Council Agenda

COUNCIL MEETING

Tuesday 5 February 2019

Commencing at 1.00pm

Waimakariri District Council Chamber
215 High Street
Rangiora

Members:

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

WAIMAKARIRI DISTRICT COUNCIL

A meeting of the WAIMAKARIRI DISTRICT COUNCIL will be held in the COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA on TUESDAY 5 FEBRUARY 2019 at 1.00PM.

Sarah Nichols
GOVERNANCE MANAGER

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

BUSINESS

1. APOLOGIES

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

3. ACKNOWLEDGEMENTS

3.1. New Years Honours

   Member of New Zealand Order of Merit (MNZM)
   • Sharon Torstonson for services to the community

   Queens Service Medal (QSM)
   • Kenneth (Don) Fairbrother for services to seniors and the disabled
   • Lindsay Kerr for services to sport
   • Janet Pentecost for services to the community, particularly seniors.

3.2. Community Service Award

   • Michael Petterson

4. CONFIRMATION OF MINUTES

4.1. Minutes of a meeting of the Waimakariri District Council held on 4 December 2018

   These minutes will be confirmed at the 19 February Council meeting.
4.2. Minutes of the public excluded portion of a meeting of the Waimakariri District Council held on 4 December 2018
(refer to Public Excluded Agenda)

MATTERS ARISING

5. DEPUTATIONS AND PRESENTATIONS
(refer to Public Excluded Agenda)

6. NOTICE OF MOTION
Councillor Dan Gordon submitted a Notice of Motion pursuant to Standing Order 26.1 for the 5 February 2019 meeting of the Waimakariri District Council.

RECOMMENDATION
THAT the Council resolves to:

(a) Approve Council staff investigating a possible Property Maintenance and Nuisance Bylaw to cover instances of long grass on undeveloped sections.

(b) Requests that staff report back to the Councils March 2019 meeting on options for such a Bylaw.

(c) Notes that in scoping the Bylaw other instances of nuisance may be identified and that such matters be reported back for possible inclusion in the preparation of a draft Bylaw.

7. ADJOURNED BUSINESS
Nil.

8. REGENERATION REPORTS
Nil

9. REPORTS

9.1. Annual Monitoring Report – Northern Pegasus Bay Bylaw 2016 Implementation Plan – Veronica Spittal (Policy Analyst) and Mike Kwant (Community Projects Officer)

RECOMMENDATION
THAT the Council:

(a) Receives report No. 190115003407.

(b) Acknowledges the Northern Pegasus Bay Advisory Group for the progress made on achieving the Northern Pegasus Bay Bylaw 2016 Implementation Plan during its nine months of operation.
(Manager Finance and Business Support)

RECOMMENDATION

THAT the Council:

(a) Receives report No.190117004507;
(b) Approves the Procurement and Contract Management Policy (Trim 19021005949),
(c) Notes this policy replaces the Purchasing (including tendering) Policy (Trim 15904127396).

10. HEALTH AND SAFETY

10.1 Health and Safety Report to Council December 2018– Jim Palmer (Chief Executive)

RECOMMENDATION

THAT the Council:

(a) Receives report No 190123007100.
(b) Notes that there are no significant Health and Safety issues at this time, and that WDC is, so far as is reasonably practicable, compliant with the PCBU duties of the Health and Safety at Work Act 2015.

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

11.1 Minutes of a meeting of the Waimakariri Youth Council held on 27 November 2018

11.2 Minutes of a meeting of the Audit and Risk Committee held on 20 November 2018

11.3 Minutes of a meeting of the Community and Recreation Committee held on 20 November 2018

11.4 Minutes of a meeting of the Regeneration Steering Group held on 3 December 2018

11.5 Minutes of a meeting of the District Planning and Regulation Committee held on 11 December 2018

11.6 Minutes of a meeting of the Utilities and Roading Committee held on 11 December 2018

11.7 Minutes of a meeting of the Community and Recreation Committee held on 18 December 2018
RECOMMENDATION
THAT the information in items 11.1 to 11.7 be received.

12. COMMUNITY BOARD MINUTES FOR INFORMATION

12.1 Minutes of a meeting of the Rangiora-Ashley Community Board held on 13 November 2018
132 - 146

12.2 Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board held on 19 November 2018
147 - 156

12.3 Minutes of a meeting of the Oxford-Ohoka Community Board held on 6 December 2018
157 - 167

12.4 Minutes of a meeting of the Woodend-Sefton Community Board held on 10 December 2018
168 - 173

12.5 Minutes of a meeting of the Rangiora-Ashley Community Board held on 12 December 2018
174 - 183

12.6 Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board held on 17 December 2018
184 - 189

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

13. CORRESPONDENCE

14. MAYOR’S DIARY

14.1 Mayor’s Diary 27 November 2018 – 28 January 2019
190 - 194

RECOMMENDATION
THAT the Council:
(a) Receives report no. 190124007275.
15. COUNCIL PORTFOLIO UPDATES

15.1. Iwi Relationships – Mayor Ayers
15.2. Canterbury Water Management Strategy – Councillor Stewart
15.3. International Relationships – Deputy Mayor Felstead
15.4. Regeneration (Kaiapoi) – Councillor Blackie

16. QUESTIONS

(under Standing Orders)

17. URGENT GENERAL BUSINESS

(under Standing Orders)

18. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

RECOMMENDATION

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

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

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1</td>
<td>Minutes of the Public Excluded portion of a meeting of the Council on 4 December 2018</td>
<td>Confirmation of minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.2</td>
<td>Deputation – Debbie and Rex Jeffcoat</td>
<td>Waikuku Beach Holiday Park</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.3</td>
<td>Report of Mayor David Ayers</td>
<td>Establishment of Mahi Tahi (Working Together) Development Committee with Te Ngāi Tūāhuriri Rūnanga</td>
<td>Good reason to withholding exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:
<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1 and 18.2</td>
<td>Protection of privacy of natural persons.</td>
<td>7(2)(a)</td>
</tr>
<tr>
<td>18.3</td>
<td>Maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, in the course of their duty; Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);</td>
<td>7(2)(f)(i) 7(2) i</td>
</tr>
</tbody>
</table>

**CLOSED MEETING**

See Public Excluded Agenda (blue papers)

**OPEN MEETING**

19. **NEXT MEETING**

The next scheduled meeting of the Council is at 3.15pm on Tuesday 19 February 2019 in the Council Chambers.
NOTICE OF MOTION

To the Chief Executive
Waimakariri District Council

We submit the following notice of motion pursuant to Standing Order 26.1, for the 5 February 2019 meeting of the Waimakariri District Council.

THE PURPOSE OF THE PROPOSED NOTICE OF MOTION IS TO SEEK A BYLAW TO DEAL WITH NUISANCE MATTERS SUCH AS LONG GRASS ON UNDEVELOPED RESIDENTIAL SECTIONS.

We, the undersigned, request that the Council consider investigating the bylaw to deal with nuisance matters such as long grass on undeveloped residential sections. There may be other nuisance matters that a scoping exercise may identify that could also be considered in a potential “Property Maintenance and Nuisance Bylaw”.

Explanations

Residents periodically express concern about overgrown sections in residential areas. This is more often during the spring and early summer flush of growth. Councils previously had the power to order the growth to be cut where it was deemed a fire risk, however as of 1 July 2018 that ability under the Local Government Act 2002 was repealed and the authority transferred to Fire and Emergency New Zealand.

The Council still has some limited ability to request an owner to cut back vegetation where it is shown that it harbours vermin, however that is usually not the case on sections where there is no place for vermin to nest such as stacks of timber or compost heaps.

Some residential developments have covenants in place that require an owner to keep vacant land so that it is not unsightly. However this falls on the owner of the covenant to enforce and in most instances this rests with residents to front such costs, as some developers have little interest to enforce them once the sections are sold.

