPR-04-20-42 / 250224030307**REPORT TO:** OXFORD OHOKA COMMUNITY BOARD**DATE OF MEETING:** 2 April 2025**AUTHOR(S):** Justine Rae- Senior Advisor – Assets and Capital
Ken Howat – Park and Facilities Team Leader**SUBJECT:** Kowhai Street Reserve Lighting**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)

 General Manager


 Chief Executive
1. SUMMARY

- 1.1. This report is seeking a decision on how to proceed regarding the lighting within Kowhai Street Reserve, Oxford.
- 1.2. Budget of \$67,618 was allocated in the 2023 / 2024 year and carried forward into the 2024/2025 current financial year for the installation of lighting within the Kowhai Street Reserve.
- 1.3. Options have been assessed and the installation of lighting in compliance with the Engineering Code of Practice is unable to be achieved within the current budget.
- 1.4. Lighting requirements of the Engineering Code of Practice are based on NZS 1158 Lighting for Roads and Public Spaces.
- 1.5. The location of the Kowhai Street Reserve is shown in the snip below:



2. **RECOMMENDATION**

THAT the Oxford Ohoka Community Board:

- (a) **Receives** Report No. 250224030307.
- (b) **Approves** Option Three (Section 4.6.3 of this report), which is to decline to proceed with this project.
- (c) **Notes** that the budget will remain unspent and become a savings.
- (d) **Notes** that there are no recorded service requests regarding the lighting, or lack of lighting, within the Kowhai Street reserve.
- (e) **Circulates** this report to Council for their information.

3. **BACKGROUND**

- 3.1. The Kowhai Street Reserve runs between Main Street (at the north) and Baxter Place (to the south). The reserve walkway from Main Street is 4m wide and bordered by large trees. The 4m width extends for approximately 90m before widening out into a wider reserve, linking to both Kowhai Street and Baxter Place.
- 3.2. Due to the narrow width of the walkway, it is believed that the origin of the project for reserve lighting has stemmed from this section of the walkway, however there is no record of service requests relating to the request for lighting within the reserve.
- 3.3. The Engineering Code of Practice requires Category P lighting on all cycleways and paths in reserves within new developments, however there are many existing reserves throughout all of the district that do not have lighting within them.
- 3.4. The "Oxford Dark Sky Group" has recently applied to the International Dark-Sky Association for Oxford and the surrounding area to become a recognised dark sky reserve. Regardless of the status of this application, the importance of the night sky in Oxford is important to the community, and any new lighting should work towards this goal, ensuring that any new lighting installed complies with the requirements for lighting within a dark sky reserve.
- 3.5. A report (TRIM 231213200166) was presented to the Oxford Ohoka Community Board on the 8th of February 2024 seeking a board decision on whether to proceed with the installation of lighting within Kowhai Street Reserve, Oxford. At this time, the staff recommendation was to decline to proceed with the project as a compliant design within the available budget was unachievable.

The Board indicated its preference to continue with the project, noting it would need to apply for funding in the Long Term Plan. To have compliant lighting the project would need an estimated \$130,000. The project budget is \$67,618, meaning it could not proceed.

The project exceeds the standard Levels of Service for this type of asset (a linkage). Therefore, both the increased budget and the installation of an asset that surpasses the Level of Service provision should be reviewed by the Council. The Board had indicated that this will be included in its Long Term Plan submission.

The minutes of the 8th of February 2024 meeting noted that the Board made the following decision:

THAT the Oxford-Ohoka Community Board:

Receives Report No. 231213200166.

Requests that the current budget of \$67,618 be retained until the Board submits a request for further funding to the Annual Plan to enable the implementation of Option One which was to seek additional funding to proceed with a fully compliant lighting design and to include consideration of the Dark Sky initiative.

It was also noted within the 8th of February 2024 community board meeting that there was little advantage in delaying the project for a few years as costs would continue to increase.

3.6. Lighting requirements of the Engineering Code of Practice are based on NZS 1158 Lighting for Roads and Public Spaces.

3.7. Design options have been investigation in relation to this location, these are as follows:

- Wired (either into network or on their own ICP) – compliant with AS NZS 1158 & dark sky reserves.
- Wired (either into network or on their own ICP) – non-compliant
- Solar – not recommended due to bollards being non-compliant with dark sky reserves, and proximity of large trees.

4. **ISSUES AND OPTIONS**

4.1. Council staff have sought high-level proposals from two separate lighting suppliers, which has highlighted the following issues:

4.1.1. Spill lighting into neighbouring properties.

Due to the narrow width of the reserve walkway to Main Street, lighting within this section of the reserve will result in spill lighting entering neighbouring properties. The snip below shows the lighting lux levels (pink = 2 lux, red 0.5 lux) based on 4.0m poles.



To overcome this issue, the pole mounted luminaires within this section should be swapped out for dark-sky compliant bollard lights. These require installation at closer spacing, but do not adversely impact the neighbouring properties.

4.1.2. Insufficient budget

The cost estimate to provide a compliant lighting design (based on the bollards) is \$130,000, which is in excess of the available budget.

4.1.3. Lighting Colour

Dark sky compliance requires a colour temperature of 3000K or below. The supplied lighting designs are based on a colour temperature of 3000K, however amber lighting, or 2,200K lighting is superior for dark-sky reserves, and is available at an additional cost. The price premium is approximately 9% over and above the cost of the 3000K light fittings and is not included in the cost estimates provided.

4.1.4. MainPower Power Connection

The Project Estimate includes an allowance for MainPower to provide a new power connection for the lighting. The cost for these varies greatly, and there is a significant risk that the estimate allowed for this portion of works is inadequate. Furthermore, it is unlikely that MainPower will be able to provide an estimate for the works and complete the new power connection within the current financial year.

4.2. Level of Service Requirements

4.2.1. The Councils current position on lighting Greenspace reserves is located within the Parks Levels of Service.

The Parks Levels of Service document states recreation and ecological linkages will have a low level of development, except where usage and demand warrant more. Increased level of service may include tracks, park furniture and signage.

The following are requirements of the Waimakariri District Councils Parks Levels of Service:

Development	
Facilities	LoS Guideline
Roads & car parking	Not likely to be required.
Toilets	Not generally required. Toilets may be provided at gathering points on significant cycle or walkway systems
Tracks and paths	Formed paths and tracks provided to enhance walking/cycling opportunities for recreation and transport purposes. NZS HB 8630:2004 category system should be utilised.
Furniture & structures	Seating and picnic tables may be supplied where appropriate. Standard quality furniture, fencing and structures provided.
Visitor information	Directional signage as appropriate, particularly if part of a walkway/linked park system.
Trees and other planting	Planting objectives will utilise appropriate plants to achieve desired outcomes. Use of specific plant types may be required e.g. N.Z. native species to enhance biodiversity.

An example of a non-lit pathway is the Ravenswood linkage which is an urban esplanade network in Ravenswood. This is not being lit; even though it forms a spine through the whole development. There is also a light spillage consideration for neighbouring residents if parks/reserves are fully lit.

4.3. Under Crime Prevention Through Environmental Design (or best practice approach), lighting of parks is generally not supported. This gives the impression that an area may appear safe to use when there is no passive surveillance.

- 4.4. The Greenspace Planner has indicated bollard lighting is generally undesirable for linkages as you cannot see who is in the shadows. Lighting Kowhai Street Reserve would be classed as exceeding level of services and would not be the standard practice of a reserve of this nature. Linkage lighting is typically restricted to high-traffic and prominent urban streetscape connections. The Council aims to discourage nighttime use of quieter areas that lack residential oversight. Consequently, staff do not support moving forward with this project.
- 4.5. Installation of lighting to a compliant standard (in this location) would create light pollution for neighbouring properties. Oxford is a dark sky location where the community promotes practical lighting solutions to reduce light pollution. We wish to support the community and prevent further light pollution. Any new lighting work should work towards this goal, ensuring that any new lighting installed complies with the requirements for lighting within a dark sky location.
- 4.6. The Oxford Ohoka Community Board have the following options available to them:

4.6.1. Option One – Seek additional budget and proceed with fully compliant lighting design.

This option would require a board submission to the Annual Plan seeking additional budget to light the Kowhai Street reserve to Category P5 as per the Engineering Code of Practice. This would refer the project to Council for a final decision. Staff to carry the current budget allocation into the next financial year.

Staff have discussed this option and do not recommend this due to the following reasons:

- Lack of recorded requests for lighting within this reserve
- While the walkway serves as a pedestrian link to the Main Street, residents out walking at night to the Oxford town centre have the option of using Kowhai Street and Rata Street which is comparable in distance and is serviced with street lighting.
- A decision to complete is over the current level of service the disadvantage of setting a precedence that all existing reserves will be lit to the required standards without good reason.

4.6.2. Option Two – Provide lighting within the available budget.

This option would authorise staff to proceed with the installation of lighting to fit within the available budget. This option focuses the installation of lighting within the narrow walkway section of the reserve, locating four bollards at 30m intervals, and a single pole-mounted luminaire within the wider reserve.

This option does not comply with NZS 1158 but would provide lighting to help guide pedestrians along the walkway.

Staff have discussed this option and do not recommend this due to the following reasons:

- It is anticipated that sections of up to 20m between each bollard would remain in darkness following the commissioning of the new lights.
- This option does not comply with good Crime Prevention through environmental design (CPTED) principles, and therefore is not supported.
- This may be poorly received by the community given that this new lighting installation would provide a poor level of lighting.

4.6.3. Option Three – Withdraw this project from the programme.

This option would see this project withdrawn from the programme and no further work proceed. This is the staff recommendation due to the following reasons:

- Insufficient budget
- Lack of historic requests for lighting within the reserve
- Alternative pedestrian connections to the Main Street exist.
- Prevent a precedent being set for lighting within existing reserves.

4.7. There are no implications on community wellbeing by the issues and options that are the subject matter of this report.

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

The Oxford Dark Sky Group will have an interest in any proposed new lighting in Oxford. Should the Board choose to decline staff recommendations in favour of either Option 1 or 2 of this report, further consideration will need to be given to the lighting temperature to be installed.

5.3. **Wider Community**

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

Residents of south-east Oxford may use this reserve on a regular basis. No consultation has been carried out with the wider community, however the residents immediately adjacent to the reserve have been notified of the intent to install lighting within the walkway. Should the project be withdrawn, these residents will be provided with a Project Information Notice to advise them of the status.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

The budget of \$67,618 was allocated within the 2023 / 2024 financial year for the installation of lighting within the Kowhai Street Reserve. The budget was carried into the 2024/2025 financial year. Options have been assessed and the installation of lighting in compliance with the Engineering Code of Practice is unable to be achieved within the current budget. To make a compliant lighting installation has a budget short fall of \$62,413.

Supplementary budget was not sought through the Long-Term Plan process, therefore there is not sufficient budget available to continue with this project. Not proceeding with this project will mean the budget will remain unspent and become a saving. If the project is to continue the budget may need to be carried forward into the 2025/2026 financial year.

Additional budget requirements have been explored through other sources, including support from roading budgets. The roading team have been considering pathway lighting where (a) it serves a transport function and (b) where there is a legitimate expectation for safe nighttime use. Also noting that NZTA funding has been cut considerably and is

generally only available where there is demonstrable demand. At this time, there is no intention of roading to prioritise this project over other road projects.

The table below shows the cost estimate of each option against the available budget:

	Option One	Option Two	Option Three
Expenditure to Date	\$2,090	\$2,090	\$2,090
Remaining Commitments Estimate	\$11,000	\$11,000	\$2,000 ⁴
Physical Works Estimate ^{1,2}	\$116,941.20	\$65,041.70	\$0.00
Total Predicted Expenditure	\$130,031.20	\$78,131.70 ³	\$4,090.00

Notes:

1. The Physical Works Estimate includes a MainPower allowance of \$5,000 for a new power supply. Previous costs for these have had a large variance.
2. The Physical Works Estimate includes a construction contingency of 15%
3. Total predicted expenditure of Option Two is still in excess of the available budget, but depending on the detailed design may be able to be engineered to within budget.
4. Remaining commitments against option three allows for Professional fees during month of November and December (not showing in TechOne at time of writing), and an allowance for a Project Update notice to the residents previously informed of the project.

The financial implications of this report do not extend or include the on-going maintenance and energy costs of the installation of new reserve lighting.

6.2. Sustainability and Climate Change Impacts

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

6.3 Risk Management

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

There are risks associated with each of the available options, and these are outlined within Section 4.2 of this report. Specifically, if the recommendations of this report are adopted, there is a risk that the community will view this negatively and that funding is being removed from Oxford.

6.3 Health and Safety

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

There are health and safety risks associated with each of the available options, and these are outlined within Section 4.6 of this report. Specifically, if the recommendations of this report are adopted, the reserve will remain unlit, which may be considered as a health and safety risk.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. **Authorising Legislation**

The Local Government Act 2002

7.3. **Consistency with Community Outcomes**

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

Social:

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- Council commits to minimizing the risk of social harm to its communities.

Environmental:

- The natural and built environment in which people live is clean, healthy and safe.
- Our communities are able to access and enjoy natural areas and public spaces.

7.4. **Authorising Delegations**

The Oxford Ohoka Community Board have the delegations to receive this report and withdraw this project from the Annual Plan.

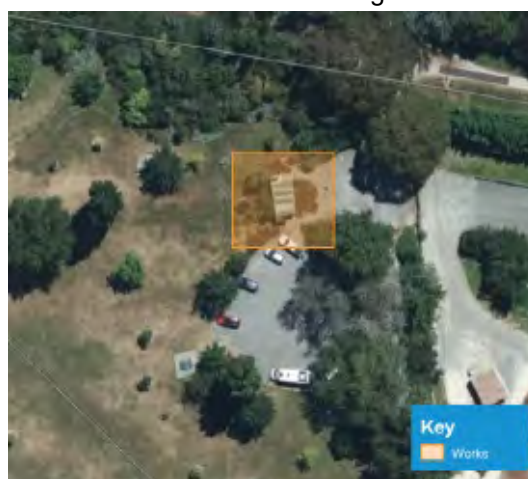
WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** CON202450-02 / 250312042050**REPORT TO:** RANGIORA ASHLEY COMMUNITY BOARD**DATE OF MEETING:** 9 April 2025**AUTHOR(S):** Grant Stephens, Greenspace Design and Planning Team Leader
Justine Rae- Senior Advisor – Assets and Capital**SUBJECT:** Approval of Concept Plans for Ashley Picnic Grounds and Millton Memorial Community Reserve Toilets**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to seek approval from the Rangiora Ashley Community Board for concept plans to develop public toilets at two locations within the Rangiora Ashley Ward as part of the 2017 Public Toilet Strategy and capital programme: a new single cubicle toilet at Millton Memorial Community Reserve (2 River Road) and a renewal of the existing 4-cubicle toilet at Ashley Picnic Grounds (35 Millton Avenue). Staff are working to complete as much of the physical works as possible for the end of the financial year.
- 1.2. Should the plans be approved, Greenspace staff will work with Councils Project Delivery Unit to carry out the tender and construction process for this development. Staff will then inform the Rangiora Ashley Community Board once a timeframe is decided with the successful tenderer.
- 1.3. The Waimakariri District Council (WDC) Public Toilet Strategy 2017 reviewed the district's public toilet network, identifying key issues such as the need to make existing toilets more accessible and safer, and to consider new toilets in key locations.
- 1.4. Within the Public Toilet Strategy 2017 there was provision to have The Waimakariri Access Group audit current toilet locations, and their recommendations are considered in renewals and developments including the toilet at Ashley Picnic Grounds and the design for the Millton Memorial Toilet.
- 1.5. Budget of \$173,000 for Millton Memorial Community Reserve (GL 102411.000.5223) and \$357,980 Ashley Picnic Grounds (GL 100283.000.5014) was approved and allocated in the 2024/2025 financial year for the associated toilet projects through the Long Term Plan and Annual Plan processes.
- 1.6. Millton Memorial Community Reserve, a high-use area, was identified within the Waimakariri District Council (WDC) Public Toilet Strategy 2017 as lacking a public toilet, with a 63% service shortfall. Staff worked closely with the Board to develop a master plan for Millton Memorial Community Reserve which was approved and has been largely implemented. Included within this plan was the location of a single cubicle public toilet, with a budget of \$173,000 allocated for 2024/2025.

- 1.7. The Ashley Picnic Grounds toilet has been identified as an entrapment risk and in poor condition and is therefore prioritised for replacement. The existing 4-pan toilet block has issues, including septic tank failure. The renewal budget of \$357,980 was approved for 2023/2024.
- 1.8. The concept plans show the construction a single cubicle, unisex, accessible toilet with lighting and ventilation at Millton Memorial Community Reserve and renewal of the 4-cubicle toilet at Ashley Picnic Grounds, maintaining the current number of pans while improving safety and visibility. To enhance safety and accessibility and address Crime Prevention Through Environmental Design (CPTED) concerns, the toilet has been redesigned to face the car parking area, offering greater visibility and sightlines for users, creating a safer approach and use of the facility. Both toilets will have individual cubicles which exit directly to the exterior (removes entrapment risk) as well as manual locks, LED exterior lights, sensor interior lights, and no internal corridors.
- 1.9. The location of the toilet renewal and new works are shown in the images below:



Millton Memorial Community Reserve



Ashley Picnic Grounds

Attachments:

- i. Ashley Picnic Grounds and Millton Memorial Community Reserve Toilets - Drawings - 250313042383.

2. RECOMMENDATION

THAT the Rangiora- Ashley Community Board:

- (a) **Receives** Report No. 250313042383.
- (b) **Approves** the Ashley Picnic Grounds and Millton Memorial Community Reserve Toilets - Drawings (Trim 250313042383).
- (c) **Notes** budget is approved and assigned to both toilet projects within the 2024/2025 financial year.
- (d) **Notes** that the total engineers estimate for both projects, including a 10% contingency comes to \$536,034. As there is a growth element to Millton Memorial Community Reserve the land development budget will support the project.
- (e) **Notes** should the concept plans be approved; Greenspace staff will work with Councils Project Delivery Unit to carry out the tender and construction process for this development.
- (f) **Notes** that staff will circulate a memo to the Board with project and construction timelines once this is agreed with the successful tenderer.

- (g) **Circulates** this report to Council for their information.

3. **BACKGROUND**

- 3.1. The Waimakariri District Council (WDC) Public Toilet Strategy 2017 reviewed the district's public toilet network, identifying key issues such as the need to make existing toilets more accessible and safer, and to consider new toilets in key locations. Within this strategy, the Waimakariri Access Group audited current toilet locations, and their recommendations are considered in renewals and developments, including the two toilets at Ashley Picnic Grounds and the design for the Millton Memorial Toilet.
- 3.2. There are two toilets within the Rangiora Ashley Ward that have been identified within the WDC Public Toilet Strategy 2017 and the Greenspace Capital Works Renewal Programme as requiring development within the 2024/2025 financial year. These are toilets within the Millton Memorial Community Reserve and Ashley Picnic Grounds.
- 3.3. The scope of the project is to construct a single cubicle toilet on the Milton Memorial Community Reserve, which is located on 2 River Road, Rangiora, and 4-cubicle toilet renewal on the Ashley Picnic Reserve, located on 35 Millton Avenue, Rangiora.

3.4. **Millton Memorial Community Reserve (new toilet)**

Millton Memorial Community Reserve, located on Rangiora's northern boundary, is a popular reserve lacking public toilets. A 2016 customer satisfaction survey and a subsequent park toilet assessment revealed a 63% level of service shortfall. The reserve's master plan, endorsed by the Rangiora Ashley Community Board, includes a new toilet. There is \$173,000 approved in the 2018-28 Long Term Plan for this project allocated within the 2024/25 financial year, (code 102411.000.5223)

Potential users:

There are a number of users who would utilise these toilets;

- Dog Park and wider Millton Memorial Community Reserve Users: Require convenient facilities during extended visits.
- River Road Park and Ride Users: People who use the park and ride facility on River Road may need to use the toilets before or after their commute. This group includes daily commuters, occasional travellers, and those who use the park and ride as a meeting point.
- Pedestrian and Cycle Traffic: Walkers, joggers and cyclists require restroom access during recreational activities. This group can include residents, tourists, and fitness enthusiasts.

By catering to these diverse groups, the park can ensure that all visitors have a comfortable and convenient experience.

Location on Park:

The toilet location was approved by the community board following community consultation of the reserve's Master Plan. The location of the proposed toilet is in line with this Master Plan however the detailed design and orientation were not defined within the Master Plan. The proposed concept plan shows the orientation of the toilet with the door facing the car park and visible from the dog park and wider reserve, car park and River Road users and residents which maximises public surveillance. Located alongside an existing pathway, this location reduces other associated costs that otherwise would have been required and is easily accessible to all users.

Design:

The toilet design features a single unisex cubicle, meeting accessible guidelines. It includes LED lighting for safety, ventilation for hygiene, and no corridors for improved visibility/safety. The illustration below represents an artist's impression of the recommended concept design and includes hardwood slats for visual amenity.



3.5. Ashley Picnic Grounds Toilet Renewal

Ashley Picnic Grounds, located on Millton Avenue, Rangiora, have a 4-pan toilet block identified for replacement due to entrapment risks and poor condition (rated 4-poor). The Public Toilet Strategy 2017 prioritises its replacement within 2023/24, following upgrades at Victoria Park and Kairaki Beach. This location has had several issues, in particular septic tank failure which has increased operational expenditure on this asset. The toilet renewals budget, approved in the 2021-31 Long Term Plan, includes \$357,980 (code 100283.000.5014) for this project, endorsed by the Community and Recreation Committee and Council in 2024.

User groups:

The Ashley Picnic Grounds toilet is a high-use facility. It serves various user groups, including community members from Inland Scenic Route 72, trail walkers, campers, reserve users, event groups, and BMX club members. The BMX club provided usage estimates for events: around 160 people for small events, 240 for medium events, and 500 for large events (noting larger events may require additional temporary toilets).

Location on reserve:

During the project investigation, potential locations for the toilet within the reserve were discussed. Staff do not recommend relocating the toilet for the following reasons:

- Millton Road's 80km/h speed limit and tree boundary provides limited passive surveillance. Removing trees is costly and visually impactful.
- The safest location is near the well-utilised car park, offering surveillance by campers, trail users, and BMX track users.
- Relocating the toilet away from the BMX track increases risk and travel distance for users.

Staff recommend rotating the toilet building to face the main car park for improved visibility, in line with Crime Prevention Through Environmental Design (CPTED) principles. This will also adhere to the 100-meter setback requirement from the Ashley River to reduce environmental impact and flood risk.