Fire and Emergency will not intervene unless there is a direct fire risk which is what the Act allows for.

There are many instances where residents are in situations where vacant sections are being left having been purchased or land banked, and some have no intention of maintaining them. Where this occurs it spoils an area where other residents look after their sections and keep their properties in good order and take pride in their streets and its frontages.

Instances like this is where a bylaw could look at what potential role the Council could play. It may be that a warning notice is sent in the first instance, and if this is ignored after a certain time period then mowing takes place and Council would recover costs from the landowner. This is what used to occur prior to the change in the legislation. Consideration around enforcement provisions would need to be included in the bylaw.

Auckland Council have a bylaw “Property Maintenance and Nuisance Bylaw 2015” and some of these provisions may provide a possible basis for preparation of a proposed bylaw to cover the instances referred to. There may be other instances that could be covered and a scoping exercise as well as a public consultation may provide other matters that could be considered for inclusion, this could be
such matters as unkempt street frontages and foliage that overhangs footpaths, and noise nuisance from roosters in residential areas.

The status quo, where we have no ability to act provides great frustration to residents who seek Councils assistance to help achieve a resolution. Investigating a proposed nuisance bylaw is worthy of consideration to assist in instances mentioned. A number of current cases can be cited in support.

**Recommendation to the Waimakariri District Council**

That the Council resolves to:

(a) **Approve** Council staff investigating a possible Property Maintenance and Nuisance Bylaw to cover instances of long grass on undeveloped sections.

(b) **Requests** that staff report back to the Councils March 2019 meeting on options for such a Bylaw.

(c) **Notes** that in scoping the Bylaw other instances of nuisance may be identified and that such matters be reported back for possible inclusion in the preparation of a draft Bylaw.

Signed:

______________________________

Councillor Dan Gordon (Mover)

______________________________

Councillor Paul Williams (Seconder)

Dated: 18 December 2019
1. SUMMARY

1.1 The purpose of this report is to inform the Council about progress made during the first year of operation of the Northern Pegasus Bay Bylaw 2016 Implementation Plan ‘Making it Happen’.

1.2 Key achievements and issues still to be addressed are also highlighted in the report.

Attachments:


2. RECOMMENDATION

THAT the Council:

(a) Receives report No. 190115003407.

(b) Acknowledges the Northern Pegasus Bay Advisory Group for the progress made on achieving the Northern Pegasus Bay Bylaw 2016 Implementation Plan during its nine months of operation.

3. BACKGROUND

3.1 The Northern Pegasus Bay Bylaw 2016 was adopted on 5 July 2016 after an extensive public consultation process. Enforcement of the Bylaw was a significant issue for submitters with over 150 comments received relating to its implementation.

3.2 The Hearing Panel considered there were a number of tools that could be used to improve the management of the coastal area and ensure the vision encapsulated in the Bylaw ‘Northern Pegasus Bay coastal strip – valued, protected and enjoyed by all’ was achieved. These included improved enforcement, education, publicity, community development to empower beach communities, research and monitoring, and additional physical structures.

3.3 Council accepted the recommendation from the Hearing Panel that a Bylaw Implementation Plan (the Plan) be developed, incorporating the above elements and using
a combined-agency/community approach and this was included as clause 21.2 in the Bylaw.

3.4 On 5 December 2017 the Council adopted the Northern Pegasus Bay Bylaw 2016 Implementation Plan ‘Making it Happen’ which was developed in partnership with the Department of Conservation, Ashley Rakahuri Rivercare Group, Te Kōhaka o Tūhaitara Trust, Te Ngāi Tūāhuriri Rūnanga Inc and Environment Canterbury, and in consultation with the wider community.

3.5 The Northern Pegasus Bay Advisory Group was established after the adoption of the Plan to oversee its implementation. Other responsibilities included carrying out annual reviews of the user agreements associated with the Bylaw, developing a research and monitoring programme in conjunction with other parties, overseeing a review of the Ecan Ranger Service contract 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 and reporting back to Council on the effectiveness of the Implementation Plan and associated Bylaw.

4. ISSUES AND OPTIONS

4.1. Action M.1 in the Northern Pegasus Bay Bylaw 2016 Implementation Plan requires progress to be reported annually to the Northern Pegasus Bay Advisory Group and Council by Policy and Strategy in conjunction with Green Space and the Ecan Ranger Service. The first monitoring report is now due and included as an attachment to this report (Trim 180522056184).

4.2. While there is still work to be done, progress has been made on all of the issues raised by submitters to the draft Implementation Plan. The future management and protection of the Ashley-Rakahuri Estuary was a clear priority for submitters, as was the education of beach users through effective communication, signage and enforcement. Other issues included educating beach users entering at Ashworths Beach about bylaw rules, continuing to engage with the Hurunui District Council about coastal management and making sure the Implementation Plan was adequately resourced.

4.3. Highlights

- Four meetings have been held of the Northern Pegasus Bay Advisory Group which was established on 18 April 2018 and is chaired by Councillor Blackie. The group has now decided meeting once a quarter is sufficient to fulfil its terms of reference. The attached monitoring report demonstrates the collaborative approach taken by a number of organisations to implement the Plan; a key factor in its success to date.

- A dedicated Green Space staff member provides administrative support for the Northern Pegasus Bay Advisory Group and oversees the implementation of the Plan. Allocating this resource is another key success factor and promotes a pro-active, co-operative approach to the management of Bylaw-related issues.

- A Hurunui District Council staff representative has been appointed to the Northern Pegasus Bay Advisory Group and attended each meeting. This has greatly improved communication about cross-boundary coastal issues.

- Both ECan and the Council have allocated funds in their 2018-28 LTP’s for sealing the Kairaki Beach car park in the 19/20 financial year. Future funding has also been allocated by the Council in its LTP for providing the long-sought disabled access to beaches at Pegasus and Waikuku.
Physical works of note include additional fencing installed to restrict 4WD access from the Pines Beach dune system, and dune plantings, carried out by ECan and Te Kōhaka o Tūhaitara Trust at Woodend and Kairaki Beaches and the Ocean Outfall, of indigenous dune stabilising species to enhance coastal ecosystems and provide greater dune stability.

A key focus has been educating beach users about Bylaw rules. This has included two multi-agency BBQ days held at Kairaki Beach, additional patrols which have increased the visibility of the ECan Ranger Service, brochures about various aspects of the Bylaw handed out to beach users and the production of videos released on the Council’s web page, social media and in the Rangiora Town Hall Movie Theatre.

A Bylaw Research and Monitoring Programme has been developed to ensure future decisions can be evidence-based. The need for this was highlighted during the review of the effectiveness of the 2010 Bylaw with some submitters stating it had failed to address environmental and safety concerns, others noting that some improvements had been made, particularly with regard to vehicle access, and others wanting to maintain the status quo as they considered the Bylaw to be working well.

As part of this programme an Intercept (face to face) Survey of 300 beach users has been carried out from early November 2018 to mid-January 2019. ECan patrol records, dating from the Bylaw’s introduction in 2016 to the present day, have also been analysed to identify trends. Some useful information has been obtained from both the survey and patrol records which will enable a baseline for monitoring the effectiveness of the Bylaw to be established. These projects will be the subject of future reports to Council.

The Ashley-Rakahuri Rivercare Group and Birds NZ continue to play a significant role in protecting, and educating the public about, the Ashley-Rakahuri Estuary’s values, by carrying out predator control and regular bird counts as well as participating in promotional activities.

### 4.4. Key issues still to be addressed

- Unfortunately, despite several meetings, further progress has not been able to be made on the development of a Fenton Reserve Agreement and Code of Conduct due to agreed actions not being completed. A draft Agreement prepared by Council staff in 2016 and revised in 2018 is awaiting feedback. Council’s feedback on a draft Code of Conduct, prepared by a representative of the Fenton Reserve Trustees, has not resulted in the sign-off of a final document by the three parties involved.