Design

The Ashley Picnic Grounds toilet currently has four pans, and the replacement will also have four pans. A change in this level of service would require Council approval and would

not be recommended by staff as it is in line with the Public Toilet Strategy 2017 which considered capacity and need within the area.

The current toilet block is connected to a septic tank system, which is in poor condition and discharges to a soak pit under the parking area. An Environment Canterbury resource consent would be required for ground discharge, delaying the project and increasing costs. Staff recommend connecting to the pressure sewer system, which is lower risk long term, more cost-effective and within budget, including development contributions of \$16,352.

The new design minimises entrapment risks through open design features, individual cubicles with manual locks, internal and external LED lighting, and two accessible cubicles. The illustration below represents an artist's impression of the toilet's design reflecting the CPTED principles.



Similar design elements to those in the recommended concept plan can be seen in other public toilet facilities throughout the district, as illustrated below.



Woodend Town Centre Toilet



Townsend Rd Reserve Toilet

3.6. Differences between older and modern toilet blocks:

- **Accessibility:** Modern toilets have wider stalls, grab bars, and lower sinks for people with disabilities, unlike older designs.
- **Design and aesthetics:** Modern toilets feature sleek designs, better lighting, and modern fixtures, prioritising accessibility, hygiene, and user comfort with larger stalls and improved ventilation.
- **Stall design:** Modern stalls are larger and more private with individual cubicles opening to the outside, preventing peeking.
- **Gender neutrality:** Modern restrooms often include gender-neutral options, saving space and enhancing safety with private cubicles.

4. **ISSUES AND OPTIONS**

- 4.1. **Millton Memorial Community Reserve (new toilet):** A 2016 customer satisfaction survey and a subsequent park toilet assessment revealed this location as not meeting existing level of service guidelines for the provision of toilets with a 63% shortfall.
- 4.2. **Ashley Picnic Grounds (toilet renewal):** The Public Toilet Strategy 2017 prioritises replacing the Ashley Picnic Grounds toilet within 2023/2024 due to safety concerns and significant deterioration. Built in 1964, it no longer meets accessibility and building standards.

Since 2017, 65 service requests have been recorded, with 20% (13 out of 65) about its poor condition and 9% (6 out of 65) about undesirable behaviour.

To address these issues, staff recommend demolishing the existing toilet and building a new one, rotating it to face the main car park for better visibility and reduced entrapment risks. Staff also suggest connecting to the pressure sewer system, which has lower long-term risks compared to a septic tank.

- 4.3. **The following options are available to the Community Board:**

- Option One – Approve the proposed concept plan as recommended:

This option is recommended as it ensures timely project completion within the community's expectations. It addresses entrapment risks and CPTED concerns, while resolving the level of service shortfall. This approach includes design improvements, addresses septic tank failures, and proceeds with the installation of a new toilet as outlined in the master plan for Millton Memorial Community Reserve.

- Option Two – Decline the recommendation and request additional or different items to be considered:

This is not the recommended option as considerable time has been spent reviewing these programmes of works and comparing asset data of all assets to determine their location within the programme. Delayed confirmation will impact the deliverability of scheduled works within the financial year and have a negative impact on the following years capital programme. The impact of underinvestment in renewals if projects are shifted out significantly further than the programmed timeframes may lead to longer renewal cycles and increased capital and maintenance costs.

The Ashley Picnic Grounds in particular would have an environmental impact as the septic tank is currently discharging into the ground.

- Option Three – Decline the recommendation and request a change in Level of Service:

This is not the recommended option as staff recognise the importance of renewals and fulfilling level of service to meet community expectations. Reducing the number of pans in a high use location is not advisable.

The Rangiora Ashley Community Board (through the report process) have the delegation to recommend a reduction in this Level of Service which would then need to go to Council for consideration and approval.

- 4.4. **Implications for Community Wellbeing**

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

- 4.5. The projects as discussed within the report contribute directly to addressing safety and accessibility concerns and meeting levels of service, all of which have an impact on the Community.
- 4.6. The Management Team has reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by or have an interest in the subject matter of this report. Council consulted Mahaanui Kurataiao Ltd on the proposed renewal of the existing toilet at the Ashley Picnic Grounds in Rangiora on the basis that the site is within 100m of the Ashley River. The Kaitiaki representatives of Te Ngāi Tūāhuriri Rūnanga reviewed the application documents and provided recommendations to align the proposal more closely with the Mahaanui Iwi Management Plan. These recommendations are considered in the current Toilet Building design.

The following recommendations included to moderate effects of this proposed activity on mana whenua values:

- An Erosion and Sediment Control Plan should be implemented for any earthworks required to replace the septic tank and renew the toilet buildings. This plan needs to be prepared, inspected, and maintained in accordance with Environment Canterbury's Erosion and Sediment Control Toolbox for Canterbury until such time the exposed soils have been stabilised.
- An Accidental Discovery Protocol (ADP) should be in place during all earthworks associated with this activity. This plan is designed to deal with any archaeological finds and protect the interests of mana whenua. This condition does not constitute a response under the Heritage New Zealand Pouhere Taonga Act (HNZPT 2014).
- Incorporating indigenous vegetation on-site to mitigate the impacts of earthworks, enhance the cultural landscape, increase indigenous habitat, filter sediment, and sequester carbon is highly encouraged.
 - Operational phase stormwater from hardstand areas should be treated before discharge to land. The filtration mechanism can include swale, rain garden, or proprietary device.

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

There are several community groups and individuals that use and would use the toilet locations described within this report.

5.3. **Wider Community**

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

The wider community is likely to benefit from community space improvements as renewal of community spaces results in an increased level of service for the community. A new toilet location is also providing the wider community with meeting a level of service that was previously not being met.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report. This report is to approve a concept plan of work. If projects receive tenders that are beyond the budget assigned and outside of the remaining budget within the approved programme, staff will report this back to the Community & Recreation Committee with a list of recommendations and options to be considered.

Project	Approved Budget Value	Code
Millton Memorial Community Reserve	\$ 173,000.00	102411.000.5223
Ashley Picnic Grounds	\$ 357,980.00	100283.000.5014

Both toilet budgets are included in the Long-Term Plan and available within the 2024/2025 financial year.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts. Each project will be mindful of this and look to ensure it aligns with Council's the expectations.

When creating the capital renewal programmes, consideration is made whether climate change will have an impact on assets' useful life. Such as will weather conditions reduce the useful life with increased temperature or storm events.

6.3 **Risk Management**

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

There are project risks that have been identified through a functionality assessment was completed through a safety in design review. The purpose of the review is to identify all hazards associated with this project. These hazards shall be considered from three perspectives as follows:

- Hazards during construction (for both members of the public, and contractors carrying out the works)
- Hazards likely to be created as a result of the completed infrastructure for maintenance workers
- Hazards likely to be created as a result of the completed infrastructure for the end user.

Not completing the toilet renewal at Ashley Picnic Grounds creates an overall risk associated with asset failure, where a failure could result in facility closure or cause harm to users.

6.4 **Health and Safety**

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

Any contractors undertaking physical works contracts will be required to be SiteWise registered and meet minimum score requirements appropriate for the risk of the work being undertaken.

7. **CONTEXT**

7.1. **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy. The works were identified to help create the budgets which have been approved by the Council through the Long Term Plan process.

7.2. **Authorising Legislation**

- Building Act 2004
- Building Regulations
- Health Act 1956
- Local Government Act 2002
- New Zealand Standard NZS 1547:2000: 'Onsite Domestic Wastewater Management'
- New Zealand Standard NZS 4241:1999 'Public Toilets'

7.3. **Consistency with Community Outcomes**

- The Council's community outcomes are relevant to the actions arising from the recommendations in this report.
- **Social- A place where everyone can have a sense of belonging.**

Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.

Our community has reliable access to the essential infrastructure and services required to support community well-being.

7.4. **Authorising Delegations**

The Rangiora Ashley Community board has the delegated authority to approve the recommendations in this report.



LAYOUT PLAN - ASHLEY PICNIC GROUNDS TOILET
SCALE 1:1000



LOCALITY PLAN
NOT TO SCALE



LAYOUT PLAN - MILLTON MEMORIAL RESERVE TOILET
SCALE 1:1000

SHEET INDEX	
SHEET No.	SHEET TITLE
SHEET 01	LOCALITY & LAYOUT PLAN, INDEX SHEET
SHEET 02	ASHLEY PICNIC GROUNDS - CURRENT SITE LAYOUT & GENERAL NOTES
SHEET 03	ASHLEY PICNIC GROUNDS - SITE PLAN
SHEET 04	ASHLEY PICNIC GROUNDS - DN100 WASTEWATER LONG SECTION

SHEET 05	ASHLEY PICNIC GROUNDS - DN40 WASTEWATER SITE PLAN & LONG SECTION
SHEET 06	ASHLEY PICNIC GROUNDS - DETAIL A1&2 PUMP CHAMBER LAYOUT
SHEET 07	MILLTON MEMORIAL RESERVE - CURRENT SITE LAYOUT & GENERAL NOTES
SHEET 08	MILLTON MEMORIAL RESERVE - SITE PLAN
SHEET 09	MILLTON MEMORIAL RESERVE DN100 WASTEWATER LONG SECTION
SHEET 10	MILLTON MEMORIAL RESERVE - DETAIL B.1 RODDING INSPECTION POINT

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR TENDER	TD	---	---	12/02/2025

SURVEYED	GP	09/12/2024	PROJECT No	PD002080
DRAWN	TD	12/02/2025	CON No	CON202450
DRAWING CHKD	---	--/--/2020	SCALE (A3)	AS SHOWN
DESIGNED	TD	12/02/2025	DATUM ORIGIN	
DESIGNED CHKD	---	--/--/2020	HORIZONTAL	NZTM GD2000
APPROVED	---	--/--/2020	VERTICAL	NZVD 2016



PROJECT	ASHLEY PICNIC GROUNDS & MILLTON MEMORIAL RESERVE TOILETS
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SHEET TITLE	LOCALITY & LAYOUT PLAN INDEX SHEET
-------------	------------------------------------

FOR INFORMATION NOT FOR CONSTRUCTION	
DRAWING	4488
SHEET	REVISION
01	A



CURRENT SITE LAYOUT
SCALE 1:100

GENERAL NOTES

1. ALL COORDINATES ARE IN TERMS OF NEW ZEALAND TRANSVERSE MERCATOR 2000 PROJECTION (NZTM2000). LEVELS ARE IN TERMS OF NZVD 2016.
2. ALL DIMENSIONS ARE IN METERS UNLESS STATED OTHERWISE
3. CONTRACTOR TO VERIFY DESIGN LEVELS ON SITE AND INFORM THE ENGINEER OF ANY ADJUSTMENTS REQUIRED, PRIOR TO COMMENCING CONSTRUCTION ONSITE.
4. ADJUSTMENTS TO ANY ALIGNMENT SHALL BE AGREED WITH THE ENGINEER IN WRITING PRIOR TO CONSTRUCTION.
5. THE EXISTING SERVICES AND UTILITIES SHOWN ON THESE PLANS ARE PROVIDED FOR INFORMATION ONLY AND NO RESPONSIBILITY IS TAKEN FOR THE ACCURACY OF THIS INFORMATION. PLANS ARE INDICATIVE AND PROVIDED FOR INFORMATION ONLY
6. THE CONTRACTOR SHALL CONTACT THE RELEVANT SERVICE AUTHORITIES AND CARRY OUT FURTHER INVESTIGATION TO DETERMINE THE EXACT DEPTH AND LOCATION OF EXISTING SERVICES PRIOR TO COMMENCING WORK
7. THE SCOPE OF WORKS IS AS INDICATED ON THE DRAWINGS AND IN THE CONTRACT DOCUMENTS
8. ALL WORK IS TO BE IN ACCORDANCE WITH THE WDC ENGINEERING CODE OF PRACTICE/STANDARD DRAWINGS. CCC SD REFERS TO CHRISTCHURCH CITY COUNCIL CONSTRUCTION SPECIFICATION STANDARD DRAWINGS
9. CONTRACTOR SHALL BE RESPONSIBLE FOR EROSION AND SEDIMENT CONTROL (ESC). ESC TO BE IN ACCORDANCE WITH ECAN BEST PRACTICE GUIDELINES
10. CONTRACTOR SHALL TAKE REASONABLE STEPS TO PREVENT UNAUTHORIZED ACCESS TO THE SITE.

LEGEND

EXISTING WATER LATERAL	
EXISTING SEWER	
400V SERVICE UNDERGROUND	
WATER TOBY VALVE	
STREETLIGHT	
RETAIN - POST AND CHAIN FENCE	
REMOVE - POST AND CHAIN FENCE	
REMOVE - ROUND POSTS	

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR TENDER	TD	---	---	12/02/2025

SURVEYED	GP	09/12/2024	PROJECT No	PD002080
DRAWN	TD	12/02/2025	CON No	CON202450
DRAWING CHKD	---	--/2020	SCALE (A3)	AS SHOWN
DESIGNED	TD	12/02/2025	DATUM ORIGIN	
DESIGNED CHKD	---	--/2020	HORIZONTAL	NZTM GD2000
APPROVED	---	--/2020	VERTICAL	NZVD 2016



PROJECT	ASHLEY PICNIC GROUNDS & MILLTON MEMORIAL RESERVE TOILETS
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SHEET TITLE	ASHLEY PICNIC GROUNDS CURRENT SITE LAYOUT & GENERAL NOTES
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FOR INFORMATION NOT FOR CONSTRUCTION	
DRAWING	4488
SHEET	02
REVISION	A



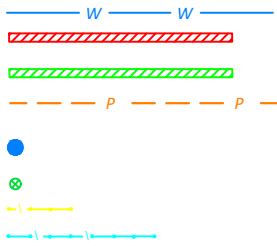
SITE PLAN
SCALE 1:100

SPECIFIC NOTES

1. CONTRACTOR TO PROVIDE TEMPORARY PORTALOOS DURING CONSTRUCTION

LEGEND

PROPOSED WATER LATERAL
PROPOSED SEWER
PROPOSED STORMWATER
400V SERVICE UNDERGROUND
WATER TOBY VALVE
STREETLIGHT
EXISTING POST AND CHAIN FENCE
NEW POST AND CHAIN FENCE



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR TENDER	TD	---	---	12/02/2025

SURVEYED	GP	09/12/2024	PROJECT No	PD002080
DRAWN	TD	12/02/2025	CON No	CON202450
DRAWING CHKD	---	--/--/2020	SCALE (A3)	AS SHOWN
DESIGNED	TD	12/02/2025	DATUM ORIGIN	
DESIGNED CHKD	---	--/--/2020	HORIZONTAL	NZTM GD2000
APPROVED	---	--/--/2020	VERTICAL	NZVD 2016



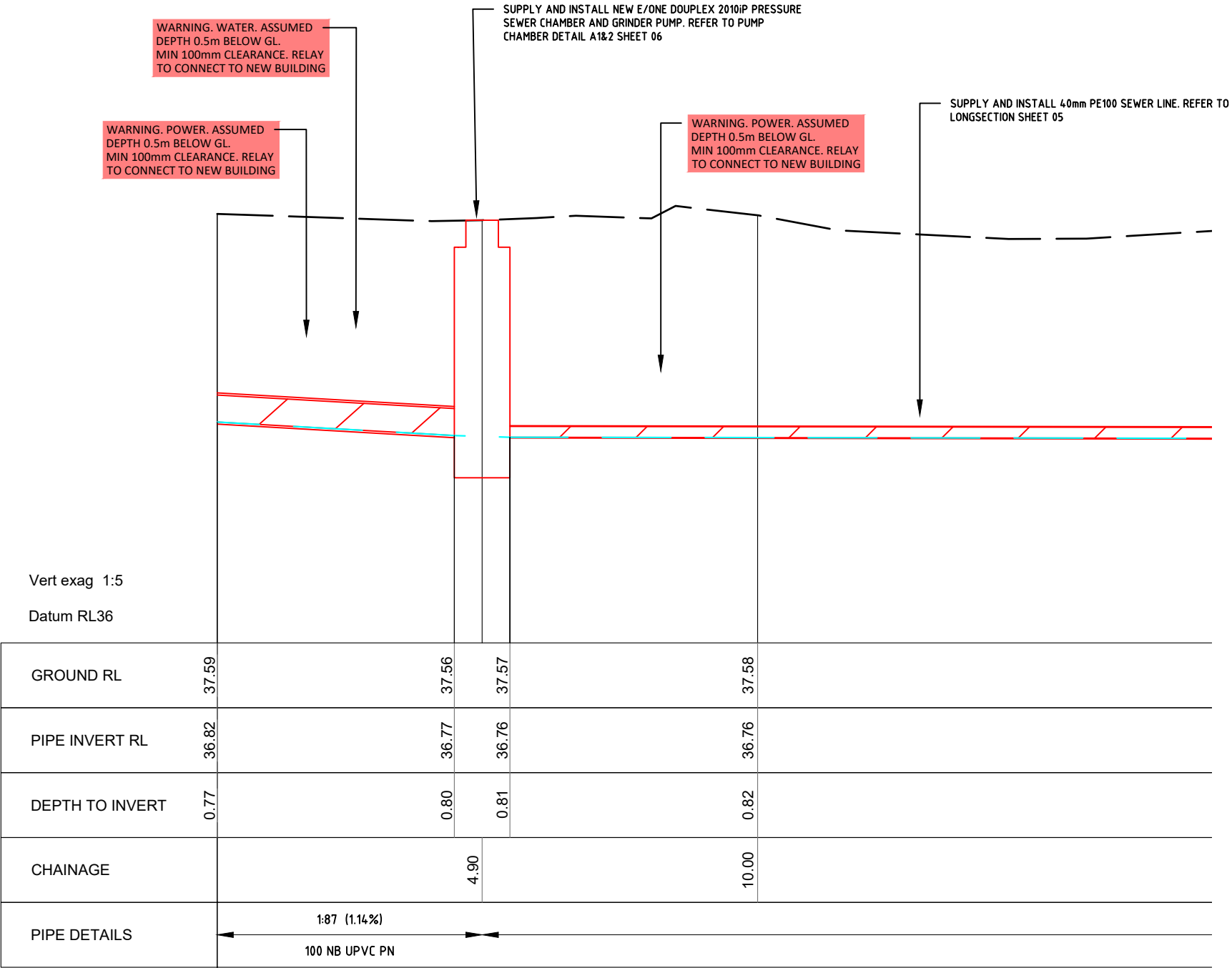
PROJECT	ASHLEY PICNIC GROUNDS & MILLTON MEMORIAL RESERVE TOILETS
---------	--

SHEET TITLE	ASHLEY PICNIC GROUNDS SITE PLAN
-------------	---------------------------------

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4488
SHEET	REVISION
03	A

SPECIFIC NOTES

1. CONTRACTOR TO PROVIDE TEMPORARY PORTALOOS DURING CONSTRUCTION



DN100 WASTEWATER LONG SECTION
SCALE 1:100H, 1:50V

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR TENDER	TD	---	---	12/02/2025

SURVEYED	GP	09/12/2024	PROJECT No	PD002080
DRAWN	TD	12/02/2025	CON No	CON202450
DRAWING CHKD	---	--/--/2020	SCALE (A3)	AS SHOWN
DESIGNED	TD	12/02/2025	DATUM ORIGIN	
DESIGNED CHKD	---	--/--/2020	HORIZONTAL	NZTM GD2000
APPROVED	---	--/--/2020	VERTICAL	NZVD 2016



PROJECT	ASHLEY PICNIC GROUNDS & MILLTON MEMORIAL RESERVE TOILETS
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SHEET TITLE	ASHLEY PICNIC GROUNDS DN100 WASTEWATER LONG SECTION
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FOR INFORMATION NOT FOR CONSTRUCTION	
DRAWING 4488	
SHEET 04	REVISION A



LEGEND

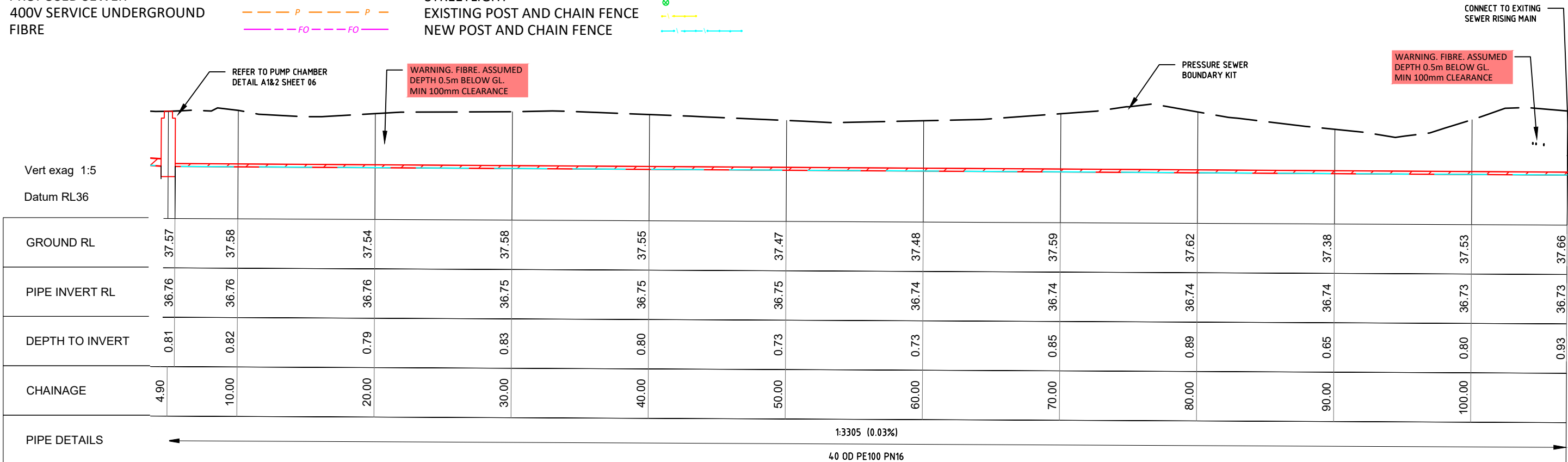
EXISTING SEWER RISING MAIN
PROPOSED WATER LATERAL
PROPOSED SEWER
400V SERVICE UNDERGROUND
FIBRE

— S — S — S —
— W — W — W —
— P — P — P —
— FO — FO — FO —

LINZ BENCHMARK
WATER TOBY VALVE
STREETLIGHT
EXISTING POST AND CHAIN FENCE
NEW POST AND CHAIN FENCE

▼
●
⊗
— — — — —

SITE PLAN
SCALE 1:300



DN40 WASTEWATER LONG SECTION
SCALE 1:300H, 1:50V

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR TENDER	TD	---	---	12/02/2025

SURVEYED	GP	07/02/2025	PROJECT No	PD002080
DRAWN	TD	12/02/2025	CON No	CON202450
DRAWING CHKD	---	--/--/2020	SCALE (A3)	AS SHOWN
DESIGNED	TD	12/02/2025	DATUM ORIGIN	
DESIGNED CHKD	---	--/--/2020	HORIZONTAL	NZTM GD2000
APPROVED	---	--/--/2020	VERTICAL	NZVD 2016



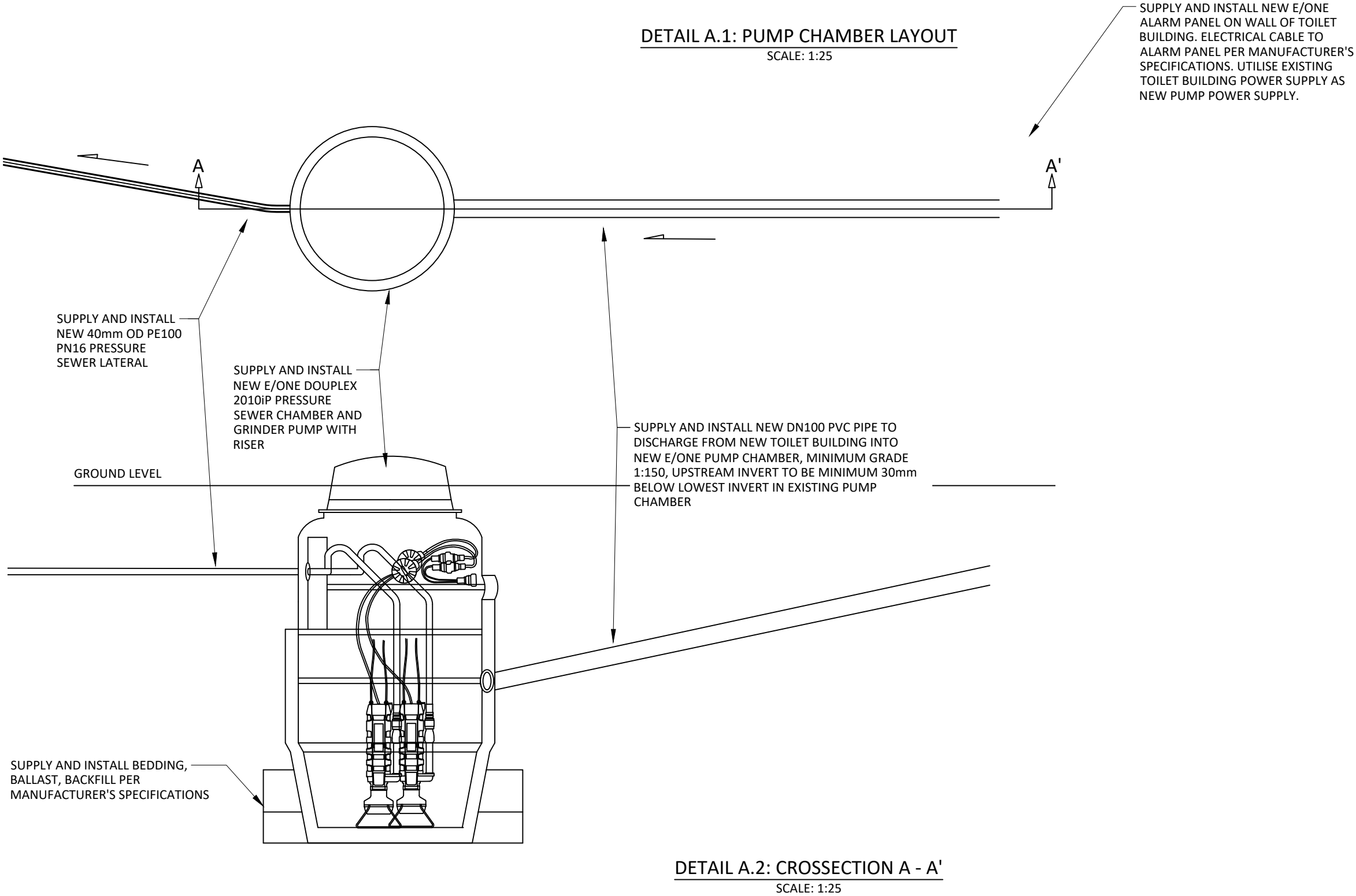
PROJECT
ASHLEY PICNIC GROUNDS &
MILLTON MEMORIAL RESERVE TOILETS

SHEET TITLE
ASHLEY PICNIC GROUNDS
DN40 WASTEWATER
SITE PLAN & LONG SECTION

FOR INFORMATION NOT FOR CONSTRUCTION	
DRAWING	4488
SHEET	REVISION
05	A

SPECIFIC NOTES

- 1. CONTRACTOR TO PROVIDE TEMPORARY PORTALOOS DURING CONSTRUCTION



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR TENDER	TD	---	---	12/02/2025

SURVEYED	GP	09/12/2024	PROJECT No	PD002080
DRAWN	TD	12/02/2025	CON No	CON202450
DRAWING CHKD	---	--/--/2020	SCALE (A3)	AS SHOWN
DESIGNED	TD	12/02/2025	DATUM ORIGIN	
DESIGNED CHKD	---	--/--/2020	HORIZONTAL	NZTM GD2000
APPROVED	---	--/--/2020	VERTICAL	NZVD 2016



PROJECT	ASHLEY PICNIC GROUNDS & MILLTON MEMORIAL RESERVE TOILETS
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SHEET TITLE	ASHLEY PICNIC GROUNDS DETAIL A.1&2 PUMP CHAMBER LAYOUT
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FOR INFORMATION NOT FOR CONSTRUCTION	
DRAWING	4488
SHEET	REVISION
06	A



CURRENT SITE LAYOUT
SCALE 1:300

GENERAL NOTES

1. ALL COORDINATES ARE IN TERMS OF NEW ZEALAND TRANSVERSE MERCATOR 2000 PROJECTION (NZTM2000). LEVELS ARE IN TERMS OF NZVD 2016.
2. ALL DIMENSIONS ARE IN METERS UNLESS STATED OTHERWISE
3. CONTRACTOR TO VERIFY DESIGN LEVELS ON SITE AND INFORM THE ENGINEER OF ANY ADJUSTMENTS REQUIRED, PRIOR TO COMMENCING CONSTRUCTION ONSITE.
4. ADJUSTMENTS TO ANY ALIGNMENT SHALL BE AGREED WITH THE ENGINEER IN WRITING PRIOR TO CONSTRUCTION.
5. THE EXISTING SERVICES AND UTILITIES SHOWN ON THESE PLANS ARE PROVIDED FOR INFORMATION ONLY AND NO RESPONSIBILITY IS TAKEN FOR THE ACCURACY OF THIS INFORMATION. PLANS ARE INDICATIVE AND PROVIDED FOR INFORMATION ONLY
6. THE CONTRACTOR SHALL CONTACT THE RELEVANT SERVICE AUTHORITIES AND CARRY OUT FURTHER INVESTIGATION TO DETERMINE THE EXACT DEPTH AND LOCATION OF EXISTING SERVICES PRIOR TO COMMENCING WORK
7. THE SCOPE OF WORKS IS AS INDICATED ON THE DRAWINGS AND IN THE CONTRACT DOCUMENTS
8. ALL WORK IS TO BE IN ACCORDANCE WITH THE WDC ENGINEERING CODE OF PRACTICE/STANDARD DRAWINGS. CCC SD REFERS TO CHRISTCHURCH CITY COUNCIL CONSTRUCTION SPECIFICATION STANDARD DRAWINGS
9. CONTRACTOR SHALL BE RESPONSIBLE FOR EROSION AND SEDIMENT CONTROL (ESC). ESC TO BE IN ACCORDANCE WITH ECAN BEST PRACTICE GUIDELINES
10. CONTRACTOR SHALL TAKE REASONABLE STEPS TO PREVENT UNAUTHORIZED ACCESS TO THE SITE.

LEGEND

EXISTING WATER MAIN & LATERAL	
EXISTING SEWER MAIN	
EXISTING STORMWATER MAIN	
FIBRE	
11-66kV UNDERGROUND	
400V MAINS UNDERGROUND	
400V SERVICE UNDERGROUND	
400V STREETLIGHT UNDERGROUND	
POWER KIOSK	
EXISTING SUMP	
WATER TOBY VALVE	
STREETLIGHT	
RETAIN - POST AND CHAIN FENCE	
REMOVE - POST AND CHAIN FENCE	
RETAIN - ROUND POSTS	

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR TENDER	TD	---	---	12/02/2025

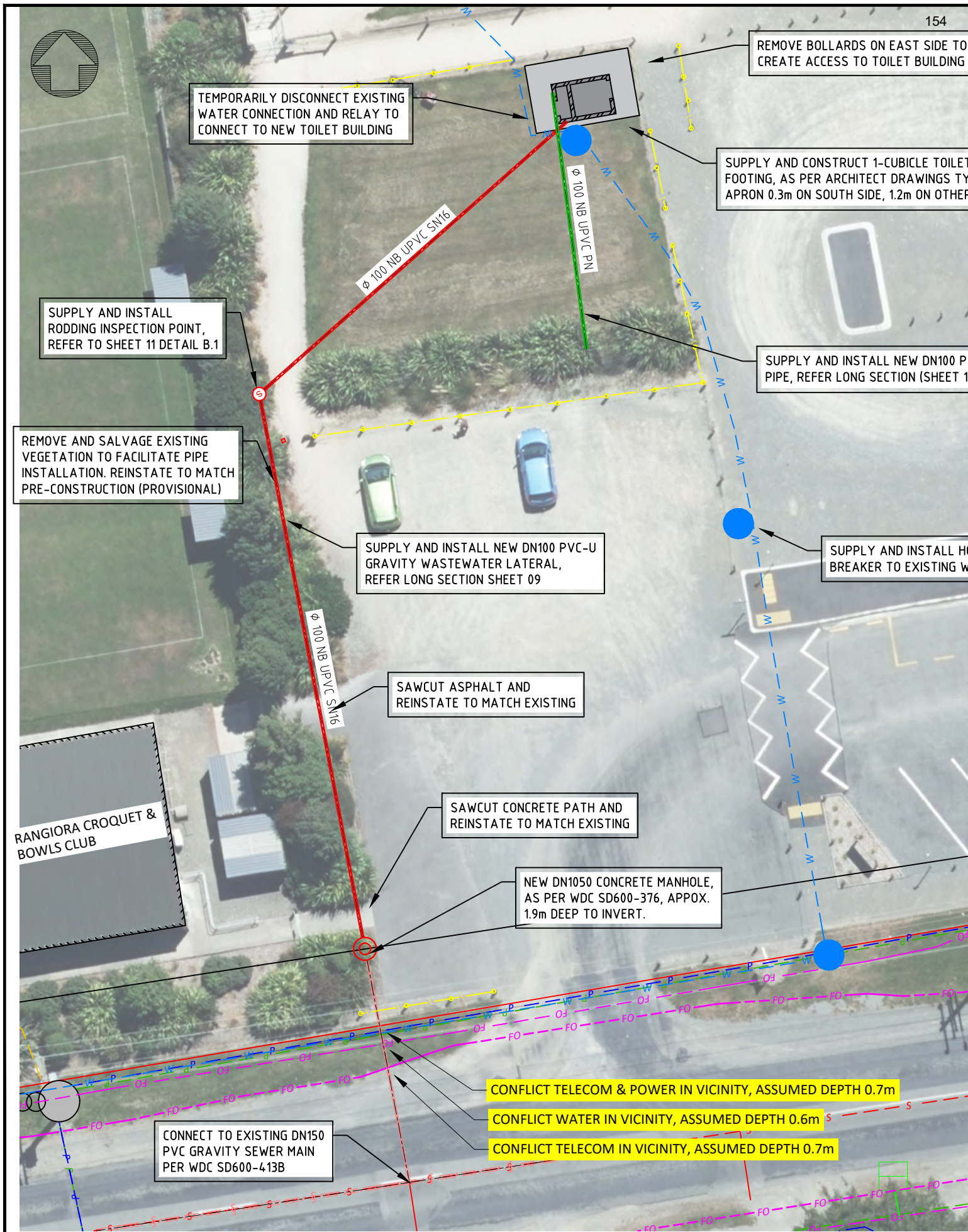
SURVEYED	GP	09/12/2024	PROJECT No	PD002080
DRAWN	TD	12/02/2025	CON No	CON202450
DRAWING CHKD	---	---/---/2020	SCALE (A3)	AS SHOWN
DESIGNED	TD	12/02/2025	DATUM ORIGIN	
DESIGNED CHKD	---	---/---/2020	HORIZONTAL	NZTM GD2000
APPROVED	---	---/---/2020	VERTICAL	NZVD 2016



PROJECT	ASHLEY PICNIC GROUNDS & MILLTON MEMORIAL RESERVE TOILETS
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SHEET TITLE	MILLTON MEMORIAL RESERVE CURRENT SITE LAYOUT & GENERAL NOTES
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FOR INFORMATION NOT FOR CONSTRUCTION	
DRAWING	4488
SHEET	07
REVISION	A



SITE PLAN
SCALE 1:250

SPECIFIC NOTES

1. CONTRACTOR TO PROVIDE TEMPORARY PORTALOOS DURING CONSTRUCTION

LEGEND

EXISTING WATER MAIN & LATERAL	
EXISTING SEWER MAIN	
EXISTING STORMWATER MAIN	
PROPOSED WATER LATERAL	
PROPOSED SEWER	
PROPOSED STORMWATER	
FIBRE	
11-66kV UNDERGROUND	
400V MAINS UNDERGROUND	
400V SERVICE UNDERGROUND	
400V STREETLIGHT UNDERGROUND	
POWER KIOSK	
EXISTING SUMP	
WATER TOBY VALVE	
STREETLIGHT	
POST AND CHAIN FENCE	
ROUND POSTS	

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR TENDER	TD	---	---	12/02/2025

SURVEYED	GP	09/12/2024	PROJECT No	PD002080
DRAWN	TD	12/02/2025	CON No	CON202450
DRAWING CHKD	---	--/--/2020	SCALE (A3)	AS SHOWN
DESIGNED	TD	12/02/2025	DATUM ORIGIN	
DESIGNED CHKD	---	--/--/2020	HORIZONTAL	NZTM GD2000
APPROVED	---	--/--/2020	VERTICAL	NZVD 2016



PROJECT
ASHLEY PICNIC GROUNDS &
MILLTON MEMORIAL RESERVE TOILETS

SHEET TITLE
MILLTON MEMORIAL RESERVE
SITE PLAN

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4488
SHEET	REVISION
08	A

SPECIFIC NOTES

1. CONTRACTOR TO PROVIDE TEMPORARY PORTALOOS DURING CONSTRUCTION

CAUTION
OVERHEAD
CABLES

WARNING. WATER.
ASSUMED DEPTH
0.6m BELOW GL. MIN
100mm CLEARANCE

WARNING. TELECOM.
ASSUMED DEPTH
0.7m BELOW GL. MIN
100mm CLEARANCE

WARNING. POWER.
ASSUMED DEPTH
0.7m BELOW GL. MIN
100mm CLEARANCE

WARNING. TELECOM.
ASSUMED DEPTH
0.7m BELOW GL. MIN
100mm CLEARANCE

DN1050 CONCRETE
MANHOLE, AS PER WDC
SD600-303A AT
BOUNDARY

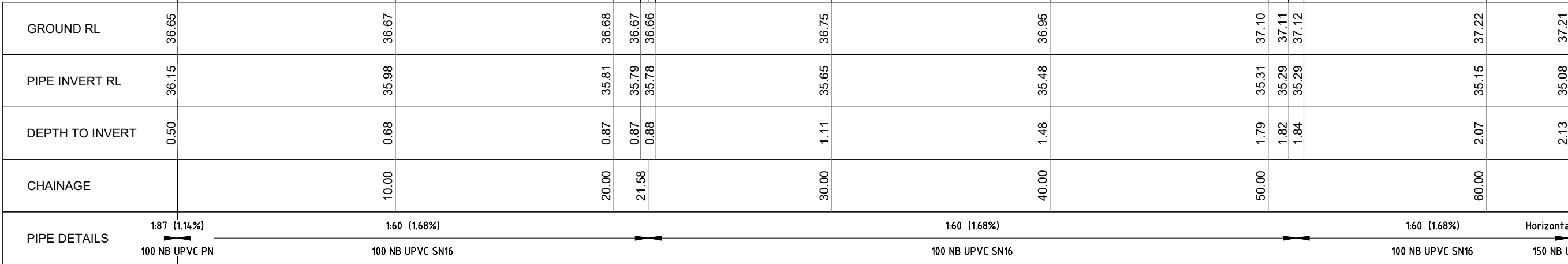
NEW RODDING INSPECTION POINT,
REFER TO SHEET 10 DETAIL B.1

EXISTING SURFACE

CONNECT TO NEW
TOILET BUILDING
GULLY TRAP

STEEPEN GRADE AS REQUIRED
TO CONNECT TO EXISTING
DN150 PVC GRAVITY SEWER
MAIN, AS PER WDC SD600-413B

Vert exag 1:5
Datum RL35



DN100 WASTEWATER LONG SECTION
SCALE 1:200H, 1:50V

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR TENDER	TD	---	---	12/02/2025

SURVEYED	GP	09/12/2024	PROJECT No	PD002080
DRAWN	TD	12/02/2025	CON No	CON202450
DRAWING CHKD	---	--/--/2020	SCALE (A3)	AS SHOWN
DESIGNED	TD	12/02/2025	DATUM ORIGIN	
DESIGNED CHKD	---	--/--/2020	HORIZONTAL	NZTM GD2000
APPROVED	---	--/--/2020	VERTICAL	NZVD 2016



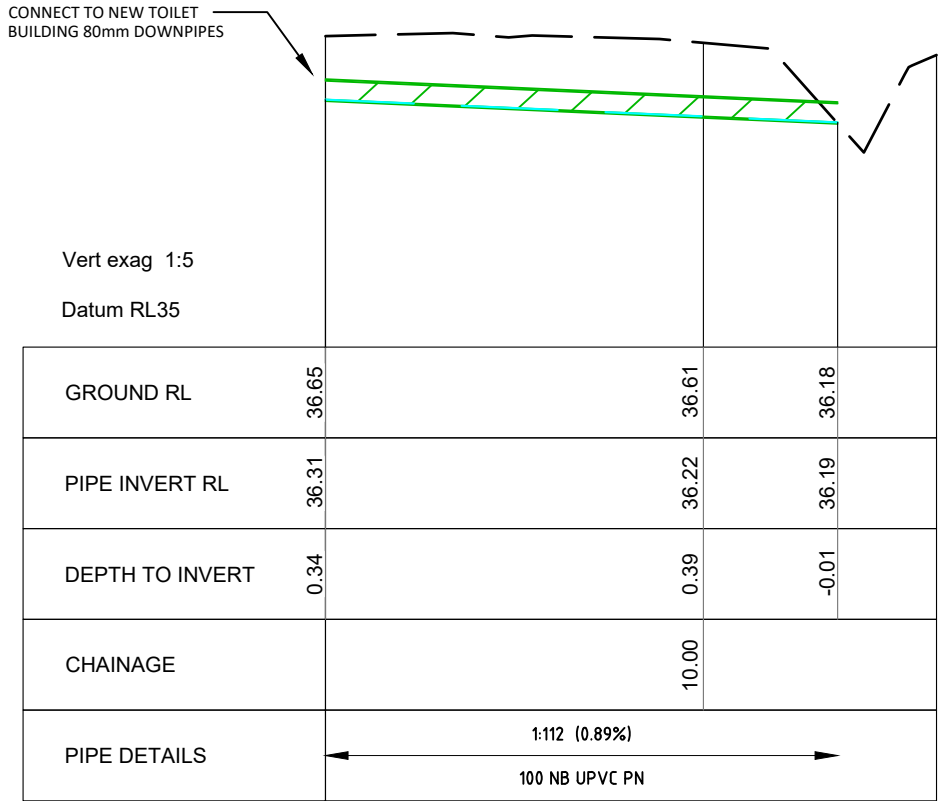
PROJECT	ASHLEY PICNIC GROUNDS & MILLTON MEMORIAL RESERVE TOILETS
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SHEET TITLE	MILLTON MEMORIAL RESERVE DN100 WASTEWATER LONG SECTION
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FOR INFORMATION NOT FOR CONSTRUCTION	
DRAWING 4488	
SHEET 09	REVISION A

SPECIFIC NOTES

- 1. CONTRACTOR TO PROVIDE TEMPORARY PORTALOOS DURING CONSTRUCTION



DN100 STORMWATER LONG SECTION
SCALE 1:200H, 1:50V

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR TENDER	TD	---	---	12/02/2025

SURVEYED	GP	09/12/2024	PROJECT No	PD002080
DRAWN	TD	12/02/2025	CON No	CON202450
DRAWING CHKD	---	--/--/2020	SCALE (A3)	AS SHOWN
DESIGNED	TD	12/02/2025	DATUM ORIGIN	
DESIGNED CHKD	---	--/--/2020	HORIZONTAL	NZTM GD2000
APPROVED	---	--/--/2020	VERTICAL	NZVD 2016



PROJECT	ASHLEY PICNIC GROUNDS & MILLTON MEMORIAL RESERVE TOILETS
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SHEET TITLE	MILLTON MEMORIAL RESERVE DN100 STORMWATER LONG SECTION (PROVISIONAL)
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FOR INFORMATION NOT FOR CONSTRUCTION	
DRAWING 4488	
SHEET 10	REVISION A

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY, 11 MARCH 2025, AT 9AM.

PRESENT

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

IN ATTENDANCE

Councillors R Brine and B Cairns.

J Millward (Chief Executive), G Bell (Acting General Manager Finance and Business Support), S Hart (General Manager Strategy, Engagement and Economic Development), C Brown (General Manager Community and Recreation), G Cleary (General Manager Utilities and Roothing), P Christensen (Finance Manager), S Nichols (Governance Manager), M Maxwell (Strategy and Business Manager), K Simpson (3 Waters Manager), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday, 10 December 2024

Moved: Councillor Williams

Seconded: Councillor Ward

THAT the Audit and Risk Committee:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of a meeting of the Audit and Risk Committee held on 10 December 2024.