  Operationally this is not currently an issue as there have been no recorded issues regarding the use of the Ashley-Rakahuri Estuary by Fenton Trustees. However, the Trustees were made exempt from the Bylaw on the understanding an agreement would be in place and the lack of this could be an issue during the review of the effectiveness of the 2016 Bylaw.

- The need to review and update on-site signage is on-going to ensure it continues to be an effective tool for successfully raising public awareness of the Bylaw and its rules. Without this it is difficult to expect beach users to abide by the rules and enable their effective enforcement.

  Signs must be well-designed with effective graphics and minimal text, well positioned and minimal in number to avoid sign pollution and loss of visual impact. To this end an inventory of all signs has been undertaken with signage changes being prioritised to firstly ensure existing signage is correct, up to date and in good condition. The next
priority is to review signage position and number, and install new signs where they are still needed.

Of the 300 respondents to the recent Beach Users Intercept Survey, 50% were aware of some of the Bylaw rules or controls on activities and this is a statistic we are seeking to further enhance. Signage is a key factor in raising awareness with 52% of aware survey respondents being made aware through existing signage. The next highest method of raising awareness was word of mouth at 21%.

- Discussions regarding a recent breach of Bylaw rules at the Ashley-Rakahuri Estuary have identified the need for further review of ECan and Council enforcement roles and processes.

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

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

The Northern Pegasus Bay Advisory Group received an interim monitoring report at their second meeting held on 20\textsuperscript{th} June 2018. This annual monitoring report will be presented to the group at a meeting on 20 February 2019.

The annual monitoring report will also be circulated to the Community Boards for their information.

The monitoring report was circulated as a draft to the Environment Canterbury Ranger Service, Department of Conservation, Ashley Rakahuri Rivercare Group and Te Kōhaka o Tūhaitara Trust for their input.

5.2. **Wider Community**

The wider community will be informed of highlights via a press release after the report has been received by the Council.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

Achieving the Implementation Plan has resource implications for all of the Plan's partners. All but Te Ngāi Tūāhuriri Rūnanga Inc confirmed their commitment to implementing plan actions at the time the Plan was adopted by Council.

Most of the actions relating to the Council are covered within existing operational budgets. The two big items of capital expenditure, sealing the Kairaki Beach car park and improving access to the beach for people with mobility issues, were discussed by the Council as part of the Long Term Plan deliberations and have now been included in the 2018-28 Long Term Plan.

6.2. **Community Implications**

There was a notable level of dissatisfaction with the implementation of the 2010 Bylaw when it was reviewed in 2015. The need for effective monitoring and implementation of the 2016 Bylaw was also highlighted during public consultation processes. The collaborative efforts of those involved and achievements to date should be well received by the community.
6.3. **Risk Management**

There is likely to be stakeholder/public dissatisfaction if the Implementation Plan is not achieved.

There have been delays in installing Bylaw signage at the Ashley-Rakahuri Estuary and the northern boundary of the District. The Ashley Fishermens Association Inc and Woodend Sefton Community Board representatives expressed some concerns about this at the Northern Pegasus Bay Advisory Group’s November meeting. Site visits with the representative of the Association and attendance of staff at one of their meetings has provided a better understanding of their concerns in relation to the area north of the Ashley-Rakahuri Estuary.

Addressing signage needs at this location is more complex because of the different Bylaw rules that apply at the boundaries of the two adjacent Districts, and reaching agreement between the three agencies concerned about the best approach to take.

Interpretation signage for the Estuary, designed by ECan, has been subject to a protracted process of approval from a number of stakeholders. While this has delayed the installation of the signage, the consultation carried out has ensured their respective interests have been well considered.

6.4. **Health and Safety**

A key objective of the *Northern Pegasus Bay Bylaw 2016* is to promote public health and safety. General actions in the Implementation Plan, such as those relating to education, signage and enforcement promote this. More specific actions such as PS.5 (investigate the feasibility of providing alternative horse loop trails), and ED.6 (monitor and provide advice about the use of long lines on the beach), are also relevant. The achievement of these actions will help to mitigate risk.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

The Implementation Plan is empowered by the *Northern Pegasus Bay Bylaw 2016* which in turn is mandated by the *Local Government Act 2002* (sections 145, 146 (b)(vi) and 153 (3) and the *Land Transport Act 1998* (sections 22AB(1)(b), 22AB(1)(c), 22AB(1)(f) and 22AB(1)(zk)).

The following legislation also impacts on the management of the coastal environment.

*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*
*Reserves Act 1977*
*Dog Control Act 1996*
*Forest and Rural Fires Act 1977*
7.3. **Community Outcomes**

The community outcomes relevant to this project are listed in the following table.

<table>
<thead>
<tr>
<th>Governance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Effect is given to the principles of the Treaty of Waitangi</td>
<td>The Council in partnership with Te Ngāi Tūāhuriri Rūnanga, continue to build our relationship through mutual understanding and shared responsibilities</td>
</tr>
<tr>
<td>There are wide-ranging opportunities for people to contribute to the decision making that effects our District</td>
<td>The Council makes information about its plans and activities readily available</td>
</tr>
<tr>
<td></td>
<td>The Council takes account of the views across the community, including mana whenua</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>There is a safe environment for all</td>
<td>Harm to people from natural and man-made hazards is minimised</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Places and Spaces</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>There are areas of significant indigenous vegetation and habitats for indigenous fauna</td>
<td>Conservation and restoration of significant areas of vegetation and/or habitats is encouraged</td>
</tr>
<tr>
<td>The community’s cultures, arts and heritage are conserved and celebrated</td>
<td>Mana whenua are acknowledged and respected</td>
</tr>
<tr>
<td>Public spaces and facilities are plentiful, accessible and high quality</td>
<td>People enjoy clean water at our beaches, rivers and lakes</td>
</tr>
<tr>
<td></td>
<td>There is a wide variety of public places and spaces to meet people’s needs</td>
</tr>
<tr>
<td></td>
<td>There are wide-ranging opportunities for people to enjoy the outdoors</td>
</tr>
<tr>
<td>People are friendly and caring, creating a strong sense of community in our District</td>
<td>There are wide-ranging opportunities for people of different ages, abilities and cultures to participate in community life and recreational activities</td>
</tr>
</tbody>
</table>

7.4. **Delegations**

The Community and Recreation Committee has delegated authority to administer bylaw’s 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 2016* 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 and 2016 *Northern Pegasus Bay Bylaws* due to the significance of the coastal area.
# Northern Pegasus Bay Bylaw 2016 Monitoring Report – December 2017 to December 2018