CARRIED

3.2 Matters Arising

Councillor Redmond noted in the Minutes that a workshop would be held in February 2025 to discuss the possible charging for LGOIMA requests as per the Council's approved Fees and Charges, which had not happened. S Hart noted that the Council would be updated in March 2025

4 PRESENTATION/DEPUTATION

4.1 Bancorp Treasury Services – Miles O'Connor

Due to technical difficulties, M O'Connor could not be in attendance to update the Committee.

5 **REPORTS**

5.1 **Six Month Financial Statements for the Period Ended 31 December 2024 - Te Kōhaka o Tūhaitara Trust – N Robinson (General Manager Finance and Business Support)**

Councillor Blackie presented this report and provided an overview of the Te Kōhaka o Tūhaitara Trust's (the Trust) six-month financial statements.

Councillor Redmond noted that the Trust was upgrading their trustee structure in a bid to become more professional. He asked who managed staff recruitment and human resources for the Trust. Councillor Blackie confirmed that the Council assisted the Trust with human resources.

Councillor Redmond questioned what external grants the Trust had received. Councillor Blackie noted that the Trust received grants from the University of Canterbury, the Rātā Foundation, the Department of Conservation, Environment Canterbury, and Trees That Count. Some organisations provided funding, and others gifted free trees.

Councillor Fulton noticed in the Trust's Profit and Loss Operating Expenditures that there seemed to be many instances where budget allocations were made from different cost centres. Councillor Blackie acknowledged it was disorganised, and the Trust was unaware of how much until the two new Senior Managers did an extensive investigation. Hence, the Trust was rebuilding the whole policy structure.

Councillor Ward enquired whether the two new Senior Managers would be able to cope with the extensive workload. Councillor Blackie noted that the two newly promoted Senior Rangers were doing an excellent job, and the Trust was operating better than it had in a long time. The Trust would survive with the periodic detention crews who came two to three times a week and did free labour.

Councillor Fulton asked if the Trust had relationships with institutions to access qualified arborists or interns. Councillor Blackie reported that a Ranger from the Nelson Ranger School worked for the Trust over the summer.

Moved: Councillor Ward

Seconded: Deputy Mayor Atkinson

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 250304035335.
- (b) **Receives** the Six Month Report for the Te Kōhaka o Tūhaitara Trust for the period ended 31 December 2024.
- (c) **Notes** that the operations for the six months to 31 December 2024 are progressing as planned, as presented in the Statement of Intent.

CARRIED

Councillor Ward thanked Councillor Blackie for the work he has been doing because, without his leadership and commitment, the Trust would be worst off. She would like to hear more about the Iwi's involvement and support in the future.

Deputy Mayor Atkinson also thanked Councillor Blackie for working with Joesph Cullen to keep the Trust operational during tight times. He acknowledged that the Trust had experienced some challenges; however, he believed the Council needed to place its faith in the trustees to deal with the difficulties.

Councillor Fulton supported the motion and concurred with the comments made by the previous speakers.

Councillor Redmond was pleased that the trustees were reviewing the organisation and, hopefully, making it more professional. He became concerned when a former Waikuku Beach Holiday Camp staff member mentioned some challenges working with the Trust and was pleased that the matters would be addressed.

Councillor Goldsworthy appreciated the candour with which Councillor Blackie had reported to the Committee.

5.2 **Te Kōhaka o Tūhaitara Trust – Statement of Intent for the year ending 30 June 2026**
– C Brown (General Manager Community and Recreation)

Councillor Blackie provided a brief overview of the Statement of Intent.

Responding to a question from Councillor Fulton, J Millward advised that Ngai Tahu nominated three members to serve on the Trust. The challenge was the ongoing operational funding for the Trust. In the early days, the Iwi contributed around \$250,000 to establish the Trust. However, their contribution had previously only been \$50,000 per annum, which had now ceased, and the Council needed to be advised why it was not being provided.

Councillor Ward asked if the Tuahiwi School visited the Trust area to learn about the local history. Councillor Blackie explained that Tuahiwi School was one of the approximately 20 schools which the Trust interacted with regularly. However, the Trust lost its Education Ranger in 2024.

Moved: Councillor Fulton

Seconded: Councillor Goldsworthy

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 250228033146.
- (b) **Receives** the Statement of Intent for Te Kōhaka o Tūhaitara Trust for the year ending 30 June 2026 (Trim 250224029938).
- (c) **Notes** that under the Local Government Act 2002, the Audit and Risk Committee may request Te Kōhaka o Tūhaitara Trust to make changes to the Statement of Intent. Te Kōhaka o Tūhaitara Trust would consider these changes requested and re-present the Statement of Intent prior to 30 June.
- (d) **Notes** that the financial forecast for the years 2025/26 through 2027/28 presents a net loss each year. Te Kōhaka o Tūhaitara Trust acknowledges that they will need to find further funding sources or make cost savings to balance the budget.
- (e) **Requests** that Te Kōhaka o Tūhaitara Trust report back to the Audit and Risk Committee before 30 June 2025 outlining where the additional funding or cost savings to balance the budget will come from.
- (f) **Recommends** eleven proposed changes to the draft Statement of Intent from the 2023/24 Statement of Intent for Te Kōhaka o Tūhaitara Trust as outlined in section 4.3 below.

CARRIED

Councillor Fulton supported the motion and was satisfied that enquiries would be made about the state of the co-governance.

Councillor Goldsworthy also supported the motion and commended the team for their continued work.

Deputy Mayor Atkinson noted that the Tūhaitara Coastal Park was given to Ngai Tahu. Ngai Tahu wanted to return it to the people by forming a Council-controlled Organisation (CCO), a 50/50 partnership between the Council and Ngai Tahu. Ngai Tahu made no monetary promises, and the agreement did not entail a 50/50 partnership in funding.

5.3 **Enterprise North Canterbury's Draft Statement of Intent for the Financial Year beginning 1 July 2025 and Approved Six Month Report to Council 31 December 2024**
– S Hart (General Manager Strategy, Engagement and Economic Development) and N Robinson (General Manager Finance and Business Support)

H Warwick provided a brief overview of Enterprise North Canterbury's (ENC) six-month report. She highlighted its three themes: Develop and Maintain a Strong Regional Brand Identity, Support Existing Businesses to Grow and Prosper and Grow Visitor Numbers and Value to North Canterbury. S Hart briefly summarised the ENC's draft Statement of Intent.

Councillor Williams noted that there were many small pie makers in the Waimakariri District. He enquired how ENC would ensure that they all knew about 'Pie July' so that they could participate. H Warwick did not believe the smaller businesses would miss out. The ENC would promote 'Pie July' extensively and would also use the Council's resources to promote the event.

Councillor Williams questioned how the ENC provided support to struggling businesses. H Warwick noted that business support information was published on the ENC website, and they also used the various promotions associations to promote their services. Word of mouth in a small district such as the Waimakariri was also very beneficial.

Councillor Redmond enquired whether Kaiapoi isite Visitor Information Centre focused on promoting local businesses or more regional promotion. H Warwick explained that people generally wanted local information. However, many residents wanted regional travel information, such as train trips. They also had many international tourists coming from the south heading to Kaikoura.

Councillor Redmond noted that ENC's brand was Waimakariri North Canterbury. H Warwick explained that ENC had a contract with the Waimakariri District Council, which did not include promoting the Hurunui District, which had its own tourism organisation.

Councillor Cairns asked if, based on the success of the North Course, ENC was measuring the repeat business derived from the connections they had struck up between the suppliers and retailers. H Warwick confirmed that they did and noted that 21 businesses were involved last year. Although some pulled out, 12 new businesses would join the North Course. C Giffard pointed out that it was not ENC or the Council's responsibility to check that everyone was using those products. Many businesses used them for six weeks and then returned to their previous practices.

Councillor Cairns asked about the amount of foot traffic at the Kaiapoi isite Visitor Information Centre. H Warwick stated that much of the foot traffic was seasonal, so it was currently very heavy, particularly from the local caravan population.

Councillor Fulton asked whether local promotion groups were key partners of ENC. H Warwick noted that they had been and would continue to be.

Moved: Councillor Ward

Seconded: Councillor Fulton

THAT the Audit and Risk Committee:

- (a) **Receives** report No 250226031595.

- (b) **Receives** the following reports for Enterprise North Canterbury (ENC):
 - i. Enterprise North Canterbury's Draft Statement of Intent for the Financial year beginning 1 July 2025 (Trim 250226031600).
 - ii. Enterprise North Canterbury Six Month Report to 31 December 2024 (Trim 250226031597).
 - iii. Appendix One to ENC Six Month Report (ENC Accounts) to 31 December 2024 (Trim 250226031605).
- (c) **Notes** that under the Local Government Act 2002, the Audit and Risk Committee may request Enterprise North Canterbury to make changes to the Statement of Intent (SOI). If this were to be the case, Enterprise North Canterbury would consider the requested changes and re-present the Statement of Intent prior to 30 June 2025.
- (d) **Acknowledges** the work carried out by Enterprise North Canterbury and thanks the Trustees and staff for their efforts.
- (e) **Circulates** the report to the Community Boards for information.

CARRIED

Councillor Ward observed how ENC had grown over the last few years and how they had grown the profile of the Waimakariri District. She commented that ENC was a small team that did incredible work. She looked forward to the North Canterbury Business Awards and hearing about the growth being experienced in the Waimakariri District. Councillor Ward noted that ENC was on track with its Statement of Intent. There had been some difficult times keeping tight constraints on its budget; however, they were performing very well.

Councillor Fulton supported the motion and appreciated seeing the district-wide picture and the opportunities that existed with cycleways, walkways, and recreation.

Deputy Mayor Atkinson commented that the figures showed that ENC was heading in the right direction after some tough years. Tourism in the country seemed to have returned to its pre-COVID level. The isite facility would always be controversial, as people would come to source local information. Still, they also wanted information about the rest of their journey if they were not coming to Kaiapoi to stay.

Mayor Gordon supported the Statement of Intent. Through the Portfolio Holder, the Council had been looking at the possible reviewing events funding. He appreciated the professional service that ENC provided. The Council decided to retain the isite facility in Kaiapoi and appreciated that ENC abided by its preference. He thanked H Warwick and the team for the work they have been doing. Mayor Gordon and J Millward represented the Council on ENC's Board. The Board was voluntary; they all did it because they were passionate about the area.

Councillor Redmond thanked H Warwick for her presentation. He noted the more significant operating surplus, \$47,000, better than the budget result. He believed that ENC did an excellent job.

5.4 **Amendment to Treasury Policy – G Bell (Acting General Manager Finance and Business Support)**

G Bell noted that the Treasury Management Policy established the Council's approach to managing its borrowing and investments. The Council's Independent Treasury Advisor, Bancorp, recommended changing the interest rate management section of this policy, which would make the policy more flexible by allowing a lower level of interest rate hedging.

Councillor Fulton questioned how this corresponded with having more flexibility in fixed rates. G Bell noted that debt in the Council's Long-Term Plan would increase over the next few years; however, further out, it would fall away again.

Councillor Redmond sought an explanation of the Council's strategy for debt repayment. G Bell stressed that the Council's debt was not out of control. There were two elements to Council debt - the physical borrowing from the Local Government Funding Agency (LGFA). The Council borrows funds over two, three, and four years, which need to be repaid. The Council would often repay these short-term loans and then reborrow. Regarding funding Council expenditure, it took out loans and manages them internally relating to major projects or activities. As part of the Council funding process, it made internal loan payments, which were built into its funding requirements, such as debt repayment.

Councillor Goldsworthy noted a decrease in the minimum amount of lending. He asked about the potential risk when the interest rates were quite good and the Council had an extensive capital infrastructure. G Bell noted that there was the risk of decreasing the minimums. He was not suggesting that the change in the policy necessarily reduced the amount of fixing, but in terms of management and advice from Bancorp, it allowed more flexibility.

Councillor Goldsworthy also enquired about what point the Council would consider hedging 60% or 70% of the short-term debt. J Millward noted it was a moving target; however, the Council always stayed within the policy. The discussion came around what the Council thought the interest rate would be in the future; it used that for the minimum requirement of the policy, where it started building up to the maximum. Currently, the Council's average cost of funds is around 4.1%, in the lower region of most Councils across New Zealand.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Ward

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 250212022685.
- (b) **Recommends** to the Council that it amends the interest rate risk management section (section 3.5) of the Treasury Policy, effective from 1 April 2025 to the following limits:

<u>Current limits for proportion of interest rates fixed</u>	<u>Proposed limits for proportion of interest rates fixed</u>
Minimum 50% to Maximum 100% for years 0 – up to 3 years	Minimum 40% to a Maximum 100% for years 0 – up to 2 years
Minimum 30% to a Maximum 80% for years 3 – up to 6 years	Minimum 25% to a Maximum 80% for years 2 – up to 4 years
Minimum 0% to a Maximum 50% for years 6 – up to 10 years.	Minimum 0% to a Maximum of 60% for years 4 – up to 10 years.

- (c) **Notes** that staff have held off putting in place interest rate hedging for year six of the policy (2030) to allow the Council to make a decision on the proposed policy change.
- (d) **Notes** that staff have pre-funded the required debt repayments for the 2025 calendar year to maintain the Council's strong liquidity position.

CARRIED

Deputy Mayor Atkinson commented that the Council should use the flexibility to maximise its financial position, and this would allow it to do so. He looked forward to the Council discussing the matter and hearing from Bancorp.

Councillor Ward congratulated the Finance Team for their expertise and support. She commented that Bancorp had always been proactive in looking after and guiding the Council and was very proud of its financial management.

Mayor Gordon supported the motion. He noted that it was a balanced approach and had always been reservedly based, which the Council had fully supported over the years. A lot of misinformation was being spread about the Council's debt position. The Council's approach was about investing in today and ensuring it was investing in the future. The Council was borrowing around 10% of its asset base, which he thought was prudent. With the earthquake recovery, there was no way the district could get to where it was now without the Council having taken on debt to ensure it did not have a considerable cost to its ratepayers. The Council took the view that it was sensible to build back better. The Waimakariri District Council was a twice AA-rated Council by the Local Government Excellence Programme and Standard and Poors.

Councillor Redmond looked forward to hearing from Bancorp to get their view on the economy and the Council's policies. He had no concerns regarding the Council's debt, as the Council was a leader in our financial management in the local sector.

5.5 **Six Month Financial Statements for the Period Ended 31 December 2024 - Waimakariri Public Arts Trust – P Christensen (Finance Manager) and M Garrod (Accountant)**

The Chairperson of the Waimakariri Public Arts Trust (the Trust), Wilson Henderson, advised that after experiencing some challenges, the Trust had a positive six months. He highlighted the following Trust projects:

- The Trust was in the process of securing a sculpture for installation at the MainPower Stadium.
- Windswept, a sculpture by Raymond Herber, had been installed on the ample green space on Ohoka Road near the Silverstream, Kaiapoi. The sculpture was well received by the public.
- The Trust would work closely with the Council on the proposed upgrade of the Kaiapoi Bridge. The artwork on the bridge was envisaged to include an architectural laser-cut stainless steel handrail and infill panels incorporating cut-out design motifs.
- The Trust was in the process of finalising its proposed Waimakariri Public Arts Trail.

W Henderson noted that some of the projects the Trust wished to undertake had to be postponed due to lack of funding. The Trust was investigating options for promoting the work it had been doing to increase its visibility in the community. It was hoped that higher visibility would assist the Trust in raising funding. The Trust appointed three new trustees in 2024, and a new Chairperson was also elected. It was currently reviewing its operating procedure to ascertain if there may be any knowledge gaps in areas such as finance, IT and Governance. W Henderson acknowledged the assistance provided by Councillor Blackie and the Council's Community Development Facilitator - Arts Strategy Implementation.

There were no questions for elected members.

Moved: Mayor Gordon

Seconded: Councillor Fulton

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 250220028222.

- (b) **Receives** the unaudited six-month report for the Waimakariri Public Arts Trust for the period ending 31 December 2024.

CARRIED

Mayor Gordon expressed his appreciation for the Trust's work and noted he was looking forward to working with them on the proposed upgrade of the Kaiapoi Bridge. It was an essential project for the Council, the people of Kaiapo and the Harper family. Communities valued public art as it enhanced aesthetics and revitalised areas; however, the Council recognised that the Trust was operating in financially challenging times. Mayor Gordon thanked Councillor Blackie for the work he did as the Council's representative of the Trust.

Councillor Fulton concurred with Mayor Gordon's comments. He noted that the new Loburn War Memorial could be considered public art and suggested that the Council work with the Trust to ensure that all structures erected by the Council strive to be public art.

5.6 **Six Month Financial Statements for the Period Ended 31 December 2024 – Waimakariri Art Collection Trust – P Christensen (Finance Manager) and M Garrod (Accountant)**

P Christensen took the report as read, and there were no questions for elected members.

Moved: Councillor Ward

Seconded: Councillor Williams

THAT the Audit and Risk Committee:

- (a) **Receives** Report No.240221029103.
- (b) **Receives** the unaudited six-month report for the Waimakariri Art Collection Trust for the period ending 31 December 2024.

CARRIED

Councillor Ward thanked staff for assisting the Waimakariri Art Collection Trust.

5.7 **Financial Report for the period ended 31 December 2024 – P Christensen (Finance Manager)**

P Christensen reported that the Council's operating surplus for the period ending 31 December 2024 was \$1.3 million against a budget of \$7.6 million. The reason for the surplus was mitigated revenue rather than expenditure. The revenue received for the period was \$82.9 million compared to the budgeted \$88.6 million. The variances in the revenue were due mainly to - subsidies and grants being \$1.2 million lower than budgeted due to Waka Kotahi subsidies not being received and Development Contributions being \$6.6 million less as the major developments waited for the next stage of their development to commence. The Council's expenditure on capital projects was within budget for the period under review.

P Christensen noted that the Council's external debt as of 31 December 2024 was \$240 million. The Council had changed its process so that it now pre-funded debt due to be repaid in the next half year. The change was made to reduce liquidity risk and improve the Council's credit rating score calculation.

There were no questions for elected members.

Moved: Councillor Ward

Seconded: Deputy Mayor Atkinson

THAT the Audit and Risk Committee:

- (a) **Receives** Report No.250217025497.

- (b) **Notes** the surplus for the period ended 31 December 2024 is \$1.3 million. This is \$6.2 million under budget, mainly because of development contributions revenue being under budget. Development contributions are used to fund growth-related capital expenditure. Capital expenditure for growth is under budget by \$10.9 million.

CARRIED

Councillor Ward supported the motion, noting that the Council's good fiscal standing allowed it to incur debt to fund its extensive Capital Works Programme, which was required to maintain the district infrastructure.

Councillor Redmond noted that the Council's external debt was 8.3% of its total assets, which was well within its Liability Management Policy guidelines, which required debt as a percentage of total assets to be less than 15%. Interest costs were 5.8% of the Council's operating revenue, which was conservative. He, therefore, believed that the Council was in a good financial position.

5.8 **Corporate Risk Update – S Nation (Senior Quality and Risk Advisor)**

S Nicols took the report as read, and there were no questions for elected members.

Moved: Councillor Goldsworthy Seconded: Deputy Mayor Atkinson

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 241105192025.
- (b) **Notes** the current nine Corporate Risks rated 'Critical' and 'High' (Appendix 1).
- (c) **Notes** that the Health, Safety, and Wellbeing Risk Register is a separately reported document managed and overseen by the Health, Safety, and Wellbeing Manager.
- (d) **Notes** that a copy of this report is provided to the Council for information.

CARRIED

Councillor Goldsworthy commended staff for continuously updating the Council's Corporate Risk Register. He was pleased that Civil Defence risks had been included in the register.

5.9 **Non-Financial Performance Measures for the Quarter ended 31 December 2024 – H Street (Corporate Planner)**

M Maxwell took the report as read, and there were no questions for elected members.

Moved: Councillor Ward Seconded: Councillor Fulton

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 250131015922.
- (b) **Notes** 73 (81%) of performance measures for the second quarter of the 2024/25 financial year were achieved, and 11 were not achieved.
- (c) **Notes** 11 (12%) of the measures did not meet the target, but seven were within 5% of being achieved.

- (d) **Notes** six (7%) of the measures will be reported later in the financial year.
- (e) **Notes** all measures have been reviewed for the 2024-2034 Long Term Plan and adopted for the 2024-2027 financial years.
- (f) **Notes** the year-end forecast is based on achieving all the measures not yet reported for the year.

CARRIED

Councillor Ward supported the motion, noting that the Council's performance had improved during the second quarter. However, she noted that the Council was only 33% compliant with the target set for Protozoal compliance. Still, she was not concerned as the proposed future Ultraviolet (UV) upgrades would ensure compliance.

5.10 2024/25 Capital Works December Quarterly Report – J Eggleton (Project Planning and Quality Team Leader), D Young (Senior Engineering Advisor), G Cleary (General Manager Utilities and Roading) and C Brown (General Manager Community and Recreation)

G Cleary noted that several significant projects had been delayed until the Council decided how to reallocate any local share or Better Off Funding because of the withdrawal of the Transport Choices Funding. He further noted that the expected late announcement of the funding allocated from the New Zealand Transport Agency (NZTA) might result in the subsequent reallocation of projects, resulting in a number of roading projects being less advanced than planned. G Cleary advised that the generator had to be replaced at a Waikuku Beach pump station at an unbudgeted cost of \$11,000.

Responding to Councillor Williams' questions, G Cleary advised that staff meet with developers and contractors of larger developments to discuss potential challenges, including the payment of Development Contributions. This allowed staff to understand the proposed development programme better and for the developers to understand the Council's requirements.

Councillor Fulton sought clarity on the reasons for the risk of delaying the Oxford Water Supply Projects. C Roxburgh explained that an exclusion zone was established around a water source; if the exclusion zone extended onto an adjoining property, the property owner became an interested party to the resource consent. Obtaining sign-off from all the interested parties may take some time and thus delay the finalisation of the resource consent. Staff were finalising resource consent for the Oxford Urban Upgrade; however, they were still negotiating with interested parties for the Oxford Rural No.1 Back-up Well resource consent.

Councillor Goldsworthy enquired if there was a national benchmark to measure councils' Capital Works Programme implementation. G Cleary confirmed that there was no national benchmark. He noted that it would be unattainable to implement 100% of the Capital Works Programme as there were always challenges outside the Council's control that impacted the programme. However, he believed that the Council was doing well as it ensured no negative impact on the Council's level of services if projects were delayed.