<table>
<thead>
<tr>
<th>ACTION</th>
<th>PARTIES INVOLVED</th>
<th>PRIORITY &amp; TIMEFRAME</th>
<th>PROGRESS TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short Term and Ongoing Actions - Within 1 Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cultural Values</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>CV.3</strong> Hold discussions with Te Ngāi Tūāhuriri Rūnanga about opportunities for developing partnerships in the achievement of the Northern Pegasus Bay Bylaw 2016 Implementation Plan. (1.1, 1.2, 7.3)</td>
<td>WDC Green Space Team and Te Ngāi Tūāhuriri Rūnanga</td>
<td>Ongoing At WDC/Runanga annual hui and executive meetings</td>
<td>Te Ngāi Tūāhuriri Rūnanga representation on the NPBAG has been sought. Council is awaiting a response.</td>
</tr>
<tr>
<td><strong>CV.4</strong> Discuss the potential for establishing a site for scattering ashes on Te Kōhaka o Tūhaitara Trust land. (1.1)</td>
<td>WDC Green Space Team, in consultation with Te Ngāi Tūāhuriri Rūnanga and Te Kōhaka o Tūhaitara Trust</td>
<td>Within 6 months June 2018</td>
<td>Report from General Manager of Te Kōhaka o Tūhaitara Trust to go to March 2019 TKoT Trustees meeting.</td>
</tr>
<tr>
<td><strong>Ashley-Rakahuri Estuary</strong></td>
<td></td>
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<tr>
<td><strong>ARE.2</strong> Initiate discussions with other organisations to decide on a process, timeframe and funding for the development of a management plan for the Estuary. (2.1, 2.2, 2.3, 2.4, 7.3, 8.1)</td>
<td>Advisory Group</td>
<td>Within 1 year 2018</td>
<td>Policy and Strategy made a submission to ECan’s 2018-2028 LTP in March 2018 requesting that ECan bring forward work on developing the management plan to the 2018/19 financial year. ECAN have not committed to a timeframe for initiating a management plan.</td>
</tr>
<tr>
<td><strong>Physical Structures</strong></td>
<td></td>
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<tr>
<td><strong>PS.6</strong> Investigate the feasibility of sealing the Kairaki Beach car park as a joint ECan/WDC project. (3.1, 3.2, 3.4, 7.3)</td>
<td>WDC Green Space Team and ECan Rangers</td>
<td>Now For inclusion in WDC and ECan 2018-2028 LTP’s</td>
<td>Policy and Strategy made a submission to ECan’s 2018-2028 LTP in March 2018 supporting the inclusion of $80,000 for sealing the car park. Both the Council and ECan have allocated $80,000 for the project in the 19/20 financial year of their respective LTP’s.</td>
</tr>
<tr>
<td>ACTION</td>
<td>PARTIES INVOLVED</td>
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<tr>
<td><strong>PS.1</strong> Create design guidelines for signs and physical structures used in the Northern Pegasus Bay coastal strip. (3.1, 4.1, 4.2, 4.3, 4.4)</td>
<td>ECan in consultation with WDC Green Space Team and the advisory group</td>
<td>Within 6 months June 2018</td>
<td>ECan, Te Kōhaka o Tūhaitara Trust and WDC are using consistent design standards along the Coastal Park and Reserve to provide cohesive signage in this contiguous area and avoid confusion for the public.</td>
</tr>
<tr>
<td><strong>PS.2</strong> Identify the existing physical structures used to enforce the Bylaw and review their effectiveness, environmental impact and accessibility. (3.2)</td>
<td>WDC Green Space Team and ECan Rangers</td>
<td>Within 6 months June 2018</td>
<td>Existing fencing structures have been proven to be effective at Kairaki &amp; Pines Beaches to restrict 4WD vehicles from accessing susceptible dunes. Natural sand dune building processes are taking place where these have been installed.</td>
</tr>
<tr>
<td><strong>PS.3</strong> Identify opportunities for new structures, including park furniture, that will assist with Bylaw enforcement, direct people to destination points and enhance users’ park experience, for example, a viewing platform for people with mobility issues. (3.2, 3.3, 3.4)</td>
<td>WDC Green Space Team, ECan Rangers and Te Kōhaka o Tūhaitara Trust in consultation with the advisory group</td>
<td>Within 6 months June 2018</td>
<td>Additional fences of the existing designs were installed in June 2018 to restrict 4WD’s from accessing dunes in various locations between Kairaki and Pines Beach Ocean Outfall. An on-site meeting was held with the Pines Beach residents group to ensure appropriate positioning and legitimate public access are not adversely affected. Cable and bollard fence pedestrian access points are being reviewed to ensure ease of wheelchair access with modification of the Ashley Rakahuri Estuary car park fencing.</td>
</tr>
<tr>
<td><strong>PS.4</strong> Prepare a programme of physical structures to be installed including estimated costs, priorities and timeframes for inclusion in WDC and ECan 2018-2028 LTP’s. (3.1, 3.2, 3.3, 3.4)</td>
<td>WDC Green Space Team and ECan Rangers and Te Kōhaka o Tūhaitara Trust</td>
<td>Within 6 months June 2018</td>
<td>The 2018-2028 LTP includes an annual budget for NPBBIP action point implementation. Details of structures to be funded are included in annual budgets</td>
</tr>
</tbody>
</table>