Moved: Councillor Ward

Seconded: Deputy Mayor Atkison

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 250228033323.
- (b) **Notes** the actual and predicted achievement across all tracked capital expenditure.
- (c) **Notes** that of the \$91.2 million total capital spend, \$31.47 million (35%) has been completed and \$71.55 million (78%) is predicted to be completed (subject to weather and other matters outside our control).

- (d) **Notes** that the previous September Quarterly Report predicted completion of 81%.
- (e) **Notes** that progress towards achieving the 2024/25 Capital Works Programme is well advanced across most areas. However, there are a number of projects either delayed or at risk, as reported elsewhere.

CARRIED

Councillor Ward commended the staff for managing the 432 projects in the 2024/25 Capital Works Programme without compromising the Council's level of service. She was confident that the Council would be able to complete 78% of the Capital Works Programme as predicted.

Mayor Gordon agreed with Councillor Ward's comments, noting that the Council was able to implement most of its Capital Works Programme as it was proactive when planning for growth and invested in infrastructure. Mayor Gordon advised that he and the Chief Executive met regularly with developers making significant investments in the Waimakariri District. He stressed the importance of boundaries between developers and elected members when dealing with resource consent matters. Crossing the boundaries opened the Council up for judicial review.

Deputy Atkinson noted that it was important that the Council learn from the experiences of other councils and implement best practices when managing its Capital Works Programme. However, it should guard against comparing itself with other councils, as the Waimakariri District's experience and challenges were unique to the district.

5.11 **Updated Elected Member Pecuniary Interests Register – Sarah Nichols (Governance Manager)**

M Maxwell took the report as read, and there were no questions for elected members.

Moved: Deputy Mayor Atkison

Seconded: Councillor Goldsworthy

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 250114004052.
- (b) **Notes** members supplied information directly to the Governance Manager to enable Register compilation no later than 13 February 2025.
- (c) **Notes** that a copy of this report will be circulated to the Community Boards, who are also subject to the Register.
- (d) **Notes** that the updated Elected Members Pecuniary Interests Register will be uploaded to the Council website prior to 15 March 2025.

CARRIED

6 **PORTFOLIO UPDATES**

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

- Audit 2024/25
 - Staff met with senior audit staff to discuss the audit for 2024/25. The plan was for an interim audit of the Council's systems in late April 2025 and the main final audit would commence in mid-August 2025.

- Audit New Zealand raised some areas where they believe the Council could bring forward or streamline its processes to avoid some of the delays in previous years. For example, they suggested looking at asset capitalisation, revaluation processes, and timetables, which staff would investigate.
- It was anticipated that the Council's 2024/25 Annual Report would be adopted after the elections, just before the deadline of 31 October 2025.
- Treasury Management
 - As mentioned at the last meeting, Standard and Poors had been reviewing their score for the institutional framework in which the Council operated – for the New Zealand Local Government Sector as a whole. This score affected the credit rating for all councils for which they issued a rating. They had recently reduced their score and were now considering the impact of the reduction on individual council's credit ratings. The Council should know more in the next few weeks; however, any change for the Council would relate to factors outside of its control and not the Council's actions.
- Annual Plan 2025/26
 - The draft 2025/26 Annual Plan was adopted last week and would be out for public consultation later this week. Although there were no major consultation topics for the Annual Plan itself, the consultation did include the Council's proposed approach to the delivery of water services, which was a matter of significant public interest. As usual, hearings and deliberations would take place in May 2025.

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

- Communications
 - Local Water Done Well – The Council had been leading the communications for Local Water Done Well on behalf of the Waimakariri, Hurunui and Kaikoura District Councils. Recently, it announced the next steps in its partnership, which were to go in different directions on supplying 3 Waters Services. The media interest in this had been managed well, and there had been no conflict between the parties due to the comms being centrally managed.
 - Draft Annual Plan – Staff had been working on creating the Draft 2025/26 Annual Plan document content since earlier this year which was recently adopted. Staff was now working on the engagement pages and platforms ready for public consultation.
 - Rangiora Health Hub – Staff had been providing updates on the Council's potential involvement in the Health Facility in Rangiora. Given the high interest in this project, the Council had been careful to address any incorrect/false information circulating in the public while being clear on its position.
 - Civil Defence Awareness Campaign - Towards the end of last year, the Council undertook an e-newsletter and social media campaign to educate residents about the different roles within Emergency Management at the Council.
 - Parking Engagement—Staff had been looking at parking supply and ongoing provision in the coming years. There have been multiple engagement/consultation touchpoints with residents and business owners to date, and the Council was currently out for engagement on the proposed changes/treatments going forward before a final report would be submitted to the Council for adoption later in the year.

- Customer Services

- The Council was recruiting for its Contact Team. Fortunately, there had been much interest, and staff was in finalising the process.
- The third rate instalment was due at the end of February 2025, and collection was at a similar level to previous years and 1,906 letters were sent to ratepayers whose all or part of the third instalment remained unpaid.
- LIM application levels remain high, with 355 applications received in January and February 2025 which was close to last year's figures
- The Customer Services Team had been busy implementing the new Datascape System, and training on cash receipting, cemeteries, and kerbside bins occurred this week.

7 QUESTIONS

Nil

8 URGENT GENERAL BUSINESS

Nil

NEXT MEETING

The next meeting of the Audit and Risk Committee would be held on Tuesday, 13 May 2025, at 9am, in the Council Chambers, Rangiora Service Centre.

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THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 11.35AM.

CONFIRMED

Chairperson
Councillor Goldsworthy

Date

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OHOKA HALL, MILL ROAD, OHOKA ON WEDNESDAY 2 APRIL 2025 AT 6.30PM.

PRESENT

S Barkle (Chairperson), T Robson (Deputy Chairperson), M Brown, T Fulton, R Harpur, N Mealings, P Merrifield and M Wilson.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), D Roxborough (Strategic and Special Projects Manager), K Howat (Parks and Facilities Team Leader), J Rae (Senior Advisor – Assets and Capital), S Morrow (Rates Officer – Property Specialist), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

1. APOLOGIES

Moved: T Robson Seconded: T Fulton

THAT an apology for absence be received and sustained from R Harpur.

CARRIED

2. PUBLIC FORUM

2.1. Tree shading.

Tony Gardiner, a local truck driver asked what the rules regarding shade on the road from shelter belts was and who was responsible for any accidents caused by iced roads.

G Cleary replied that the Council sent out messaging at this time of year asking people to trim their trees especially if they were on the north side of the road, particularly on Tram Road, where the big shelter belts could shade the road for most of the day. Staff hoped that people would act on this messaging however, the Council could not force residents to cut back their trees.

S Barkle noted that it was the driver's responsibility to drive to the conditions rather than seeking redress for any accidents.

S Barkle stated that the Board would advertise on their Facebook page regarding driver safety and being aware of ice and grit on the roads during the winter months. Council did not have power to tell people that they had to trim their trees.

3. CONFLICTS OF INTEREST

There were no conflicts declared.

4. CONFIRMATION OF MINUTES

4.1. Minutes of the Oxford-Ohoka Community Board Meeting –5 March 2025

Moved: M Wilson Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 5 March 2025, as a true and accurate record.

CARRIED

4.2. Matters Arising (From Minutes)

There were no matters arising.

5. DEPUTATIONS AND PRESENTATIONS

Nil.

6. ADJOURNED BUSINESS

Nil.

7. REPORTS

7.1. Kowhai Street Reserve Lighting – J Rae (Senior Advisor – Assets and Capital) and K Howat (Parks and Facilities Team Leader)

K Howat took the report as read and provided the Board with an overview of the three options to be considered in the report.

T Fulton queried recommendation (c) which related to the unspent budget. K Howat replied that if the Board decided to go with option three then that money would be returned to the Council budgets and would not be tagged for any specific project.

Moved: T Fulton Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250224030307.
- (b) **Approves** Option Three (Section 4.6.3 of this report), which is to decline to proceed with this project.
- (c) **Notes** that the budget will remain unspent and become a savings.
- (d) **Notes** that there are no recorded service requests regarding the lighting, or lack of lighting, within the Kowhai Street reserve.
- (e) **Circulates** this report to Council for their information.

CARRIED

N Mealings commented that there were a lot of good reasons as to why this project was being withdrawn. The reported noted that there was a risk of the community viewing the withdrawing of the project negatively and the funding being removed. However, there was also a risk that if the project went ahead, the community would view this negatively because the lighting was not dark sky compliant which was not included in the budget.

M Wilson noted that that under the crime prevention, the best practice approach was for lighting parks which she generally supported. However, the current proposal of reduced lighting due to budget constraint not best practice approach for mitigating crime.

M Brown commented that not everything the Board did needed to come from a service request, and the matter of lighting the pathway had been raised by the community.

T Fulton noted the withdrawal of the project should not be taken as preventing future dark sky lighting and/or safety in the town. It was an opportunity to look at our dark sky management practices for future lighting projects.

7.2. Road Naming – Misco Developments Limited – S Morrow (Rates Officer – Property Specialist)

S Morrow spoke to the report noting the purpose was for the Board to approve a new road name as part of a subdivision in Oxford.

T Robson noted that concern had been raised several times regarding this development as three years ago they had taken up the footpath and left it unsealed leaving a muddy and unsafe surface. He asked if there was anyway to ensure developers maintain entrance ways to sites in a neat and safe condition. G Cleary noted that there would be mechanisms Council could use if a developer had been tardy in reinstating footpaths and pavements.

Moved: M Wilson Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250319046989.
- (b) **Approves** the following proposed new road name for a private Right of Way shown as Road 1 on the attached plan.
 - 1. Gainsford Mews (Pvt).
- (c) **Notes** that the Board members are able to provide names of significance for assessment and possible inclusion to the Oxford-Ohoka pre-approved road naming list.

CARRIED

S Barkle noted that there were not very many preapproved new road names on the list of pre-approved names for Oxford and a general discussion on this followed. It was agreed that members would suggest road names they felt were significant to the area, which could include plants and trees known to thrive in certain areas within the ward. Names would be sent to staff for vetting and a report of new road names would be brought back to the Board for approval. It was also agreed that the Board would request the public to make suggestions via its facebook page.

The meeting adjourned for a workshop on the Recreation Capital Programme from 7:01pm to 7:44pm.

7.3. Applications to the Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund – K Rabe (Governance Advisor)

K Rabe spoke to the report noting that there were two applications. The first from Oxford Taekwondo requesting funding towards hosting a tournament. The Board had received an application from Oxford Taekwondo for \$250 in October 2024 which had been omitted from the report. The second application was received from the Oxford Dementia Support Group who were seeking funding toward hiring venues to run its meetings. She had suggested to the Group that they could look at applying for two months' rent now and applying in the next financial year for the rest due to the low balance of the fund at the end of the financial year. However, the Boards criteria state that applying for funding for the same expense annually was not encouraged especially if it was an operational expense. It would also handicap the Trust who had submitted the application on behalf of the group as they did not run its own bank account. K Rabe had suggested they looked at applying to the Councils Fee Waiver Committee as an alternative option.

M Brown asked if there were any other applications that would be considered before the end of the financial year. K Rabe replied that she had received one for consideration at the May meeting.

P Merrifield noted that the application said the Oxford Dementia Support Group were supporting 30 families, however it only two appeared to be in the Boards area. K Rabe thought that they may have misunderstood the application, there were two people organising it not how many people were coming to the meetings. S Barkle agreed that the support group was based in Oxford and ran its meeting out of the Anglican Church.

Moved: S Barkle Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250128013604.
- (b) **Approves** a grant of \$500 to the Oxford Alpine Taekwondo Club towards the cost of hosting the 2025 TUNZ South Island Taekwondo Tournament.
- (c) **Approves** a grant of \$500 to the Oxford Dementia Support Group towards the cost of hosting their monthly meetings.

CARRIED

N Mealings commented that the reduction of the funding requests made sense. It took into consideration previous applications and left room for the Board to have something remaining for other applications in the financial year. She noted that the Dementia Group was applying for funding not only for venue hire but also for catering costs as well. The Board could recommend that the Group went to the Fee Waiver Committee however there were other costs in the application which were not to do with venue hire. The reduced allocation also allowed the Trust the opportunity to put in an application. She noted that the Trusts previous application was returned to the Board as the event had been cancelled. Oxford Taekwondo whilst they had received funding from the Board in the past, their application noted that the event would still go ahead regardless of whether they received funding or not. This event was good for Oxford and would bring visitors into Oxford which would benefit the town economically.

7.4. **ANZAC Day Services 2025 – T Kunkel (Governance Team Leader)**

K Rabe took the report as read noting it was an annual report the Board requesting Board participation at ANZAC Day services.

Moved: N Mealings

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250319046898.
- (b) **Appoints** Board members S Barkle and M Wilson to attend the Ohoka Anzac Day Service to be held at 11am on Thursday, 24 April 2025, at Ohoka Hall, Mill Road, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (c) **Appoints** Board members T Robson and P Merrifield to attend the Oxford Anzac Day Service at 9am on Friday, 25 April 2025, at the Oxford Cenotaph and lay a wreath. Noting that a Council representative will also be laying a wreath.
- (d) **Appoints** Board members S Barkle and M Brown to attend the West Eyreton Anzac Day Service to be held at 11.30am on Friday, 25 April 2025, at the West Eyreton Memorial Gates, and lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.

CARRIED

8. **CORRESPONDENCE**

Nil.

9. **CHAIRPERSON'S REPORT**

9.1. **Chairperson's Report for March 2025**

- Swannanoa School Fair Preparation Day – Helped prepare baked goods for sale.
- Swannanoa School Fair – Full day at the fair. Gained a contact regarding the historical railway. Otherwise took some learning points for next time to get more engagement.
- Wolffs Road Footbridge Meeting – First meeting as a committee. Established the groups' purpose and elected committee positions.
- Elected Women's gathering – This was a lovely evening out and well supported by Waimakariri elected women. The group that ran this were incredible and had some wonderful ideas. They were looking to promote and encourage more women to put their hands up for next round of elections.
- Oxford – Group of community members handed over the petition they had been working on in relation to the Woodstock Quarry. They gathered over 1,700

signatures. The Board could table this at the appropriate time during Environment Court process.

- A&P Meeting – Met with other Councillors and Council staff regarding the Oxford A&P Show engagement. Discussed what would be needed and how that would fit in the space allocated.
- Water Race Advisory Group Meeting – Group discussed the maintenance schedule of assets related to these races. Also touched on the relevance of races and who actually used them. Looked at doing a survey to see what response there would be from those who currently had water races on their properties. A member of public asked at the Oxford show what the rules around taking water from the water races were.
- Oxford A&P Show – This was much more successful in terms of engagement with the public. The Community Board members all donated \$20 each to put together an Easter hamper which people could enter. While they were entering, members took the opportunity to quickly explain who they were and some of what they did. The hamper had over 130 entries so effectively engaged with over 130 people.

Some queries and comments raised were:

- Weka Street drainage upgrade may not be working as should so needed to look further into this. Have spoken to G Cleary regarding this.
 - Hedges causing frost on the road. This, along with gravel, caused a potential hazard. Query was in relation to who was responsible and what could be done about hedge heights.
 - Dog park fencing being too far off the boundary of the reserve and making the dog park too small.
- Annual Plan Submission Workshop – Put together submissions to Environment Canterbury and Waimakariri District Council Annual Plan submissions with the rest of the team.
- Follow up drainage pond planting and walkway planting. Seemed that planting this area was certainly a possibility and would be a great project to put towards the landscaping budget to assist the residents with the purchase and propagation of plants.
- Follow up on Oxford pump track.
- Names of significance for road names. Asked board members to email any suggestions. These would be vetted and a report presented for consideration.
- Talked to Board about possible future community engagements.

Moved: N Mealings

Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the verbal report from the Oxford-Ohoka Community Board Chairperson.

CARRIED

10. **MATTERS FOR INFORMATION**

- 10.1. Woodend-Sefton Community Board Meeting Minutes 11 March 2025.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 12 March 2025.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 17 March 2025.
- 10.4. Submission on State Highway Speed Limit Reversals – Report to Council Meeting 4 March 2025 – Circulates to all Boards

- 10.5. Alcohol Control Bylaw 2025 – Draft for Formal Public Consultation – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 10.6. Electoral Candidate Order on Local Body Election Voting Papers – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 10.7. Health, Safety and Wellbeing Report January 2025 to Current – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 10.8. Enterprise North Canterbury's Draft Statement of Intent for the Financial Year beginning 1 July 2025 and Approved Six Month Report to Council 31 December 2024 – Report to Audit and Risk Committee Meeting 11 March 2025 – Circulates to all Boards

Public Excluded

- 10.9. Rangiora Airfield – New Lease Agreements – Report to Council Meeting 4 March 2025 – Circulates to all Boards

Moved: T Robson Seconded: T Fulton

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in items.10.1 to 10.8.
- (b) **Receives** the separately circulated public excluded information in item 10.9.

CARRIED

11. MEMBERS' INFORMATION EXCHANGE

P Merrifield

- Cust Motorsport Shingle Sprint – Attended to see if there were any issues.
- Swannanoa Fair – Very busy for a while. Still difficult to engage with people.
- Wolffs Road Bridge Inaugural Meeting – Name decided, constitution set up, officials elected.
- Rangiora-Ashley Community Board Meeting – Interested to see how the Football at Cust Domain was going to work. Interestingly the Cust Domain Advisory Group appeared afterwards to have not met for 13 years.
- Oxford Museum Committee Meeting – A bit frustrating as the storage inquiry had not had any progress, he had offered to contact staff again and they would be having a meeting.
- Oxford Museum Working bee – Helped to get vehicles organised for display at the Oxford A&P Show.
- Oxford A&P Show – Great weather, good crowd, some engagement with public other than easter hamper.
- Oxford-Ohoka Community Board Submissions meeting – a number of different aspects submitted on.

T Robson

- Attended Swannanoa Fair.
- Attended Oxford A&P Show.
- Ashley Gorge Advidosry Group meeting – debrief of the Gala Day. Looked at ideas for the information pavilion which was where the money raised at the Gala was going. Discussed some of the downfalls of the Reserves increased visitor population and the impact it was having.
- Oxford Community Trust Meeting – M Brown attended the meeting to talk about Oxford Community Health Centre. It was good to have some networking going on within the community. The Trust talked about some events that the Trust ran.

- Crash at the intersection of Weld Street, Church Street and High Street in Oxford. Someone from the Church had contacted him and they were keen to see the intersection changed to a stop sign.

M Wilson

- Swannanoa Fair – Great weather and the community attendance was the best numbers seen for years.
- Cancer Society Quiz Night.
- Network of Elected Women Kat Sheppard House – Seven from North Canterbury attended. Great evening networking and sharing the highs, challenges, opportunities being involved in local government.
- Firefighters Challenge – Seen as the 'Ironman' of firefighting. Competition held by Kaiapoi Volunteer Firefighting for the first time in 25 years. Participants from Swannanoa, Cust, Rangiora and Kaiapoi as well as wider Canterbury.
- Oxford A&P Show – over 137 connections made with the community.
- Annual Plan submission workshop.
- Alcohol and Drug Harm Prevention Steering Group – Review workshop with community agencies.

M Brown

- Oxford Promotions Action Committee Annual General Meeting - went well and good progress, roles filled.
- Oxford Promotions Action Committee Monthly meeting.
- Swannanoa Fair - quiet day spoke with two residents.
- Oxford A&P Show -could not attend due to other family commitments.
- Info kiosk for West Eyreton reserve - some progress, railway iron from local railway uplifted from his property to incorporate into design.
- Tree at Oak Reserve at West Eyreton had some branches removed but work has stopped?
- Email from Oxford Soccer Club-Reference their 10-year strategic plan
 - *"the growth we've seen over the last 2 years in the junior youth has been pretty much as planned, but the senior growth, has been much higher than we anticipated. We're starting work on a new 10-year strategic plan that will outline what we would need to qualify to enter/compete at Premiership and Southern League levels. These divisions require facilities, staff and programs across all age grades so it's a 'club' growth. I'll send you a copy and maybe arrange a presentation when complete."*

T Fulton

- North Canterbury Neighbourhood Support – Presence at Swannanoa Country Fair.
- First meeting of Wolffs Road Footbridge Inc – Constitution drawn up, members elected and applied to Charity Services for charitable status.
- Met Bruce McLaren and volunteers at Rangiora Museum – Discussion about museum display and cataloguing concerns.
- Cancer Society Quiz Night – The 'Dodgy Dignitaries' had a podium placing.
- Experiencing Oxford (Oxford Promotions Action Committee) Annual Meeting – Good work done on finance review and election of officers. Executive remains largely the same with some change of responsibilities.
- Attended Inaugural Waimakariri Irrigation Ltd Excellence Awards – Congratulations Brian and Rosemary Whyte; Gilchrist Brothers Ltd (Andrew and Peter Gilchrist); Geoff and Rochelle Spark.
- View Hill School Community Day – A warmup event to encourage interest in the school's 150th celebrations later in 2026. The next Dark Sky event there was 19 July 2025.
- Oxford Health and Fitness Centre Trust meeting – Fit-out for the gym extension due to be done by mid-April; Open Day event Friday 2 May 2025. Final financing arrangements now in place.

- Oxford A&P Show – A great crowd and good public interaction at the site.
- Attended Council Meetings and Workshop.
- Attended Annual Plan drop in sessions at Rangiora and Woodend.
- Went to Boulder Copper festival at Silverstream Reserve.