**Signage**

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<tr>
<th>ACTION</th>
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<tbody>
<tr>
<td><strong>S.1</strong> Update and complete register of all current coastal signs (4.1, 4.2, 4.3)</td>
<td>ECan Ranger Service</td>
<td>Within 6 months June 2018</td>
<td>A register of all current coastal signs has been completed by the ECan Ranger Service (May 2018).</td>
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<tr>
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| **S.2**  
Determine the minimum signage needed to inform beach users, taking into account important access points and key issues at each site. Assess the adequacy of existing signage within this framework and prepare a signage programme including estimated costs, priorities and time frames.  
(4.1, 4.2, 4.3, 4.4, 4.5) | ECan Rangers in conjunction with WDC Green Space Team and in consultation with Te Kōhaka o Tūhaitara Trust | Within 6 months June 2018 | Register of signs completed and review of adequacy underway. |
| **S.7**  
Carry out user testing on the proposed signage programme prior to installation.  
(4.1, 4.2, 4.5, 7.4) | ECan in consultation with the WDC Green Space Team | Within 1 year September 2018 | Discussed with a key submitter to the NPBB 2016 who is happy to see WDC address existing signage issues with new signs without further consultation. Some testing will be done to confirm proposed signs are user friendly/effective. |
| **S.6**  
Ensure clear signage is provided about the Bylaw rules relevant to the Estuary, such as dog control and no-go areas.  
(2.1, 2.2, 2.3, 4.1, 4.2) | ECan Rangers in conjunction with the WDC Green Space Team | Within 1 year November 2018 | New NPBB 2016 signs are being made for installation. |
| **S.3**  
Install signage as per signage programme.  
(4.1, 4.2, 4.3, 4.4, 4.5) | ECan Rangers in conjunction with WDC Green Space Team and Te Kōhaka o Tūhaitara Trust | Within 1 year November 2018 (most signs) | To be done after S2 is completed. |
| **S.6**  
Ensure clear signage is provided about the Bylaw rules relevant to the Estuary, such as dog control and no-go areas.  
(2.1, 2.2, 2.3, 4.1, 4.2) | ECan Rangers in conjunction with the WDC Green Space Team | Within 1 year November 2018 (most signs) | To be done after S2 is completed. |
| **ED.7**  
Promote the cultural and ecological values of the Tūhaitara Coastal Park.  
(1.1, 5.1, 5.3) | Te Kōhaka o Tūhaitara Trust | Ongoing | Te Kōhaka o Tūhaitara Trust proactively promotes the values of the park and surrounding areas. |
<table>
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<tr>
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<tbody>
<tr>
<td><strong>ED.5</strong> Make whitebaiters aware 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. (2.1, 2.2, 2.3, 5.1, 5.3, 7.2)</td>
<td>WDC Green Space Team and ECan Ranger Service</td>
<td>Ongoing December 2017</td>
<td>ECan and Green Space staff promote awareness through discussions and handouts every season during monitoring and enforcement operations. The Ashley Rakahuri whitebait gate permit has been revised to include a part of the ‘Driving on the Beach’ brochure which refers to the purposes of the NPBB. To be used from 2019 season.</td>
</tr>
<tr>
<td><strong>ED.6</strong> Monitor and provide advice about the use of long lines on the beach with a view to keeping all beach users safe. (5.1, 10.2)</td>
<td>ECan Rangers</td>
<td>Within 6 months Ongoing</td>
<td>Ongoing. No issues reported to date.</td>
</tr>
<tr>
<td><strong>ED.1</strong> Encourage user groups, residents associations and community boards to educate the community about the Bylaw to bring about a cultural shift in attitudes. (5.2, 7.2)</td>
<td>Advisory group in conjunction with the Kaiapoi-Tuahiwi and Woodend-Sefton Community Boards and other interested parties</td>
<td>Within 1 year Ongoing</td>
<td>NPBAG members discussed options for educating the community at their June 2018 meeting. These options need to be further refined with the: who, what and by when detailed.</td>
</tr>
<tr>
<td><strong>ED.3</strong> Revise Bylaw educational brochures and make available for distribution to beach users. (1.1, 5.1, 5.3)</td>
<td>Policy and Strategy ECan in consultation with the WDC Green Space Team and ECan</td>
<td>Now December 2017</td>
<td>ECan Rangers have the brochures in their patrol vehicles to hand out as required. They have advised the existing WDC and ECan brochures are sufficient for distribution at the moment. The commercial horse trainer’s brochure is to be updated to reflect changes resulting from the annual review of the user agreement.</td>
</tr>
<tr>
<td><strong>ED.2</strong> Develop educational videos involving members of the community and utilise social media to educate beach users about key Bylaw issues and the cultural significance of the area. (1.1, 5.1, 5.3, 6.2, 7.2)</td>
<td>WDC Communications and Engagement Team in consultation with the WDC Green Space Team, ECan Rangers, Te Kōhaka o Tūhaitara Trust and the advisory group</td>
<td>Within 1 year December 2018</td>
<td>Green Space and the WDC Communications and Engagement Team have produced a number of videos targeted at specific activities carried out by beach users and these have been posted on WDC Facebook and the WDC Website in November 2018. There has also been a 30 second video produced to promote the NPBB which is being shown at the Rangiora Town Hall movies over the 2018/19 summer school holiday period. This is great exposure with 70 movies being held per week for 8 weeks.</td>
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<tr>
<td><strong>ED.4</strong> Inform microlight operators at the Rangiora Airfield about the wildlife values of the Ashley-Rakahuri Estuary and the need to protect the birds there. (2.1, 2.2, 2.3, 5.3, 7.2)</td>
<td>Ashley-Rakahuri Rivercare Group supported by ECan Ranger Service</td>
<td>Within 1 year 2018</td>
<td>Not progressed.</td>
</tr>
<tr>
<td><strong>Publicity</strong></td>
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<tr>
<td><strong>P.1</strong> Develop a publicity campaign for when the new Bylaw signage is installed. (4.5, 5.1, 6.1, 6.2, 6.3)</td>
<td>WDC Communications and Engagement Team in consultation with WDC Green Space Team</td>
<td>Within 6 months June 2018 Ongoing</td>
<td>Green Space met with WDC Communications and Engagement Team in May 2018 to discuss a publicity campaign which will include videos, media releases, the web site and facebook posts. As signage is being changed incrementally, a publicity campaign will not be carried out until the upgrade programme has been completed.</td>
</tr>
<tr>
<td><strong>P.3</strong> Work with relevant recreation organisations to ensure their members are aware of Bylaw rules. (5.1, 6.2, 7.3)</td>
<td>ECan Ranger Service, WDC Green Space Team and Te Kōhaka o Tūhaitara Trust</td>
<td>Within 6 months June 2018</td>
<td>Green Space works closely with the Ashley Fisherman’s Association and has presented at one of their meetings to promote the NPBB. Other recreational groups affected by the NPBB still need to be contacted e.g Surf Life-saving clubs, 4WD clubs, Canterbury Blokart Club etc.</td>
</tr>
<tr>
<td><strong>P.2</strong> Carry out an annual Bylaw publicity programme highlighting Bylaw rules and coastal values and addressing any current issues, for example, vehicle use of the beach. (5.1, 5.3, 6.1, 6.2, 6.3, 7.3)</td>
<td>WDC Communications and Engagement Team in conjunction with WDC Green Space Team, ECan and Te Kōhaka o Tūhaitara Trust</td>
<td>Within 1 year Before Christmas Holidays 2018 and every year thereafter</td>
<td>Green Space met with WDC Communications and Engagement Team in May 2018 to discuss a publicity campaign which will include videos, media releases, the web site and facebook posts. Videos were released for viewing at the Rangiora Town Hall Movie Theatre, on WDC Facebook and on the WDC website. Media releases were sent out in 2018 to raise public awareness about driving 4WD in the dunes and vandalism issues.</td>
</tr>
<tr>
<td><strong>Working With Others</strong></td>
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<tr>
<td><strong>W.2</strong> Support the Tūhaitara Coastal Park foredune bio-node project and look for opportunities to extend this programme into the Northern Pegasus Bay coastal strip. (7.1, 7.2, 7.3)</td>
<td>Te Kōhaka o Tūhaitara Trust in conjunction with schools and community groups and supported by WDC Green Space Team, ECan Ranger Service and the advisory group</td>
<td>Ongoing</td>
<td>ECan and TKoT have commenced fore-dune planting at fore-dune sites including Woodend Beach, Ocean Outfall and Kairaki. Further dune plantings have been carried out around new sections of dune fencing and at Pines outfall. TKoT are also partnering with the Coastal Restoration Trust to establish monitoring points along the coastline to track progress.</td>
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<tr>
<td><strong>W.6</strong> Support predator control efforts in the Ashley–Rakahuri Estuary by locals. (2.1, 2.3, 2.4, 7.1, 7.2, 7.3)</td>
<td>DOC and ECan</td>
<td>Within 6 months Ongoing June 2018</td>
<td>DOC supported the ARRC Group last year to set up a community trapping programme in the Estuary, with a $6000 grant to buy traps. The ARRC group are operating the trap line with support from ECan and a Waikuku resident is leading this operation.</td>
</tr>
<tr>
<td><strong>W.7</strong> Establish an advisory group to supercede the Northern Pegasus Bay Bylaw Implementation Plan Working Party. (7.1, 7.2, 7.3)</td>
<td>WDC Green Space Team</td>
<td>Within 6 months Community &amp; Recreation Committee meeting – 27 March 2018</td>
<td>The terms of reference for the Northern Pegasus Bay Advisory Group were adopted by Council on 5 December 2017. The first meeting of the group was held on 18 April 2018.</td>
</tr>
<tr>
<td><strong>W.4</strong> Discuss inter-related coastal matters, including the implementation of the two Bylaws and representation on the advisory group with the Hurunui District Council. (7.3)</td>
<td>WDC Green Space Team, ECan Rangers and Hurunui District Council</td>
<td>Within 6 months June 2018</td>
<td>Hurunui District Council is represented on the Northern Pegasus Bay Advisory Group.</td>
</tr>
<tr>
<td><strong>W.8</strong> Establish a database of residents and groups willing to become involved with Northern Pegasus Bay Bylaw 2016 Implementation Plan activities. (7.1, 7.2, 9.2)</td>
<td>WDC Green Space Team</td>
<td>Within 6 months June 2018</td>
<td>Contact list filed of NPBB 2016 submitters who indicated they would be willing to continue to be involved with coastal management issues.</td>
</tr>
<tr>
<td><strong>W.5</strong> Encourage beach users and other voluntary groups to hold an annual beach clean-up day. (7.2, 7.3)</td>
<td>WDC Green Space Team, beach user groups, other voluntary groups, the advisory group, Community Boards and WDC Communications and Engagement Team.</td>
<td>Within 1 year February 2018</td>
<td>Beach cleanup events supported by Council include: 1. Rangiora Lions - Kairaki/Pines - 14th December 2017 2. Waikuku Beach residents - 9th December 2017</td>
</tr>
<tr>
<td><strong>W.3</strong> Discuss with the Waikuku Beach Surf Club options for providing disabled access at Waikuku Beach and recommend a solution for consideration by WDC and ECan Councillors. (3.1, 3.2, 3.3, 7.3, 7.4)</td>
<td>WDC Green Space Team, ECan Rangers, Waikuku Beach Surf Club</td>
<td>Within 1 year July 2018</td>
<td>$51k was confirmed in the LTP in June 2018 for Pegasus and Waikuku Beaches disabled access and viewing platforms for 2021/22 and 2022/23 respectively. Design options will be developed for consultation closer to the time.</td>
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<tr>
<td>W.1</td>
<td>Investigate community support for reinvigorating a residents group at Waikuku Beach to support the Implementation Plan actions. (5.2, 7.1, 7.2)</td>
<td>WDC Community Team in conjunction with the advisory group</td>
<td>Within 1 year 2018</td>
</tr>
<tr>
<td>UA.1</td>
<td>Develop a Fenton Reserve Code of Conduct for sign off by the Council and Fenton Reserve Trustees. (1.1, 1.2, 2.1, 2.3, 7.2, 7.3, 8.1, 9.1)</td>
<td>Fenton Reserve Trustees and Council</td>
<td>Within 6 months March 2018</td>
</tr>
<tr>
<td>UA.2</td>
<td>Sign a Fenton Reserve Agreement between the Council, Environment Canterbury and Fenton Reserve Trustees (1.1, 1.2, 2.1, 2.3, 7.2, 7.3, 8.1)</td>
<td>WDC Policy and Strategy and Green Space Units, ECan, Fenton Reserve Trustees</td>
<td>Within 6 months June 2018</td>
</tr>
<tr>
<td>E.2</td>
<td>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. (9.2)</td>
<td>ECAn Ranger Service and the advisory group</td>
<td>Within 6 months Advisory Group programmed meetings</td>
</tr>
<tr>
<td>E.4</td>
<td>Review the Enforcement Services contract between ECAn and the Council, including the determination of new levels of service. (9.1, 9.2)</td>
<td>ECAn Ranger Service and WDC Green Space Team</td>
<td>Within 6 months February 2018</td>
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<tr>
<td>E.3</td>
<td>ECan Ranger Service and WDC Green Space Team</td>
<td>Within 6 months June 2018</td>
<td>ECan Rangers have forwarded WDC data from their incident database (December 2018) which has provided baseline data for monitoring incident trends. This will help inform the 2016 Bylaw effectiveness review.</td>
</tr>
<tr>
<td>E.6</td>
<td>ECan Ranger Service, and WDC Green Space Team</td>
<td>Within 1 year November 2018</td>
<td>Whilst promotional material published by ECan and WDC does not encourage visitors to report offences, the snap/send/solve APP is promoted on the WDC website as a contact tool to report non-urgent issues. ECan Rangers on patrol also encourage beach users to report issues. The level of reporting incidents to ECan is increasing, as is the number of comments on Council’s social media.</td>
</tr>
<tr>
<td>E.1</td>
<td>NZ Police, WDC ESU Unit, WDC Green Space, ECan Ranger Service, DOC and Te Kōhaka o Tūhaitara Trust</td>
<td>Within 1 year December 2018 and every year thereafter</td>
<td>A combined enforcement operation was held with Green Space and ECan at Kairaki in April 2018 and WDC, ECan, TKoT, FENZ, Birds NZ and the ARRC Group on November 10th 2018.</td>
</tr>
<tr>
<td>E.5</td>
<td>ECAN Ranger Service and WDC Green Space Team</td>
<td>Within 1 year 2018</td>
<td>Warning process for breaches of the NPBB has been reinforced with ECan Rangers (2018).</td>
</tr>
</tbody>
</table>

### Research and Monitoring

<p>| M.4 | ECan Ranger Service, user groups and residents feeding into ECan database | Within 6 months Ongoing | ECan Ranger Services advised that kite-surfers are usually in the open sea. There have been no incidents related to kite surfers in the Estuary reported during the period, either to ECan or the Council. |</p>
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<tr>
<td>M.6</td>
<td>Monitor levels of motorised water sports occurring in the Ashley-Rakahuri Estuary using the ECan Ranger Service Info tool. (2.1, 2.2, 2.3, 2.4, 10.1e)</td>
<td>ECan Ranger Service and Waikuku Beach residents feeding into ECan database</td>
<td>Within 1 year</td>
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<td>Ongoing</td>
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<td>M.11</td>
<td>Continue to develop working relationships with tertiary education providers. (10.2, 10.3)</td>
<td>The advisory group, ECan, Te Kōhaka o Tūhaitara Trust and Te Ngāi Tuahuriri Runanga</td>
<td>Within 6 months 2018</td>
</tr>
<tr>
<td>M.1</td>
<td>Monitor progress on achieving the Implementation Plan and report annually to the advisory group and Council. (10.1g, 11.1)</td>
<td>WDC Policy and Strategy in consultation with the advisory group, WDC Green Space Team and ECan Ranger Service</td>
<td>Within 1 year December 2018</td>
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<tr>
<td>M.2</td>
<td>Report on an annual basis to the advisory group on progress with the Bylaw research and monitoring programme. (10.1 a-f, 11.1, 11.2)</td>
<td>WDC Policy and Strategy in consultation with WDC Green Space Team and the ECan Ranger Service</td>
<td>Within 1 year 2018</td>
</tr>
<tr>
<td>M.3</td>
<td>Regularly monitor the use of the designated commercial horse training area at Woodend Beach as per agreed methodology. (8.2, 10.1b, 11.2)</td>
<td>ECan Ranger Service</td>
<td>Within 1 year 2018</td>
</tr>
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<tr>
<td>M.8</td>
<td>The advisory group in conjunction with ECan, WDC, DOC, Te Kōhaka o Tūhaitara Trust, and tertiary education providers</td>
<td>Within 1 year 2018</td>
<td>Policy and Strategy presented a draft Bylaw Research and Monitoring Programme to the NPBAG’s November 2018 meeting. This includes developing a table of existing data and research being carried out by other organisations.</td>
</tr>
<tr>
<td>M.10</td>
<td>WDC Green Space Team in conjunction with ECan Ranger Service.</td>
<td>Within 1 year 2018</td>
<td>TKoT have worked with the University of Canterbury on a dunes research project at Pegasus. Green Space is considering the establishment of permanent sample points in problem areas for ongoing monitoring.</td>
</tr>
<tr>
<td>Review</td>
<td>The advisory group supported by WDC Green Space Team and ECan Ranger Service</td>
<td>Within 1 year December 2018</td>
<td>The first review will be carried out prior to the 2019/20 summer season. No incidents have been reported to the end of December 2018.</td>
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</table>

**Medium Term Actions – Within 2 Years**

**Cultural Values**

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<thead>
<tr>
<th>CV.1</th>
<th>ECan Ranger Service and WDC Green Space Team in consultation with Te Ngāi Tūāhuriri Rūnanga</th>
<th>Within 2 years 2019</th>
<th>Draft interpretation panels are near completion with printing and installation being planned.</th>
</tr>
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<tbody>
<tr>
<td>CV.2</td>
<td>ECan Ranger Service in consultation with Te Ngāi Tūāhuriri Rūnanga and Te Kōhaka o Tūhaitara Trust</td>
<td>Within 2 years 2019</td>
<td>No progress made.</td>
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</table>