N Mealings

- Mandeville Sports Club Meeting – Meeting with Council staff and Mandeville Sports Club Manager.
- Greater Christchurch Partnership Briefing.
- Greater Christchurch Partnership Committee Meeting – New interim chair Craig Pauling (Environment Canterbury) appointed and discussed Greater Christchurch Transport and Joint Housing Action Plans.
- Attended open day for The Arc – A wonderful private individual, seeing an unmet need for emergency/transitional housing in the district had bought an old school site in Rangiora and renovated it with the goal of helping to fill that need. It was beautiful, and hugely needed and appreciated and would open its doors soon.
- Swannanoa Fair – Great crowd, positive engagements and a good outcome for the school. A perfect day for it.
- Council Briefing.
- Future Coasts Workshop – The Future Coasts Research Team had done a national study which included the Ashley Rakahuri River and met with staff to present their findings on coastal groundwater hazards.
- Property Portfolio Working Group.
- Relay for Life Quiz Night Event.
- Network of Elected Women Event – Attended the Annual gathering of 'NEW' run by the National Council of Women NZ. A great turnout of Waimakariri District Council Elected women in attendance.
- Oxford Landfill Petition Handover – Supported the Chair and Deputy Chair along with others to receive a petition of over 1,400 signatures opposing the proposed Woodstock Quarry/ Landfill application.
- Canterbury Biodiversity Champions Meeting – This group was convened under the Canterbury Mayoral Forum and had been working on the revitalisation of the Canterbury Biodiversity Strategy and other related topics.
- Utilities and Roading Committee Meeting.
- Attended Drop-in session with the Mayor at the Oxford Library.
- Waimakariri Environmental Networking Forum – Attended this excellent forum held by the Waimakariri Biodiversity Trust that had a broad range of attendees from local catchment groups like the Ohoka Bush, Matawai Park, and Silverstream volunteer groups, Ashley Rakahuri Rivercare Group, Keep Rangiora Beautiful, to the QE2 Trust, Rayonier Matariki Forestry, Waimakariri Irrigation Limited, and the Federated Farmers. Great speakers were well received. Some excellent collaborations would come out of this.
- Community Wellbeing North Canterbury Trust Board Meeting – As the chair and another board member's terms had come to an end, we acknowledged their outstanding commitment to Community Wellbeing North Canterbury Trust and the community and elected a new chair and deputy chair. New board members to start next month.
- Council Workshop.
- Waimakariri Youth Council Meeting – Recruitment had concluded, with new members to start in May 2025.
- Site visits for Waimakariri Tree of the year competition and subsequent judging deliberations – Six Awesome trees nominated - two at Ashley Gorge, two in Rangiora and one each in Kaiapoi and Clarkville. Winner to be announced, but all six entries would be entered into the National Competition.
- Met with Ohoka School Principal – Regarding Ohoka Community Emergency Hub launch and other topics.
- Portfolio Update.

- Oxford A&P Show – Attended the show and manned the Board tent with colleagues. Another amazing day for it, and lots of good interactions engaging with attendees.
- Council Meeting.
- Waimakariri Alcohol and Drug Harm Action Plan Review Forum – the Alcohol and Drug Harm Prevention Steering Group was reviewing its action plan and held a forum with groups in the sector to get feedback to ensure its work remains informed by best practice and relevant to our community's needs.
- Proposed District Plan was progressing. Deliberations were underway and on track to finish in June, but lots of work happening right now.

12. CONSULTATION PROJECTS

12.1. Waimakariri District Council Draft Annual Plan 2025/26

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2025-26>

Consultation closes Monday 21 April 2025.

12.2. Environment Canterbury Draft Annual Plan 2025/26

<https://haveyoursay.ecan.govt.nz/annual-plan-2025-26>

Consultation closes Wednesday 3 April 2025.

The Board noted the consultation projects.

13. BOARD FUNDING UPDATE

13.1. Board Discretionary Grant

Balance as at 31 March 2025: \$2,102.

13.2. General Landscaping Fund

Balance as at 31 March 2025: \$3,083.

The Board noted the funding update.

14. MEDIA ITEMS

- Road conditions.
- Annual Plan consultation.
- Road naming suggestions.
- Oxford Dog Park opening.

15. QUESTIONS UNDER STANDING ORDERS

Nil.

16. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

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

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

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

That the public is excluded from the following parts of the proceedings of this meeting.

Moved: T Robson Seconded: N Mealings

17.1 Minutes of the Public Excluded Oxford-Ohoka Community Board meeting of 5 March 2025

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
17.1	Minutes of the Public Excluded Oxford-Ohoka Community Board meeting of 5 March 2025	Good reason to withhold exists under section 7	To protect information where the making available of the information would disclose a trade secret as per LGOIMA Section 7 (2)(b(i)).

CARRIED

CLOSED MEETING

The public excluded portion of the meeting was held from 8:45pm to 8:47pm.

OPEN MEETING

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 6.30pm, Wednesday 7 May 2025 at the Oxford Town Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 8:47PM.

CONFIRMED

Chairperson

Date

MINUTES OF THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY 12 MARCH 2025 AT 7PM.

PRESENT

J Gerard QSO (Chairperson), K Barnett (Deputy Chairperson), R Brine, I Campbell, M Clarke, M Fleming, J Goldsworthy, L McClure, B McLaren, J Ward, S Wilkinson and P Williams.

IN ATTENDANCE

S Hart (General Manager Strategy Engagement and Economic Development), J McBride (Roading and Transportation Manager), J Rae (Senior Advisor Assets and Capital), G Stephens (Design and Planning Team Leader), D Roxborough (Strategic and Special Projects Manager), C Roxburgh (Project Delivery Manager), T Kunkel (Governance Team Leader) and A Connor (Governance Support Officer).

Twelve members of the public were present.

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

Item 6.3 – J Goldsworthy declared a conflict of interest as a Rangiora Volunteer Fire Brigade member.

Item 6.4 – B McLaren declared a conflict of interest as a member of the Rangiora Community Patrol.

3. CONFIRMATION OF MINUTES

3.1. Minutes of the Rangiora-Ashley Community Board – 12 March 2025

Moved: R Brine

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 12 March 2025.

CARRIED

3.2. Matters Arising (From Minutes)

There were no matters arising from the Minutes.

3.3. Notes of the Rangiora-Ashley Community Board Workshop– 12 March 2025

Moved: B McLaren

Seconded: L McClure

THAT the Rangiora-Ashley Community Board:

- (a) **Receives**, the circulated Notes of the Rangiora-Ashley Community Board workshop, held on 12 March 2025.

CARRIED

4. **DEPUTATIONS AND PRESENTATIONS**

4.1. **Rangiora Community Patrol – Christine Norton**

C Norton noted that the Rangiora Community Patrol (the Patrol) served as the eyes and ears of the community, working with the New Zealand Police to enhance safety and awareness. Operating in pairs, patrol members travelled in a marked vehicle, covering areas from Oxford to Amberley. Their routes were determined by intelligence received from the New Zealand Police, ensuring their presence was strategically placed where it was needed most. In 2025, the Patrol covered 2,989 kilometres and dedicated over 315 hours to community surveillance. To support their efforts, they had CCTV camera operators who monitored for anti-social or concerning behaviour to advise the patrollers where to go. Due to health and safety regulations, patrollers always remained inside their vehicles. Should they witness troubling activity, they would promptly alert the New Zealand Police for further advice or assistance.

J Gerard noted the Board appreciated the work done by the Patrol to keep the community safe.

Report 6.4, Application to the Rangiora-Ashley Community Board's 2024/25 Discretionary Grant Fund, was taken at this time. However, the order of the agenda was retained in the minutes to mitigate confusion.

5. **ADJOURNED BUSINESS**

Nil.

6. **REPORTS**

6.1. **River Road – Approval of Scheme Design – No. 61 to Enverton Drive – J McBride (Roading and Transport Manager) and G Kempton (Senior Project Engineer)**

J McBride advised that approval was being sought for the Scheme Design for the section of River Road from 61 River Road to Enverton Drive. A private development was planned at 79 River Road, which had Resource Consent, and as part of the consent, the developer was required to urbanise the property frontage. As further development was likely to occur in the surrounding area, it was considered necessary that an overall design be undertaken for the wider area to ensure consistency. J McBride noted that the scheme design would increase the carriageway from 7 to 7.85 meters. A separate report would be submitted to the Council regarding the timing and likely costs associated with the works in the area beyond the development frontage.

P Williams asked why only two off-street parking spaces were being proposed. J McBride stated there was not much room for parking, and staff had to consider what could realistically be provided. A new road would be formed within the proposed new development at 79 River Road, and all but two properties would have access from within the development, where there would be on-street parking available.

Following a further question from P Williams, J McBride clarified that staff had tried to fit as many parks as possible. There was still the grass section on River Road opposite the development, where cars could park if necessary.

B McLaren questioned if the Scheme Design was a compromise to fit constraints due to MainPower service poles. J McBride confirmed MainPower had been approached about the service poles; however, the poles could not be relocated, and undergrounding the services would entail a significant unbudgeted cost. If more parking were wanted, an option would be to install kerb and channel parking bays on the north side; however, that would also be a significant cost.

K Barnett enquired if the proposed garden bed on the corner of Enverton Road would consider visibility. J McBride noted that the constructed garden bed would only contain low plantings to maintain visibility.

Moved: B McLaren

Seconded: R Brine

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 250319046901.

AND

THAT the Rangiora-Ashley Community Board recommends:

THAT the Utilities and Roading Committee:

- (b) **Approves** the River Road Scheme Design, for the section of road between no. 61 River Road and Enverton Drive (as per Trim No. 250122010187).

- (c) **Approves** the installation of no-stopping restrictions as per the following table:

Town	Street Name	Side of Road	Location	Length (m)
Rangiora	River Road	South	69 River Road to Enverton Drive	132

- (d) **Notes** that the approved design will be forwarded to the developer of no. 79 River Road to construct the portion outside their development as required by the Resource Consent.
- (e) **Notes** that this report is for approval of the design only, and a separate report will be taken to Council regarding the likely timing and costs for the areas beyond the development frontage.
- (f) **Notes** that the Developer for no.79 has been asked to provide a costing for the works beyond the development frontage.
- (g) **Notes** that the approval of the scheme design is time sensitive, as this is required to allow the developer to progress works within their development area.

CARRIED

R Brine observed that parking would always be an issue in Rangiora and felt that the proposed River Road Scheme Design was well thought out. He, therefore, supported the motion.

P Williams supported the motion; however, he was always concerned about removing car parks, especially in areas with frequent congestion.

K Barnett agreed that there was some congestion in the area due to the nearby Park-and-ride facility, but in the proposed area, there was a rural boundary allowing cars to be parked.

6.2. **Approval of Concept Plans for Ashley Picnic Grounds and Millton Memorial Community Reserve Toilets – G Stephens (Design and Planning Team Leader) and J Rae (Senior Advisor – Assets and Capital)**

G Stephens noted the approval was being sought for the concept plans to develop a public toilet at the Millton Memorial Community Reserve and a renewal of the existing four-cubicle public toilet at the Ashley Picnic Grounds. Staff are working to complete as much physical work as possible for the end of the financial year. Should the plans be approved,

Greenspace staff will work with the Council's Project Delivery Unit to carry out the tender and construction process for this development.

B McLaren asked why the designs did not include any architectural features to help blend it into the environment. G Stephens noted that the buildings would have wooden cladding to soften the features; however, the design had to consider the limited budget.

M Fleming raised concerns regarding the proposed public toilets' orientation and the asphalt surrounding them, which allowed vehicles to drive directly to the building. G Stephens explained that the orientation ensured clear visibility from the carpark and the BMX track, thus improving passive surveillance. He also confirmed there would be posts and chains to restrict vehicle access to the building.

M Fleming noted that the Waimakariri Accessibility Group was not supportive of posts and chains, as chains were considered a tripping hazard for people with low vision. She questioned if there was an alternative. G Stephens confirmed that instead of using posts and chains, the posts could be placed closer to each other, resulting in vehicle access still being restricted and better access for people with low vision.

M Fleming also noted that some members with electric wheelchairs found it very difficult to use public restrooms when the door width met the minimum standard. She asked what the width of the accessible restroom doors would be. G Stephens was unsure of the exact width; however, staff would consult with the Waimakariri Accessibility Group regarding their concerns.

K Barnett observed that there was an increase in the Millton Reserve area due to the dog park and the Park and Ride facility. She asked if the concept plans had been future-proofed with the increased activities in mind. G Stephens advised that the design was based on the Council's 2017 Public Toilet Strategy when the Park and Ride facility was not yet built. Staff would, therefore, investigate if extra capacity was necessary; however, if there was, the Council's Public Toilet Strategy would need to be revised by the Council, and additional budget and extended timeframes would be required.

K Barnett then asked if the current usage of the toilets at the Ashley Picnic Ground justified the need for a four-cubicle public toilet. G Stephens confirmed staff felt the capacity at the Ashley Picnic Ground was appropriate.

M Clarke questioned in what direction the doors on the public toilets would open, and G Stephens answered that they would open outward to ensure adequate accessibility.

P Williams believed that the public toilets at the Ashley Picnic Ground were of a sufficient standard. However, he did not feel that the proposed single public toilet at the Millton Reserve would address the public need. G Stephens observed that the Council's 2017 Public Toilet Strategy was very detailed regarding capacity needs, and staff felt that the proposed facilities were sufficient. The Ashley Picnic Ground's toilets were unsafe, and many service requests had been received regarding antisocial behaviour in the area. Staff, therefore, did not feel that retaining the current toilets at the Ashley Picnic Ground was the appropriate option.

Moved: B McLaren

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No250312042050[v1].
- (b) **Approves** the Ashley Picnic Grounds and Millton Memorial Community Reserve Toilets - Drawings (Trim 250313042383).
- (c) **Notes** that the budget was approved and assigned to both toilet projects within the 2024/2025 financial year.
- (d) **Notes** that the total engineers' estimate for both projects, including a 10%

contingency, comes to \$536,034. As there is a growth element to Millton Memorial Community Reserve, the land development budget will support the project.

- (e) **Notes** that should the concept plans be approved, Greenspace Staff will work with Council's Project Delivery Unit to carry out the tender and construction process for this development.
- (f) **Notes** that staff will circulate a memo to the Rangiora-Ashley Community Board with project and construction timelines once this is agreed with the successful tenderer.
- (g) **Circulates** this report to the Council for their information.
- (h) **Requests** staff to consult with the Waimakariri Access Group about accessibility to the public toilets, especially the width of the doors and replacement of the bollard and chain fence.

CARRIED
10/2

A division was called:

For 10: Members Gerard, Barnett, Brine, Campbell, Clarke, Fleming, Goldsworthy, McClure, McLaren and Ward.

Against 2: Members Wilkinson and Williams.

B McLaren felt it was necessary to have good-quality public toilets for residents and visitors to the Waimakariri District. Attending the Waimakariri Access Group training day opened his eyes to the narrowness of doors when using mobility aids. He felt that exceeding the minimum width of the doors and replacing posts and chain fences would benefit all users.

K Barnett was delighted to see the Ashley Picnic Ground's toilets updated. She noted that it may be time for the Council to review its 2017 Public Toilet Strategy, as it was eight years old. Whilst it was good, one public toilet was being built at Millton Reserve, she would like to see it future-proofed if possible. She also supported the accessibility comments raised.

P Williams did not support the motion as he felt one public toilet at Millton Reserve was insufficient and that the Ashley Picnic Ground's facilities did not warrant replacement.

6.3. **Request for inclusion of a new name to the Pre-Approved Rangiora-Ashley Road and Reserve Names List – T Kunkel (Governance Team Leader)**

T Kunkel advised that the Ealam family requested their name be included in the Pre-Approved Rangiora-Ashley Community Board's Road and Reserve Names List. When naming roads, streets, parks, and reserves, the Board needed to ensure that suitable options complied with the criteria set out in the Waimakariri District Naming Policy.

S Wilkinson questioned whether this request had been discussed with the Rangiora Volunteer Fire Brigade. J Goldsworthy advised that it was received directly from the Ealam family.

K Barnett questioned whether people could volunteer their names or if they needed to be nominated. T Kunkel noted that there were no conditions for putting forward a name. However, the Waimakariri District Naming Policy stipulated the criteria by which the names should comply.

Moved: R Brine

Seconded: L McClure

THAT the Rangiora-Ashley Community Board:

- (i) **Receives** Report No. 250227032451.

- (j) **Approves** including the name 'Ealam' in the Pre-Approved Rangiora-Ashley Community Board's Road and Reserve Names List.

LOST

R Brine noted that Ealam was a well-known name in the Waimakariri District and felt the name met the Waimakariri District Naming Policy criteria.

L McClure supported the motion, as currently 21 of the 24 names on the Pre-Approved Rangiora-Ashley Community Board's Road and Reserve Names List were names of people.

K Barnett noted that although the Ealam family's community service was commendable, she did not believe the name met the Waimakariri District Naming Policy criteria. She was also uncomfortable with people volunteering their own names and felt it would be better if it came from an organisation wishing to honour the person.

J Gerard agreed with the comments made by K Barnett and therefore did not support the motion.

S Wilkinson concurred with the previous speakers, noting that if the request had been received from the Rangiora Volunteer Fire Brigade, he may have felt differently; however, in his opinion, the name did not meet the Waimakariri District Naming Policy criteria.

B McLaren noted that the current names on the Pre-Approved Rangiora-Ashley Community Board's Road and Reserve Naming list were names of historical figures associated with the Waimakariri District. He was also uncomfortable with people volunteering their names and, therefore, did not support the motion.

Amendment

Moved: J Gerard

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 250227032451.
- (b) **Declines** the inclusion of the name 'Ealam' in the Pre-Approved Rangiora-Ashley Community Board's Road and Reserve Names List.

CARRIED

The amendment became the substantive motion.

P Williams noted that the Pre-Approved Rangiora-Ashley Community Board's Road and Reserve Naming list did not include many names and questioned whether a workshop should be held to obtain more names. T Kunkel commented that all Community Boards had a shortage of names for their lists, so a joint All Board session would be held to discuss the matter.

6.4. **Application to the Rangiora-Ashley Community Board's 2024/25 Discretionary Grant Fund – T Kunkel (Governance Team Leader)**

T Kunkel noted that the Rangiora Community Patrol was seeking \$775 to install dashcams on each side of their patrol vehicle. This would enable the patrol to capture video from all angles, which could later be provided to the police as evidence in any crimes. She confirmed that the application did comply with the Board's Discretionary Grant Criteria.

Moved: P Williams

Seconded: I Campbell

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 250324050197.
- (b) **Approves** a grant of \$775 to the Rangiora Community Patrol to purchase dashcams for its patrol vehicle.

CARRIED

P Williams commended the work done by the Rangiora Community Patrol and hoped that the cameras would aid in protecting the people patrolling.

I Campbell, concurred with the comments made by P Williams and supported the motion.

J Ward thanked the Rangiora Community Patrol for their community service and confirmed she would be supporting the motion.

T Kunkel advised that an application was received from Big Brothers Big Sisters North Canterbury to purchase an office computer. They had applied for \$1,000 as the computer was estimated to cost \$1,748. They had applied to the Kaiapoi-Tuahiwi Community Board for the remainder of the funds. The group believed that the computer would aid them in continuing with their charitable work. She confirmed the application did comply with the criteria.

R Brine questioned why Big Brothers Big Sisters North Canterbury had not applied to all the Community Boards for funding, as they provided a service to the entire Waimakariri District. T Kunkel noted that the majority of the young people benefitting from the group's programme seemed to be from the Rangiora-Ashley and Kaiapoi-Tuahiwi areas; which may be the reason why they only applied to the Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.

Moved: K Barnett

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

- (c) **Approves** a grant of \$1,000 to Big Brothers Big Sisters North Canterbury towards a new office computer.

CARRIED

K Barnett noted that Big Brothers Big Sisters North Canterbury did an incredible job supporting young people who needed an extra adult figure in their lives, so she had no hesitation supporting the motion. She felt it made sense for the group to apply to the Board as their office was based in Rangiora, and it may be difficult for them to decide where to apply, as they served a large area.

B McLaren had been fortunate to interact with people on both sides of the Big Brothers Big Sisters programme and saw the benefits they produced. He, therefore, supported the motion

6.5. **ANZAC Day Services 2025– T Kunkel (Governance Team Leader)**

Moved: J Gerard

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 250327052746.
- (b) **Appoints** Board member B McLaren to attend the Dawn Parade to be held at 6am on Friday, 25 April 2025, at the Rangiora RSA.

- (c) **Appoints** Board members K Barnett and M Fleming to attend the RSA Memorial Service to be held at 9.30am on Friday, 25 April 2025, at Rangiora High School and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (d) **Appoints** Board member B McLaren to attend the Cust Anzac Day service to be held at 10 am on Friday, 25 April 2025, at the Cust Community Centre and Cenotaph and to lay a wreath.
- (e) **Appoints** Board member S Wilkinson to attend the Fernside Anzac Day Service, to be held at 10am on Friday, 25 April 2025 at the Fernside Hall. Noting that the wreath will be laid in conjunction with a Council representative.
- (f) **Appoints** Board members J Gerard, L McClure, K Barnett and M Fleming to attend the Rangiora Anzac Day Service to be held at 11am on Friday, 25 April 2025, at the Rangiora Cenotaph, and to lay a wreath.
- (g) **Appoints** Board members I Campbell, K Barnett and B McLaren to attend the Striking of the Flag at 2pm on Friday, 25 April 2025, at the Loburn War Memorial.

CARRIED

7. CORRESPONDENCE

Nil.

8. CHAIRPERSON'S REPORT

8.1. Chair's Diary for March 2025

Moved: J Gerard

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 250402056620.

CARRIED

9. MATTERS FOR INFORMATION

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 5 March 2025.
- 9.2. Woodend-Sefton Community Board Meeting Minutes 11 March 2025.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 17 March 2025.
- 9.4. Submission on State Highway Speed Limit Reversals – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 9.5. Alcohol Control Bylaw 2025 – Draft for Formal Public Consultation – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 9.6. Electoral Candidate Order on Local Body Election Voting Papers – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 9.7. Health, Safety and Wellbeing Report January 2025 to Current – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 9.8. Enterprise North Canterbury's Draft Statement of Intent for the Financial Year beginning 1 July 2025 and Approved Six-Month Report to Council 31 December 2024 – Report to Audit and Risk Committee Meeting 11 March 2025 – Circulates to all Boards

Public Excluded

9.9. Rangiora Airfield – New Lease Agreements – Report to Council Meeting 4 March 2025 – Circulates to all Boards

Moved: J Gerard

Seconded: J Goldsworthy

- (a) **Receives** the information in Items.9.1 to 9.8.
- (b) **Receives** the separately circulated public excluded information in Item 9.9.

CARRIED

10. MEMBERS' INFORMATION EXCHANGE

S Wilkinson:

- Attended the Central Drainage Advisory Board meeting.
- Attended the Loburn War Memorial opening.
- Attended an online webinar held by Standard and Poor's on Global Ratings. The Council's Standard and Poor's rating dropped one notch, along with 18 other councils.

I Cambell:

- Attended a meeting to discuss the Loburn Quarry hearing.
- Attended the Oxford A&P Show.
- Attended a public meeting on the Loburn Quarry at the Loburn Domain.

J Goldsworthy:

- Attended the Rangiora Promotions Association Sunday Fun Day, which raised approximately \$10,000. A large amount of positive feedback was received.
- Noted that noise was one of the leading problems in the Waimakariri District, receiving the second highest number of service requests.
- The Council received a presentation from Bancorp regarding its financial position, which confirmed that it was currently in a stable financial position.