**Ashley-Rakahuri Estuary**
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</table>
| **ARE.1**  
Investigate the feasibility and benefits of providing Te Kōhaka o Tūhaitara and the Ashley-Rakahuri Estuary with sentient status.  
(2.1, 2.4) | Te Kōhaka o Tūhaitara Trust and Te Ngāi Tūāhuriri Rūnanga | Within 2 years 2019 | TKoT have discussed this with Te Ngai Tuahuriri Runanga executive in May 2018 and the Executive has taken this to Runanga members and received a very positive response. The Runanga executive has assigned a member to work with the Trust’s General Manager to progress the project. TKoT will be outlining the project and progress made to date to the February CWMS Zone Committee meeting, followed by presentations to the WDC and Christchurch Water Zone Committee. Funding options for a researcher are currently being explored. |
| **Signage** | | | |
| **S.4**  
Develop interpretation signs explaining the rich cultural history of the coastal area in consultation with Te Ngāi Tūāhuriri Rūnanga and place in key locations.  
(1.1, 4.5, 5.1, 5.3, 7.4) | ECan in consultation with WDC Green Space Team, Te Ngāi Tūāhuriri Rūnanga and Te Kōhaka o Tūhaitara Trust | Within 2 years 2019 | ECan developed a draft interpretation panel for the Ashley Rakahuri Estuary in 2018 and is waiting for stakeholders to provide comment before production/installation. |
| **S.5**  
Develop interpretation sign/s highlighting the significant wildlife and other values of the Ashley-Rakahuri Estuary in consultation with other relevant parties and place in key locations.  
(1.1, 2.1, 2.4, 4.4, 4.5, 5.1, 5.3, 7.4) | ECan in consultation with WDC Green Space Team, Te Ngāi Tūāhuriri Rūnanga and Te Kōhaka o Tūhaitara Trust | Within 2 years 2019 | ECan developed a draft interpretation panel for the Ashley Rakahuri Estuary in 2018 and is waiting for stakeholders to provide comment before production/installation. |
| **S.9**  
Carry out consultation on the design of interpretation panels prior to installation.  
(4.1, 4.2, 4.4, 4.5, 7.4) | ECan, WDC Green Space Team in consultation with Te Ngāi Tūāhuriri Rūnanga, Te Kōhaka o Tūhaitara Trust, Ashley-Rakahuri Rivercare Group, Waikuku Kite Surfers | Within 2 years 2019 | ECan developed a draft interpretation panel for the Ashley Rakahuri Estuary in 2018 and is waiting for stakeholders to provide comment before production/installation. |

**Research and Monitoring**
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<tr>
<td><strong>M.5</strong></td>
<td>Monitor the effectiveness of the Fenton Reserve Agreement and Code of Conduct as per agreed methodology.</td>
<td>Fenton Reserve Trustees in consultation with ECan Rangers and the advisory group</td>
<td>Within 2 years 2019</td>
</tr>
<tr>
<td></td>
<td>(2.1, 2.3, 2.4, 8.1, 10.1d, 11.2)</td>
<td></td>
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</tr>
<tr>
<td><strong>M.7</strong></td>
<td>Establish a baseline for bird species in the Estuary and carry out ongoing monitoring.</td>
<td>Birds NZ and Ashley-Rakahuri Rivercare Group</td>
<td>Within 2 years 2019</td>
</tr>
<tr>
<td></td>
<td>(2.1, 2.3, 7.3, 10.1e)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Review</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>R.1</strong></td>
<td>Carry out a review of the effectiveness of the Implementation Plan in addressing identified issues after two years of implementation as required by Bylaw clause 21.2.</td>
<td>WDC Policy and Strategy in consultation with the advisory group</td>
<td>Within 2 years By December 2019</td>
</tr>
<tr>
<td></td>
<td>(11.1)</td>
<td></td>
<td></td>
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<tr>
<td><strong>Long Term Actions – Within 4 to 5 Years</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Physical Structures</strong></td>
<td></td>
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<tr>
<td><strong>PS.5</strong></td>
<td>Investigate the feasibility of providing alternative loop horse trails within the Northern Pegasus Bay coastal strip and Tūhaitara Coastal Park.</td>
<td>Te Kōhaka o Tūhaitara Trust in consultation with WDC Green Space Team and ECan Rangers</td>
<td>Within 5 years 2022</td>
</tr>
<tr>
<td></td>
<td>(3.4, 7.4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACTION</td>
<td>PARTIES INVOLVED</td>
<td>PRIORITY &amp; TIMEFRAME</td>
<td>PROGRESS TO DATE</td>
</tr>
<tr>
<td>--------</td>
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</tr>
<tr>
<td>M.9</td>
<td>Advisory group</td>
<td>Within 4 years 2021</td>
<td>No progress made.</td>
</tr>
</tbody>
</table>

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. (2.2, 2.3, 2.4, 7.3, 8.1, 8.3, 10.2, 10.3)
1. SUMMARY

1.1 The purpose of this report is to present the Procurement and Contract Management Policy for approval.

1.2 The development of Procurement and Contract Management Policy completes one of actions identified from a review of the Council’s procurement. The balance of actions from the review are planned to be completed by August 2019.

Attachments:
i. Procurement and Contract Management Policy (Trim 190121005949)
ii. Procurement and Contract Management Policy, with track changes (Trim 190121005950)

2. RECOMMENDATION

THAT the Council:

(a) Receives report No.190117004507;
(b) Approves the Procurement and Contract Management Policy (Trim 19021005949),
(c) Notes this policy replaces the Purchasing (including tendering) Policy (Trim 15904127396).

3. BACKGROUND

3.1. Procurement plays a vital role in the delivery of Council outcomes, with a significant variety of goods, services and works being purchased from third party suppliers. The Procurement Contract Management Policy, provides the basis for

- delivering value for money and quality outcomes for the community
- underpins the performance and delivery of the Council’s strategic and business objectives
- provides opportunities for business sustainability, strategic growth and improvement.

3.2. Annually, the Long Term Plan identifies between $80m – 100m of operational and capital works, most of which is goods and services sourced from external suppliers.
3.3. Procurement is the process of securing goods and services, including but not limited to purchase planning, standards or specifications determination, supplier and sector research, review and selection, pricing negotiation, making the purchase, supply contract administration, disposals and other related functions. Currently procurement is controlled through the Purchasing (including Tendering) Policy.

3.4. In 2018 this council joined a number of councils to review the Council’s purchasing and contract management, resulting in a number of actions being identified that could improve procurement.

3.5. A working party consisting of the Manager Utility & Road, Manager Finance & Business Support, Community Greenspace Manager, Roading & Transport Manager, 3 Waters Manager, Project Delivery Manager & Special Projects Manager have been participating a number of workshops with MB Associates to develop the Procurement and Contract Management Policy.

3.6. The Management Team have reviewed the Procurement and Contract Management Policy and supports the recommendations made within the report.

ISSUES AND OPTIONS

3.7. A number of changes have been incorporated into the Purchasing (Including Tendering) Policy that has been more appropriately renamed to the Procurement & Contract Management Policy, as it contains the full cycle of activities that relate to procurement and contract management. Changes to the policy are shown in the attached document (Trim 19021005950) using track changes.

3.8. Key changes to the Policy:

3.8.1. Introduction section (section 1)
Wording has been added that identifies the primary objectives relating to procurement and contract management;

3.8.2. Definitions section (section 2)
Additional definitions have been included;

3.8.3. Principles section (section 3)
Five additional principles have been added and there are now ten principles that provide the underlying basis / guidance to the policy;

3.8.4. Policy objectives (section 4)
The objectives of the policy have been clarified and/or expanded.

3.8.5. Organisational scope (section 5)
It is made clear that the policy covers all staff, elected members and those acting for Council e.g. on an honorary or voluntary capacity.

3.8.6. Contract Approval (section 6)
The contract approval thresholds have been clarified. An additional category has been added to cover expenditure from $5,000 to $20,000.

The concept of “one up” approval has been introduced. This means that there needs to be more than one person involved in the purchasing decision and approval. That is, an Initiator and an Approver with the appropriate delegation to approve a purchase.
The tendering threshold was retained at $100,000, however for goods and services with an expected cumulative annual price of more than $100,000 a contestable tender process is required.

3.8.7. Sustainability (section 7)
A new section has been included where Council recognises that procurement and contract management practices provide a key opportunity to maximise value for money and quality service delivery, as well as deliver tangible benefits for the local community, economy and environment. That is, the principles of "Think Local, Think Environmental & Think Social".

3.8.8. Contract Management (section 9)
A new section has been added covering the activities of best practice contract management;

3.8.9. Risk Management (section 14)
The concepts of risk management and mitigation strategies has been added.

Health & Health (section 14)
Reference to the Health & Safety Act and expectations that Suppliers for all contract shall be required to meet the requirement of health & safety throughout the life-cycle of the contract. Noting Suppliers will need to meet a minimum safety or equivalent pre-qualification of 50%.