L McClure:

- Attended an event at Kate Sheppherd House for the network of Elected Women. Had an excellent discussion regarding encouraging women to stand in the Upcoming Local Election.
- Attended several Southbrook Sports Club Working Party meetings.
- Attended the Board's 2025/26 Annual Plan Submission workshop.
- Had an informal catch-up with Lisa Dickson regarding planning for the Southbrook Sports Club.
- Attended the Canterbury Provincial Fire Fighter Challenge competition in Kaiapoi. It was the toughest two minutes in sports. It was great to support the local competitors and have the Mayor say a few words at the prizegiving.
- The Waimakariri Health Advisory Group meeting was now every third Tuesday of every second month.
- The Food Forest in Northbrook Waters had made progress, and a local preschool wanted to be involved.

J Ward:

- Attended Rangiora, Woodend and Pegasus Annual Plan drop-in sessions. The Rangiora and Woodend sessions were not well attended.
- Attended Oxford A&P Show.
- Attended the Rangiora Airfield Advisory Group meeting.
- Attended the North Canterbury Sport and Recreation Trust's celebration for a long-standing member.
- The presentation from Bancorp was very informative. The Council had to invest in order to keep up with the progress involved in being a growth Council.
- The Rangiora Eastern Link designation was the approved route.

J Gerard questioned whether the project would go ahead without government subsidy. J Ward noted that staff were working very closely with the Central Government and NZTA to secure funding.

K Barnett:

- Attended the opening of the Harlow Village.
- Had a discussion with Greenspace staff and S Hart regarding linking the Board with the community and operational side, following conversations regarding Cust.

B McLaren:

- Attended the Waimakariri Access Group Training Day, which was very eye-opening regarding the struggles those with mobility aids face every day.
- Attended Community Networking Forum led by the Council.
- Attended multiple memorial services relating to the mosque massacre in Christchurch.
- Attended a history writing course in Balcairn, which was very well attended.
- Attended Cust Domain Advisory Group meeting on behalf of K Barnett. Council staff had drafted a domain user guide for the groups to review.
- Attended Canterbury Family Violence Network, where situational awareness training was provided.
- Attended the Board's 2025/26 Annual Plan Submission workshop.
- Attended the Rangiora Museum public speaker night, during which a film on the history of the Rangiora High School Farm was shown.
- Attended Community Patrol meeting.
- The Rangiora Library had reopened after its renovation and looked wonderful.
- Attended the Woolshed meeting held by Members of Parliament, Matt Doocey, and Nicola Grigg.
- Attended St John Church Fair.
- Assisting with the production of North Canterbury's musical Catch Me If You Can.

M Fleming:

- Attended the Waimakariri Access Group Training Day.
- Attended the Board's 2025/26 Annual Plan Submission workshop
- Keep Rangiora Beautiful would have a Council staff member attending most meetings to ensure collaboration.
- Attended Back to Basics community event.

J Gerard asked how the Time Bank were progressing as the Board had not received an update recently. M Fleming noted they had 118 members and were holding small events regularly.

P Williams:

- Attended the Sefton Tug-of-War.
- The Swannanoa Fair was very well attended.
- Met with the Waimakariri Clean River Group.
- Visited the Rangiora Airfield with a representative from Enterprise North Canterbury regarding the promotion of the Airfield.

M Clarke:

- Attended GreyPower meeting - had complaints regarding chlorine in water and the quality of footpaths in the area.
- Attended the opening of Summerset Village. There was a large number of units with a large cost attached.

R Brine:

- The Joint Landfill Committee had been going through a governance review for the last 10 months. The 20-year-old constitution had been made to reflect more recent times. One change was to reduce the number of people on the Board from eight to six, with an Executive Director being appointed.
- The Bancorp presentation received was very informative and showed the good financial position the Council was in. Although the Council was \$200m in debt, money had been invested in the District for the community.

11. CONSULTATION PROJECTS**11.1. Waimakariri District Council Draft Annual Plan 2025/26**

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2025-26>

Consultation closed on Monday, 21 April 2025.

11.2. Elderly Housing on Courtenay Drive

<https://letstalk.waimakariri.govt.nz/elderly-housing-on-courtenay-drive>

Consultation closed on Wednesday, 9 April 2025.

The Board noted the consultation projects.

12. BOARD FUNDING UPDATE**12.1. Board Discretionary Grant**

Balance as at 31 March 2025: \$6,785.

12.2. General Landscaping Fund

Balance as at 31 March 2025: \$28,646 not allocated.

The Board noted the funding update.

13. MEDIA ITEMS

Nil

14. QUESTIONS UNDER STANDING ORDERS

Nil

15. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil

NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 14 May 2025.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 8.32PM.

CONFIRMED

Chairperson

Date

Unconfirmed

MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 14 APRIL 2025, AT 4PM.

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), A Blackie, T Bartle, T Blair and R Keetley.

IN ATTENDANCE

B Cairns and P Remond (Kaiapoi-Woodend Ward Councillors).

G Cleary (General Manager Utilities and Roading), J McBride (Roading and Transportation Manager), G Stephens (Design and Planning Team Leader), C Taylor-Claude (Parks Officer), I Clark (Project Manager), D Roxborough (Strategic and Special Projects Manager), J Rae (Senior Advisor Assets and Capital) and A Connor (Governance Support Officer).

There were two members of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: A Blackie

THAT apologies for absence be received and sustained from N Atkinson.

CARRIED

2 CONFLICTS OF INTEREST

Item 6.1 – T Bartle declared a conflict of interest as the Chair of the Clarkville Community Hall Committee.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 17 March 2025

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 17 March 2025, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising from the minutes.

3.3 Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 17 March 2025

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the circulated Notes of the Kaiapoi-Tuahiwi Community Board Workshop, held 17 March 2025, as a true and accurate record.

CARRIED

4 **DEPUTATIONS AND PRESENTATIONS**

4.1 **Mikaele Drulidruli – Volleyball Court at Kaiapoi Domain**

Due to illness, M Drulidruli was unable to attend the meeting.

4.2 **Drucilla Kingi-Paterson – Centennial Celebrations**

D Kingi-Paterson informed the Board that Christchurch City Christchurch was not holding a celebration for the 175th anniversary of the first four ships landing in Lyttleton. She felt the history should be celebrated and had plans on how to promote the walk over the Port Hills to be held on 16 December 2025 by the Pilgrims and Early Settlers Group. She would also be holding an exhibition on Early Settlers and the Royal Family at the Christchurch Art Centre from 19 December to 21 December 2025. She was also hopeful that her exhibit could be displayed in the Kaiapoi Gallery after it had finished in Christchurch.

P Redmond sought clarity on the date of the celebration. D Kingi-Patterson confirmed the anniversary was 16 December 2025.

J Watson noted the Kaiapoi Gallery did not have space for the exhibit however the library may have and suggested she speak with the staff.

R Keetley stated he would bring the idea of the display to the Museum at its next meeting.

4.3 **Dennis Andreassand – Rubbish Collection**

D Andreassand was unable to attend the meeting.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Request Approval of the Clarkville School Road Safety Improvements Scheme Design – P Daly (Road Safety Coordinator/Journey Planner) and J McBride (Roading and Transportation Manager)**

J McBride spoke to the report which sought approval of the scheme design for the safety improvements outside Clarkville School and the Clarkville Community Hall in Heywards Road. The proposed design aimed to improve safety for school children who were crossing Heywards Road to access the Clarkville Community Hall car park. Improvements to the layout of the hall carpark would be completed and managed by the Hall Committee with clear communication of expected use shared with the school through its newsletter. The proposed scheme design had been agreed to by the school principal and the hall committee.

S Stewart requested clarification regarding the utilisation of the Community Hall car park and the 'Kiss and Go' area. J McBride explained the car park entrance would be positioned closest to Tram Road, with the exit located further south with the exit restricted to left turning only. 'The Kiss and Go' bay would be situated directly outside the school and equipped with road markings, signage and flexi-bollards. Designed exclusively for drop-off and pick-up purposes, the area would operate under a P2 time restriction. Students would ideally exit vehicles from the left-hand side, however road markings ensured a safe gap between the carriageway and the parking bay was included.

A Blackie asked if those using the car park would have to travel up Heywards Road and travel round the block. J McBride confirmed they would and there would be messaging relayed through the school to reinforce how parents should use the facility.

A Blackie then noted the Board had previously requested staff to explore options for further additional parking, as the use of the grass verge caused significant mess particularly during winter months. J McBride stated those works would need to be included in a different project. She noted the school was looking into how it could develop more onsite parking. The school were also investigating split pickup times in the afternoon to minimise congestion.

J Watson questioned if the purpose of the design was to deter people from parking during drop-off and pick-up times. J McBride clarified it was not discouraging parking however the focus was to keep traffic flowing in a safe and courteous manner.

B Cairns asked if any budget would go to the Hall Committee for surface markings in the carpark as this would be benefiting the school as well as themselves. J McBride stated the Council would carry out all works outside the Hall boundary including the in and out road marking. However, as this was a community owned and managed hall the Council would not normally pay for works. The works would also benefit the hall as it regularly hosted events and had instances where people would park across the entrance/exit. The Hall Committee had also discussed upgrading the surface of car park which would require surface marking anyway.

Following a question from A Blackie, J McBride clarified the Council did not currently have authority to enforce no turning signage on private land however under the new Parking and Transport Bylaw it would be covered in the future.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 240912156030(v03).

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roading Committee:

(b) **Approves** the scheme design (Trim No. 240415058499(v02)).

(c) **Approves** the relocation of the existing school bus stop to make space for the proposed P2 Kiss'n'Go facility outside the Clarkville School gate, which will create space for parents to pick up and drop off children.

(d) **Approves** the installation of traffic islands to provide a safe crossing point for children at pick up and drop off times.

(e) **Approves** the installation of 32 metres of No Stopping on the Eastern side of Heywards Road leading to the entry to the Community Hall carpark.

(f) **Notes** that there are currently two bus stops outside the school, however this will be reduced to one with agreement from the school.

(g) **Notes** that the marking within the Clarkville Community Hall carpark is the responsibility of the Clarkville Hall Committee.

(h) **Notes** that all works proposed have been discussed with and agreed to by the Clarkville Community Hall Committee and the Clarkville School Principal.

(i) **Notes** that these works are estimated to cost \$40,000 and are to be funded from the Minor Safety Improvements Programme - School Safety Improvements (PJ 102429.000.5133), which is an unsubsidised budget.

- (j) **Notes** that an education campaign for drivers using the proposed scheme will be run through the school community to encourage compliance with the traffic flows proposed.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Planning and Regulation Committee:

- (k) **Approves** the implementation of a P2 Kiss'n'Go parking area outside the school gate from 8.30 am to 9.00 am and 2.55 pm to 3.15 pm, Monday to Friday, on School Days.
- (l) **Approves** that a supplementary condition be added to the No Right Turn sign on exiting the hall carpark indicating that it is in force only between the hours of 8.30 to 9.15 a.m., and from 2.45 to 3.15 p.m. on school days.

CARRIED

J Watson felt this was a good outcome and thanked staff for their perseverance and facilitating between the stakeholders. She had seen similar systems work very well in other locations with parents willing to cooperate as it supported the safety of students.

A Blackie was also supportive of the motion.

6.2 **Lees Road Footpath – Request for Approval of Scheme Design – J McBride (Roading and Transportation Manager) and G Kempton (Senior Project Engineer)**

J McBride spoke to the report which sought approval of the scheme design for the Lees Road Footpath. A full design was undertaken to see if new footpath finish levels would coincide with kerb and channel works to be undertaken in the future. However, due to the flat nature of area this could not be achieved without causing drainage issues to neighbouring properties. It was therefore recommended the footpath be built to the existing formation levels. Council had a small budget allowance every three years for kerb and channel, and it was unlikely this area would be a priority for upgrading in the near future. The Board could choose to either progress with a gritted footpath or an asphalt footpath. If asphalted the asset would not reach its full surfacing lifespan when the kerb and channel was installed in the future.

In response to J Watson query regarding y other gritted footpaths in Kaiapoi, J McBride replied that gritted paths were often located on the edges of urban areas. A good example was River Road in Rangiora. The stop banks in Kaiapoi and around Silverstream Reserve were also gritted. Urban areas generally were asphalted.

B Cairns asked the number of pedestrians using Lees Road had been ascertained. J McBride confirmed counts had taken place however they did not span entire days. It was observed that usage times peaked with the bus timetable. The entire area also had a recreational component.

T Bartle questioned what the number of people counted was on Lees Road. J McBride noted staff counted between 7am and 8am and there were approximately 10 people. G Cleary also explained that staff were aware that residents from Sovereign Palms did walking circuits around the area. Formalising the path would also attract more people to utilise the route.

Moved: T Bartle

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250406059579.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roading Committee:

- (b) **Approves** the Lees Road Footpath Scheme Design, for the section of Lees Road from west of Bayliss Drive through to the Bus Stop outside no. 568 Williams Street, for the area shown in Figure 1 of this report (Trim No. 250407059776).

AND

- (c) **Recommends** progressing the footpath design with a gritted footpath finish, with an estimated cost of \$60,000, to be funded from the New Footpath Programme (PJ 100746.000.5133).

CARRIED

T Bartle stated that he did not believe the extra money to asphalt the footpath was needed and a gritted path would be sufficient.

S Stewart agreed stating that she would not support asphaltting due to the drainage issues that would occur however was happy to support a gritted path.

6.3 **Murphy Park – Approval of Preliminary Concept Plan – I Clark (Project Manager))**

I Clark spoke to the report which sought approval of the concept plan to Murphy Park Kaiapoi River Access. She noted that further information had arisen and provided the following updated information:

- The provided budget included pontoon procurement which was incorrect. Updated estimates had also been done on the likes of engineering estimate and consents which showed the correct budget estimated would be \$667,000.
- Once detailed design and tender was completed a more concrete budget estimate would be known.
- Provisional items had been ranked on the level of importance and would be removed/added to the contract depending on prices received through tender.
- The sale and purchase had completed with Kaiapoi Croquet meaning Council was now the official owners of the site.

P Redmond asked who would approve the spending of the money. I Clark confirmed the Council would approve the budget once the tender process was complete.

S Stewart sought clarity on the order of the ranked provisional items as she felt bollard and chains should be a high priority. I Clark confirmed item four on the list was the highest priority and item one was the lowest priority. For example, bollards and cables were item three. There were already some in place and the provision was for replacing and adding additional bollards where required.

Moved: A Blackie

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250227032768.
- (b) **Approves** the Murphy Park concept plan for implementation (Trim: 250219027438).
- (c) **Notes** staff will now look to value engineer and complete a detailed design to confirm if the provisional items can be included.
- (d) **Notes** costs in association with relocation of sheds or construction of sheds will be met by the user groups and are not included in the cost estimate. Establishment of sheds will also rely on a new or updated Licence to Occupy being formalised with each resident club.
- (e) **Notes** that staff conducted detailed consultations with the community regarding the concept design in 2018 and have met with all stakeholders within the last twelve

months to discuss the updated concept design with all immediate stakeholders supportive of the design.

- (f) **Circulates** the report to the Community and Recreation Committee for their information.

CARRIED

A Blackie acknowledged the large amount of work put into this project and thanked staff for their hard work.

J Watson stated it would be great to see this matter tidied up and sale of the Croquet Club was wonderful news.

S Stewart endorsed the comments made by other Board members noting it was good to see the project taking shape after all the effort made.

6.4 Volleyball Net in Kaiapoi Domain – C Taylor-Claude (Parks Officer)

C Taylor-Claude stated this report was going to follow a deputation from M Drulidruli however he was unable to attend the meeting. She took the report as read noting the idea of a volleyball net in Kaiapoi was presented by a group of residents who were currently having to travel into Christchurch to play volleyball. She was seeking approval to go out for consultation on the potential locations of the volleyball net.

S Stewart sought clarity on the number of nets planned to be installed. C Taylor-Claude confirmed there would be one net installed however multiple locations would be included in consultation.

A Blackie questioned what the net would be made off. C Taylor-Claude stated the posts would be made of aluminium similar to a rugby post and the net would be rope.

In response to J Watson's query regarding playing surfaces, C Taylor-Claude confirmed grass was a suitable playing surface for volleyball.

B Cairns queried if the people travelling to Christchurch were part of a competition team or if they were an informal group. C Taylor-Claude stated it was an informal group who traveled to New Brighton where there was a public net available for social and recreational use.

Following a question from P Redmond, C Taylor-Claude noted the requesting residents were aware of the proposed volleyball court in Waikuku Beach however they would prefer to have a net in Kaiapoi.

In reply to J Watson's query, C Taylor-Claude explained the results of the public consultation would be brought to the Board to make a final decision on the location of the net.

T Bartle asked if any thought had been given to locating the net in a more visible location to deter anti-social behaviour. C Taylor-Claude stated staff would investigate if any other locations were suitable noting the two suggested location were chosen as they were close to existing amenities.

B Cairns wondered why Kaiapoi Domain had been chosen and if other locations in Kaiapoi were considered. C Taylor-Claude confirmed staff had looked at a large number of locations throughout Kaiapoi however most of them were earmarked for different activities or would not have sufficient space.

Moved: A Blackie

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250403058334.
- (b) **Approves** public consultation of installation of a permanent volleyball net in Kaiapoi Domain.
- (c) **Notes** a subsequent report will be submitted to the Board seeking approval to install the net and approval to allocate up to \$5,000 of funding from the Board's General Landscaping Budget for the 2025/2026 Financial Year if appropriate. This report will include the consultation results, final design, materials, construction method, installation and ongoing maintenance costs.
- (d) **Notes** the surface will remain as grass, unless fundraising is undertaken at which time approval would be sought from Kaiapoi Tuahiwi Community Board to install a different surface.
- (e) **Notes** the volleyball posts and net would become a Council asset and are proposed to come under Council's existing maintenance contract and has sufficient budget available if any work on the posts or net is required (10.538.811.2507). No additional budget will be required for maintenance.
- (f) **Notes** the asset will need to be included in Councils asset renewal programme and this cost can be included in the programmed Greenspace budgets in future Annual Plans/ Long Term Plans.
- (g) **Considers** locations for the installation of a permanent volleyball net at other parks/reserves in the Kaiapoi area for inclusion in the public consultation.

CARRIED

A Blackie stated this was a good project that was people friendly and had minimum costs associated.

T Bartle concurred with A Blackies comments.

B Cairns would be glad to see if other locations would be considered as a result of the consultation.

R Keetley concurred with B Cairns.

6.5 **Applications to the Kaiapoi-Tuahiwi Community Board's 2024/25 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe informed the Board the Combined Probus Club of Kaiapoi had applied for identifying banners to aid in the promotion of its club. Big Brothers Big Sister North Canterbury had applied for a new office computer. They had also applied to the Rangiora-Ashley Community Board who granted them \$1,000 towards the project. The Clarkville Playcentre had applied to send some of its parents on First Aid Courses which benefited both the Playcentre the wider community by having valid first aid certificate holders.

Moved: J Watson

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250325050429.
- (b) **Approves** a grant of \$442 to the Combined Probus Club of Kaiapoi towards the cost of identifying banners.
- (c) **Approves** a grant of \$500 to Big Brothers Big Sisters North Canterbury towards the purchase of a new office computer.

- (d) **Approves** a grant of \$500 to Clarkville Playcentre towards the cost of First Aid courses for parents.

CARRIED

6.6 **ANZAC Day Services 2025 – T Kunkel (Governance Team Leader)**

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250401056244.
- (b) **Appoints** Board members T Bartle and T Blair to attend the Kaiapoi Dawn Service to be held at 6.30am on Friday, 25 April 2025, at the Kaiapoi War Memorial at Raven Quay, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (c) **Appoints** Board members J Watson and S Stewart to attend the Kaiapoi Citizens' Anzac Day Service to be held at 10am on Friday, 25 April 2025, at the Kaiapoi Cenotaph (Trousselot Park), and to lay a wreath.

CARRIED

The meeting adjourned for a workshop at 4.57pm and reconvened at 5.09pm.

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for March 2025**

- The Public Arts Trust had multiple meetings regarding the Kaiapoi Bridge artist's brief.
- 27 applications were received for the creative communities funding round.
B Cairns asked if the applications received were for new or existing events. J Watson confirmed a large number were new events and would be located across the entire district.

She acknowledged that receiving funding was becoming more difficult for groups along with promotions also becoming more complex.
- Attended the Huria Reserve planting, great to see large crowd in attendance.
- Art on the Quay was having its 100th exhibition in two weeks' time.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

CARRIED

9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 5 March 2025.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 11 March 2025.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 12 March 2025.
- 9.4 Transport Choices (Strategic Cycleway) Project Update – Report to Council Meeting 4 March 2025 – Circulates to Woodend-Sefton and Kaiapoi-Tuahiwi Community Boards
- 9.5 Submission on State Highway Speed Limit Reversals – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 9.6 Alcohol Control Bylaw 2025 – Draft for Formal Public Consultation – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 9.7 Electoral Candidate Order on Local Body Election Voting Papers – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 9.8 Health, Safety and Wellbeing Report January 2025 to Current – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 9.9 Enterprise North Canterbury's Draft Statement of Intent for the Financial Year beginning 1 July 2025 and Approved Six Month Report to Council 31 December 2024 – Report to Audit and Risk Committee Meeting 11 March 2025 – Circulates to all Boards
- 9.10 Town Centre Upgrades Budget – Additional Kerb and Channel Replacement in Raven Quay – Report to Utilities and Roading Committee Meeting 18 March 2025 – Circulates to Kaiapoi-Tuahiwi Community Board

Public Excluded

- 9.11 Murphy Park Kaiapoi River Access – Pontoon Procurement – Report to Council Meeting 4 March 2025 – Circulates to Kaiapoi-Tuahiwi Community Board
- 9.12 Rangiora Airfield – New Lease Agreements – Report to Council Meeting 4 March 2025 – Circulates to all Boards

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board

(a) Receives the information in Items.9.1 to 9.10.

(b) **Receives** the separately circulated public excluded information in Items 9.11 and 9.12.

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

A Blackie

- Te Kohaka Trust was progressing well after a difficult year and were currently recruiting new staff.
- Huria Reserve Planting Day had a good turnout with 35 people present.
- New Zealand Motor Caravan Association were potentially interested in expanding.
- Attended the Creative Communities' funding allocation meeting. \$90,000 in applications was received and they only had \$30,000 to allocate. There were no specific rules however the committee were moving away from supporting schools and businesses and instead focusing on smaller groups.
- The Herber Sculpture had a solar light installed which had been stolen and replaced twice and would now not be replaced again.

T Bartle

- Clarkville Drainage Advisory Group were doing well.
- Attended Annual Plan submission workshop.
- Attended Pegasus Annual Plan drop-in session.
- Attended a briefing on earthquakes and how they affected the health and wellbeing of residents who experience them.
- The Terrier Club Show was a big success with judges from America and Northern Ireland.

T Blair

- The Darnley Club had new driver that was going well.

Philip Redmond

- Attended the Oxford Dog Park opening.

B Cairns

- New croquet lawns at the Kaiapoi Community Hub. They were currently pouring foundations for the building.
- Attended the Zone 5 and 6 Conference held in Christchurch. Had an interesting presentation on AI and its impacts.
- Community Housing were looking at expanding their boundary into the Waimakariri.

S Stewart

- Attended Waimakariri Biodiversity Trust networking forum which was very successful.
- Huria Reserve Planting Day.
- Attended Greypower Annual General Meeting. they were struggling to get a full committee.
- Kaiapoi Promotions Association had a talk on the conflict in the middle east.

R Keetley:

- Attended Waimakariri Biodiversity Trust meeting.
- Attended Museum and Historical Society meeting. They would be having their Annual General meeting in May.
- Attended Huria Reserve Planting Day.
- Attended the Waimakariri Biodiversity Trust networking forum as a speaker.
- Attended an RSA medal parade honouring Sargent Retired Andrew Leary.
- He was trying to engage an artist to paint a mural to be on the motorway side of the Cam River floodgates it hopes to avoid it being tagged.

11 CONSULTATION PROJECTS**11.1 Councils Draft Annual Plan 2025/26**

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2025-26>

Consultation closes Monday 21 April 2025.

12 BOARD FUNDING UPDATE**12.1 Board Discretionary Grant**

Balance as at 31 March 2025: \$2,201.

12.2 General Landscaping Budget

Balance as at 31 March 2025: \$45,650.

13 **MEDIA ITEMS**14 **QUESTIONS UNDER STANDING ORDERS**15 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS****NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 19 May 2025 at 4pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 5.30PM.

CONFIRMED

Chairperson

Date

Workshop (4.57pm-5.09pm)

- *Recreation Capital Program Update – Duncan Roxborough (Strategic and Special Projects Manager) and Justine Rae (Senior Advisor Assets and Capital) – 30 Minutes*
- *Members Forum*

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE SEFTON HALL, 591 UPPER SEFTON ROAD, SEFTON ON TUESDAY 15 APRIL 2025 AT 5.56PM.

PRESENT

S Powell (Chairperson), B Cairns, I Fong (Virtual) (arrived 5:51pm), P Redmond and A Thompson (arrived 5:47pm).

IN ATTENDANCE

K LaValley (General Manager Planning, Regulation, and Environment), D Roxborough (Strategic and Special Projects Manager), G MacLeod (Greenspace Manager), J Rae (Senior Advisor Assets and Capital), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

1 APOLOGIES

Moved: S Powell Seconded: B Cairns

THAT apologies for absence be received and sustained from M Paterson and R Mather and apologies for lateness be received and sustained from A Thompson who arrived at 5:47pm and I Fong who arrived at 5:51pm.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board Meeting – 11 March 2025

Moved: A Thompson Seconded: I Fong

THAT the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated minutes of the Woodend-Sefton Community Board Meeting held on 11 March 2025.

CARRIED

3.2 Matters Arising

There were no matters arising.

4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

4.1 Tom Kemp – Northside Board Riders

T Kemp spoke to the Board noting he was the acting president of the Northside Board Riders (the Club), who were a small community group that had been around since 1992. They were an ocean-going board riders club and welcomed everyone who loved to surf or the ocean. Currently the club had a contingent of 40-50 members some of whom national surfing champions.

The Group had no clubroom or storage facilities since the Christchurch earthquakes. As the Group grew this was becoming an issue. The Club need somewhere to store equipment, hang their medals, hold meetings and to socialise. Waikuku Beach was the Club's central hub, and they held Sunday sessions where families were invited learn to surf or enjoy the beach. The Club would love to base themselves at Waikuku permanently by building its

clubroom and storage facility there and had identified few possible locations. They envisioned the clubroom to be a space that was open for use by the rest of the community.

S Powell asked if the Club was Canterbury wide. T Kemp replied that the Club focused its members from north of the Waimakariri River with members from North Canterbury as far as Cheviot.

P Redmond sought clarification if the Club were seeking clubrooms or a storage facility. T Kemp replied that it would be a multipurpose space with clubrooms and storage.

P Redmond enquired if the Club had spoken with the Surf Lifesaving Club. T Kemp stated that the Club held its monthly meetings at the Surf Lifesaving clubrooms however Surf Lifesaving were not open to anything more.

B Cairns asked if the Club was an affiliated society or a charity. T Kemp replied that it was an affiliated association as a club.

B Cairns queried if the Club had any funds. T Kemp explained that this project would be a fully self-funded operation, The Club was just looking for a site.

4.2 **James Ensor – Surf Lifesaving**

J Ensor, recommended that the 2025/26 Lifeguard patrols should start on the last weekend of December 2025 and include the 30th and 31st December 2025 to continue from 1st January through to the 25th January 2026, missing the following weekdays and to cover the last weekend of January ending on 1st February 2026, as the beach always seemed busy on that last weekend of January. This would cover the 30 days which were funded.

In the 2024/25 season they had expected to get patrols from 28 December 2024 to 26 January 2025, however this had been modified to run from 21 December 2024 until 19 January 2025. He recommended that the Council should consider weekly payments to Surf New Zealand for the days that we required so if Surf Lifesaving chose to do other days, they could fund it themselves. The Council represented safety for the larger numbers and the ratepayers needed value for money for the investment.

P Redmond asked if the Council funded 30 days. J Ensor stated that it did for the 2024/25 season and would be for the 2025/26 season.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Approval for Community Consultation on the Waikuku Beach Master Plan – G Stephens (Greenspace Design and Planning Team Leader)**

G MacLeod took the report as read.

A Thompsen stated he believed that this plan was flawed and why would the Board support a plan that would put additional pressure on the area, in particular the toilets which were already not fit for purpose for the current recreational activities at Waikuku Beach. He also questioned consideration for further groups being based at the beach, namely the Volleyball Group and now the Northside Board Riders. He also was against spending budgets renewing carparks when the toilets should be a higher priority. G MacLeod explained that the current toilet strategy, which scheduled the Waikuku toilet renewal for 2052, was relatively old strategy which was being reviewed. Also, the budget for the carpark renewal was scheduled for the 2025/26 financial year.

A Thompson said that he felt that staff should hold off on the carpark and apply the money towards upgrading the toilets which were not accessible and were in poor condition. G MacLeod explained that the toilet renewal and the carpark renewal were budgets in different streams of the main budget and could not be swapped between departments. A decision regarding reallocation of budgets would need to be discussed with the Council as the delegation fell under it.

S Powell asked what the beach access which had been budgeted for \$40,000 covered. G MacLeod explained that was for the beach matting to allow wheelchair access to the beach.

P Redmond enquired what direction staff needed from the Board to include the Northside Board Riders Club request for space for clubrooms. G MacLeod explained that this could be an addition recommendation to investigate further and report back.

A Thompson queried whether adding the Northside Board Riders would be exacerbating the problem. The toilet issue was a constant theme. The Board had a responsibility to think about all conflicting demands on the area and infrastructure and think about the long-term benefits verses the drawbacks. G MacLeod agreed that this was a fair observation, noting that in 2017 when the toilet strategy was compiled there was not the same user pressure that was currently occurring now within Waikuku. However, if the concept plan was in place, it would give further clarity to both staff and the Council in the future.

I Fong agreed with A Thompson and believed that the Council should be requested to switch the budgets to allow the toilets to receive priority over the carpark renewal. G MacLeod reiterated that this was a conversation for the Council, possibly through the Annual Plan process.

S Powell enquired how much information would be included with the public consultation. G MacLeod noted it would explain which projects were funded and which were not.

A Thompson stated that he was uncomfortable with the Board consulting on the master plan, which seemed to have obvious flaws in it. He would prefer that the Board left the report on the table while it worked with staff on the best way forward given the need for better toilets and how the Northside Board Riders and the volleyball courts would impact the area. G MacLeod noted the addition of another building in the area would be a significant change and there would require resource consents.

K LaValley noted the benefit in putting a master plan in place was that the Council could potentially get further community feedback as to whether they thought the toilet was a higher priority than the carpark or any other elements of the plan. She believed the risk of not progressing was that staff did not have anything that underpinned any future decisions.

S Powell asked if as part of the consultation staff were planning a drop-in session in Waikuku Beach. G MacLeod replied that staff could arrange a drop-in session if that was something the Board wanted. He believed that this was a good idea as there were a lot of users staff could engage with on site.

P Redmond enquired what the issue with the toilets was. S Powell explained that they did not meet levels of service in terms of cleaning and accessibility and there was a bit of sand intrusion. Also, there were no changing facilities.

A Thompson believed that the Spatial Plan adopted in 2023 would allow for future decisions to be made and he would prefer that the Board asked staff to consider the issues raised and report back to the Board prior to the plan going out for consultation.

K LaValley asked if the consultation was delayed for this financial year, what would that mean for the projects specified for renewal. G MacLeod explained that staff would need to report on them as a carry forward which would go to the Council noting the intention for further community consultation on the master plan.

S Powell queried if staff would be reviewing the toilet strategy. G MacLeod replied that staff were currently reviewing the strategy in a much broader context and was scheduled to go to the Council through the 2027 Long Term Plan.

A Thompson stated he was uncomfortable calling this a master plan which he believed was the Spatial Plan. He considered this more of a parking plan. S Powell asked if there would be an impact to the plan if the name was changed and G McLeod replied that the Board could call the plan whatever they felt most comfortable with. Therefore, it was agreed that the plan would be referred to as the Parking and Accessibility Plan in the future and would then tie in with ensuring that the toilets would be designed to ensure accessibility.

It was also agreed that an extra resolution would be added requesting investigation on bringing the Waikuku Toilet Renewal budget forward from 2052 to be included in the next three years.

Moved: S Powell

Seconded: P Redmond

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 241126209035.
- (b) **Approves** Greenspace staff undertaking community engagement on the Waikuku Parking and Accessibility Plan ((Trim #240617097567).
- (c) **Requests** staff to investigate bringing the budget for Waikuku Toilet Renewal forward from 2052 to within the next three years and to change the level of service to incorporate changing facilities and accessibility design to the new facility.
- (d) **Notes** that there is budget provision of \$240,000 for the renewal of the Beach Front Car Park and Entranceway (GS001178) during this financial year as identified in the Greenspace Capital Work Renewals Programme.
- (e) **Notes** that some elements within the Master Plan (Trim 240617097567) are not currently budgeted for. These are important future elements which will improve the usability and function of the space but will require additional internal or external budget provision.
- (f) **Notes** that at this point in time, officers are not seeking funding for the unbudgeted future projects. The purpose of this Master Plan is to set aside space and opportunities which the community may wish to progress in the future. If these were to become Council led projects in the future they would be estimated at the time and the relevant LTP would be applied to at that stage.
- (g) **Notes** that there will be a clear indication of what elements are currently budgeted, and which will require future provision within the consultation documentation.
- (h) **Notes** that the two location options for beach volleyball approved by the Board for consultation at the Board's March meeting are within the area encompassed by the Master Plan and have been included within the master plan to enable consultation on both the plan and volleyball to be carried out in unison.

CARRIED

S Powell commented that she had been undecided on the way forward however believed that the plan should progress. She believed that the Board would include the toilet renewal in its Annual Plan submission. The beach volleyball project had been delayed for some time and needed to be progressed. The Council needed to have a plan in place, with how projects would be budgeted for. She requested staff to arrange a workshop on the issues discussed at the meeting.

P Redmond thought the plan was worth proceeding with. The toilets looked functional however he agreed that 2052/53 was too far ahead for replacement given the increased traffic at the beach. He thought that the Northside Board Riders should submit through the annual plan to be included in the master plan.

A Thompson thought it was misleading to talk about a master plan, because the master plan already existed in the spatial plan. He thought that a naming it a parking plan was more appropriate.

B Cairns commented that the pan was just a parking plan because of the timeframe, it was the next project funded by the Council in the area and the amenities would fit around that. It was good that it had come to the Board, and they had voiced the desire to have the toilets renewed earlier than the 2052/53 timeframe.

6.2 **Application to the Woodend-Sefton Community Board's 2024/25 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting that there was a new group applying for funding, the Woodend Indoor Bowls Club. The Pegasus Residents Group had applied for funding towards their Matariki morning tea.

B Cairns noted that he had looked at second hand bowls and found that second hand bowls could be bought for \$50 and queried why the club wanted a brand-new set. K Rabe noted that they did not provide that information.

Moved: A Thompson

Seconded: I Fong

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 250324049937.
- (b) **Approves** a grant of \$750 to the Woodend Indoor Bowls Club to purchase a new set of indoor bowls.
- (c) **Lays** the application from the Pegasus Residents' Group Inc. on the table until the Board received a quote for the catering from the group.

CARRIED

6.3 **ANZAC Day Services 2025 – T Kunkel (Governance Team Leader)**

K Rabe took the report as read noting it was an annual report the Board received.

Moved: S Powell

Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 250401056278.
- (b) **Appoints** Board member M Paterson to attend the Woodend Anzac service to be held at 6pm on Thursday, 24 April 2025, at the Woodend Community Centre, and to lay a wreath at the Woodend War Memorial.
- (c) **Appoints** Board members I Fong and S Powell to attend the Sefton Anzac service to be held at 6pm on Thursday, 24 April 2025, at the Sefton War Memorial, and to lay a wreath. Noting that the wreath will be laid in conjunction with a with a Council representative.
- (d) **Appoints** Board member S Powell to attend the Pegasus Dawn Service to be held at 6am on Friday, 25 April 2025, at Pegasus Lake, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.

CARRIED

7 CORRESPONDENCE

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairpersons Report for March 2025**

- Residents raising concerns about the possibility of the fast track for the proposed Stokes development.
- Traffic volumes on State Highway One.

Moved: S Powell

Seconded: P Redmond

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (Trim: 250408060820).

CARRIED

9 **MATTERS FOR INFORMATION**

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 5 March 2025.
- 9.2. Rangiora-Ashley Community Board Meeting Minutes 12 March 2025.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 17 March 2025.
- 9.4. Submission on State Highway Speed Limit Reversals – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 9.5. Alcohol Control Bylaw 2025 – Draft for Formal Public Consultation – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 9.6. Electoral Candidate Order on Local Body Election Voting Papers – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 9.7. Health, Safety and Wellbeing Report January 2025 to Current – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 9.8. Enterprise north Canterbury's Draft Statement of Intent for the Financial Year beginning 1 July 2025 and Approved Six Month Report to Council 31 December 2024 – Report to Audit and Risk Committee Meeting 11 March 2025 – Circulates to all Boards

Public Excluded

- 9.9. Rangiora Airfield – New Lease Agreements – Report to Council Meeting 4 March 2025 – Circulates to all Boards

Moved: P Redmond

Seconded: I Fong

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.8.
- (b) **Receives** the separately circulated public excluded information in item 9.9.

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

B Cairns

- Relay for life, attended both the day session and returned later to attend the very moving evening session. Well attended, great to see the event being held in Kaiapoi at the Kaiapoi Rugby Football Club.
- Attended the Dr Tim Williams speech which was arranged by Kaiapoi Promotions. Very interesting talk about the history and impacts of this conflict.
- North Canterbury Neighbourhood Support reviewed the status of the group and working harder to get funding.
- Pines Beach food forest, clearance of dangerous trees, donated apple tree planted, and a planting day would soon be arranged. Waiting for the area to be cleared of felled trees. Loads of local interest and support.
- Worked at Pegasus/Woodend food forest, moving mulch and pruning trees. Lots of great fruit still around.
- Attended the three volunteer expos, Rangiora was well attended with smaller numbers at the other two. Good networking event though.
- Conducted a pruning workshop at Kaiapoi Food Forest, which drew people from all over Canterbury.
- Attended the Kaiapoi Fun Run, great turn out.
- Enterprise North Canterbury funding committee met to decide on the last funding round for this financial year. Ten applicants, all received something, but not enough funds to meet what they asked for.
- Attended Silverstream garage sale and was invited to the residents' dinner.
- Attended the various draft annual plan community engagement events. Low turn out at all.
- Attended Ronel's Cuppa that is arranged by Waiora Links, they had a good turn out to talk annual plan, really good discussions afterwards with residents.
- Attended Last Wednesday Club meeting, which featured three local businesses showing their products and services. Really good event.
- Attended youth strategy meeting.
- Attended a number of Welcoming migrant meetings, which would have action plans.
- Attended Oxford A & P show.
- Attended Rangiora Promotions Sunday Fun Day, around 1,500 attended this ticketed event.
- Attended Sefton tug of war...great community event and fundraiser.
- Returning to conduct pruning workshop at Sefton School, which will raise funds for them.
- Attended the opening along with a day visit to Pegasus Bay art show. Was invited to attend the Race Unity Poster competition prize giving, lots of talented youth in the district, with the Tuahiwi School taking away top prize for their involvement.
- Attended a martial arts fund raiser in Kaiapoi.
- Attended Market in the Park in Rangiora, asked the organiser to ask where people came from who attended... 45% Rangiora, 7% Kaiapoi, Oxford 2%, Woodend 11%, Hurunui 4%, Christchurch 26%, with the balance International and balance of NZ.
- Attended monthly Food Secure North Canterbury meeting and then the public forum which covered food security in time of disaster, along with Jo Seagers writing recipes using rescued food, growing potted veges project.
- Gabby Alloway who had managed Community Wellbeing food bank in Kaiapoi was leaving to take up a new role in health sector. Gabby had put a huge amount of effort into helping those struggling in our community.
- Attended Down by the River event at Pines Beach hall, this was such good fun.
- Attended Farm Strong event which covered mental health issues in the rural sector.
- Attended Royal Honours event for local recipients, so much good work is being done by so many.
- Attending the AF8 event

I Fong

- Coastal Rural Drainage Advisory Group Meeting – Drain cleaning on track prior to winter.
- Sefton Hall Committee – The new hall custodian handed her notice in, as there was too much work for her with her new job. They were now advertising for a new custodian. The new hall drawings would be available on the 17th April 2025, then they can move forward with pricing etc, they then will be planning when to sell the old hall. Still waiting from Main Power for the design and pricing for the new power line upgrade into the domain. Looks like a new transformer etc was installed by the main gate into the domain. Ray White real estate had the old library and section for sale, it would be auctioned at their premisses in Rangiora this week.
- Sefton Tug of War – Judged and called the event.
- Pegasus Residents Association – Governance had dealt with all of the group's questions from the meeting.

R Mather (update e-mailed in)

- Greypower – Delivered Chatter and Woodpecker magazines to Jan Pentecost (Sefton) for Greypower meeting (which she was unable to attend).
- Council Meeting – Attended Council meeting to listen to report on path from Ravenswood to Woodend. Approval given by Councillors, subject to approval from the New Zealand Transport Agency.
- Cuppa in the Communi-tea – The guest speaker was Maria from the Greenspace team, and she was given plenty to follow up on.
- Pegasus Community Centre Project Steering Group Meeting.
- Mayor's Drop-in at Woodend – Joined the Mayor for this session which was very poorly attended by members of the public. Suspected the venue was part of the problem, as there was nothing else happening there and no foot traffic like there was at a library (where these drop-ins are well attended).
- New Zealand Transport Agency Briefing – Attended the NZTA update to Council regarding B2P project including Woodend bypass.
- Woodend-Sefton Community Board Monthly Meeting – Board meeting held at Sefton Hall with public consultations for Waikuku Beach volleyball and Pegasus youth project discussed and approved.
- Draft Annual Plan Drop-in at Woodend – This ran from 4pm to 7pm at the Woodend Community Centre with the Mayor and two Councillors in attendance. Disappointingly, no one came along with questions or comments on the draft annual plan.
- Woodend-Sefton Community Board Annual Plan Workshop – Board workshop to discuss the Annual Plan submission. Sad to again see a lack of Board members in attendance.
- Mayor's Drop-in at Pegasus – Joined the Mayor and Councillor Redmond for this session held at the Pegasus Community Centre. Two people came in with concerns to discuss with the Mayor.
- Council's Plant Giveaway – Attended the Rangiora plant give away for the first time and was delighted to come away with a few Gaura for my garden. This is a great initiative by the Council and was well attended. Well organised by the Greenspace team.
- Greypower – Delivered Chatter and Woodpecker magazines to Jan Pentecost (Sefton) for the April Greypower meeting. Did not attend, as Board members were not given time to report at the Annual General Meeting.
- Feedback from residents in Mary Ellen Street who have concerns about roots from the street trees coming into their property.
- Feedback from residents wanting the path between Woodend and Ravenswood completed.
- Contributed to Environment Canterbury and Waimakariri District Council Annual Plan submissions.
- Discussed with Mayor and Councillor Redmond the options for a second access to Pegasus.

11 **CONSULTATION PROJECT**

11.1 **Waimakariri District Council Draft Annual Plan 2025/26**

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2025-26>

Consultation closes Monday 21 April 2025.

The Board noted the consultation project.

12 **BOARD FUNDING UPDATE**

12.1 **Board Discretionary Grant**

Balance as at 31 March 2025: \$3,425.

12.2 **General Landscaping Budget**

Balance as at 31 January 2025: \$14,326.

The Board noted the funding update.

13 **MEDIA ITEMS**

Nil.

14 **QUESTIONS UNDER STANDING ORDERS**

Nil.

15 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

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

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

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

Moved: S Powell Seconded: R Redmond

That the public is excluded from the following parts of the proceedings of this meeting.

- 16.1 Public Excluded Minutes of the Woodend-Sefton Community Board meeting of
11 March 2025

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
16.1	Public Excluded Minutes of the Woodend-Sefton Community Board meeting of 11 March 2025	Good reason to withhold exists under section 7	To protect information where the making available of the information would disclose a trade secret as per LGOIMA Section 7 (2)(b(i)).

CARRIED**CLOSED MEETING**

The public excluded portion of the meeting was held from 7:21pm to 7:22pm.

OPEN MEETING**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Monday 12 May 2025 at the Woodend Community Centre, School Road, Woodend.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 7:23PM.

CONFIRMED

Chairperson

Date

Workshop (5:56pm to 6:21pm)

- *Recreation Capital Programme Update – Duncan Roxborough (Strategic and Special Projects Manager) and Justine Rae (Senior Advisor Assets and Capital)*
- *Members Forum*