3.9. A project improvement plan has been developed with MB Associates to the complete the ten strategic initiatives shown below over the next six months. The project is supported by the Manager Finance & Business Support (Sponsor), the Project Delivery Unit Special Projects Manager (Project Lead) and there are various teams reviewing information & supporting the project.

3.10. Key areas of work

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>1.</td>
<td>Consider revising the existing Purchasing Policy to include rules and behaviours applicable for the planning, sourcing and contract management phases of procurement.</td>
</tr>
<tr>
<td>2.</td>
<td>Develop a long-term Procurement Strategy (1 to 3 years) that articulates the procurement vision, objectives and ‘what’ the Council is aiming to achieve for its stakeholders.</td>
</tr>
<tr>
<td>3.</td>
<td>Develop a long-term Procurement Excellence Business Plan (1 to 3 years) that articulates ‘how’ the Council will react to current procurement deficiencies and how the procurement department will move toward providing a ‘centre of excellence’.</td>
</tr>
<tr>
<td>4.</td>
<td>Establish a formal functional Procurement Lead within the Council hierarchy.</td>
</tr>
<tr>
<td>5.</td>
<td>Consider enhancing the e-Procurement Manual to make it ‘fit for purpose’ for the complete planning, sourcing and contract management processes of the procurement lifecycle, including checklists and guidance documentation that are mandated.</td>
</tr>
<tr>
<td>6.</td>
<td>Commence a planned spend analysis programme to understand the baseline spend dynamics, estimate potential benefits and define strategically important categories.</td>
</tr>
<tr>
<td>7.</td>
<td>Develop a strategic sourcing strategy and category management plan demonstrating the benefits, opportunities, pitfalls, methodology and deliverables (who, what, where, when, why) and socialise for internal stakeholder buy-in.</td>
</tr>
</tbody>
</table>
8. Establish clear communication channels to strategically important suppliers and introduce a Standard Reference Methodology (SRM) methodology and framework.

9. Develop a planned approach to Sustainable Procurement that informs staff and suppliers on ‘what’ sustainable procurement means and ‘how’ it will impact the sourcing decision.

10. Communicate the procurement story through suitable channels (intranet, newsletters, articles, user groups etc.).

3.11. The options available to the Council are to:

- Approve the Procurement & Contract Management Policy, as recommended; or
- Request further information before considering adoption of the report or not accept the recommendations made in the report.

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

4. COMMUNITY VIEWS

4.1. Groups and Organisations

4.2. Wider Community

The procurement and contract management policy plays a vital role in the delivery of Council outcomes, with a significant variety of goods, services and works being purchased from third party suppliers. and better outcomes for Council and our community.

5. IMPLICATIONS AND RISKS

5.1. Financial Implications

There is an approved budget provision of $53,760 for the purpose of funding the Procurement transformation.

5.2. Community Implications

n/a

5.3. Risk Management

5.4. The work to be undertaken involves a procurement transformation and is a journey that may also involve behavioural changes to fully imbed the benefits. There will be some involvement in modifying and establishing Council’s procurement strategy, policies and whole of procurement cycle processes.

5.5. The Procurement & Contracts Management Policy is the principle policy for the procurement of Goods and Services. There are controls contained within the policy that mitigate against possible adverse outcomes and support the Council’s culture.

5.6. Health and Safety

The Policy contains a section on Health & Safety that supports Council’s initiative to provide for best practice procurement and contract management and compliance with the Health and Safety Act.
6. **CONTEXT**

6.1. **Policy**

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

6.2. **Legislation**

Local Government Act 2002

6.3. **Community Outcomes**

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

6.4. **Delegations**

The Procurement and Contracts Management Policy must be approved by Council.

Jeff Millward
Manager Finance & Business Support
1 Introduction
The Waimakariri District Council (the "Council") is a territorial local authority with obligations to its ratepayers and the public, defined under the Local Government Act 2002 1as: "to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses". 1

Delivering good public service to the community starts with good procurement. How well money is spent has a direct impact on the quality of services the community experience, and reflects Council’s efficiency and effectiveness. Waimakariri District Council is committed to open and transparent procurement that delivers the best value for money (which isn’t always the cheapest price), ensures impartiality in decision-making, and meets international standards of public scrutiny and accountability.

2 Policy Context
Procurement plays a vital role in the delivery of Council outcomes, with a significant variety of goods, services and works being purchased from third party suppliers.

The Council recognises that rigorous procurement and contract management practices:

(a) ensure the Council delivers value for money and quality outcomes for the community
(b) underpin the performance and delivery of the Council’s strategic and business objectives
(c) provide opportunities for business sustainability, strategic growth and improvement.

2.1 Definitions
Approved Contractor: prior to undertaking any work for the Council, all contractors must apply for and be approved against a set of eligibility requirements, including insurance cover, Health and Safety (H&S) and relevant codes of practice.

Bribe or inducement: the giving or receiving, whether directly or indirectly, of something of value to influence a (procurement or contract management) transaction.

Contract: a formal, documented agreement between the Council and a supplier or contractor that commits Council in legal or financial terms to the acquisition of goods and services.

Contract management: the process of systematically and efficiently managing contract creation, execution and analysis for maximising operational and financial performance and minimising risk.

Contract Owner: a designated Council staff member who is responsible for the ongoing management and delivery of contracted goods or services, and who has the authority to contract on the Council’s behalf.

Contract variation: an addition or alteration to the terms of contract that is mutually agreed to by both parties to the contract. A contract variation can be documented by letter or a deed of variation.

DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

Contracted staff: non-permanent employees of the Council, including consultants and contractors employed on fixed or short-term contracts who are undertaking business activities on behalf of the Council.

Direct purchase: means the procurement of goods and/or services by placing an order with the supplier of choice, without seeking other bids.

Emergency situation: a situation that threatens life, property or equipment, or has a significant impact on services or the public.

Invited Tenders: Invited or Restricted tenders, restricted calls for tenders, or invited tenders are only open to selected prequalified vendors or contractors. Invited or Restricted tenders can come about because essentially only one suitable supplier of the services or product exists, of confidentiality issues or of the need for expedition (as in emergency situations)

Market: all potential providers of a good or service that may be available to the Council.

Open tender: the process of publicly inviting offers to supply goods or provide services involving specifications and detailed documentation.

Price: the total price of a procurement for the total period of the contract, including extensions.

Procurement: the process of securing goods and services, including but not limited to purchase planning, standards or specifications determination, supplier and sector research, review and selection, pricing negotiation, making the purchase, supply contract administration, disposals and other related functions.

Services: the whole of the services, tasks, work and requisites to be supplied, rendered, provided or performed by a contractor under a contract and any variations provided for by the contract, and includes all and any goods, materials, plant, machinery or equipment supplied, provided or used by the contractor in performance of the contract.

Sustainable Procurement: procurement principles that allow the Council to secure goods and services in a way that recognises the whole of life costs and/or benefits of the goods or service, as well as delivers benefits for the local Waimakariri community, economy and environment.

Tender: a document in the form of an offer to supply goods and/or services, usually submitted in response to a public or selective invitation such as a RFQ, RFT or RFP.

Tendering - Tendering is the process of making an offer, bid or proposal, or expressing interest in response to an invitation or request to supply goods or services. As a contestable process other businesses are invited to respond to a particular need, such as the supply of goods and services, and will select an offer or tender that meets the needs and provides the best value for money.

Tender request documents - Also referred to as invitations to tender, Requests for Tender (RTF), and Requests for Proposal (RFP) which outline what is required and set out the Council’s requirements. These documents also outline the particular needs, criteria, and instructions that are to be followed.

Total contract value: the estimated total value of the contract for the entire life of the contract, including extensions.

Verbal quotation: a verbal process of inviting offers to supply goods and/or services involving a limited number of potential suppliers.
Quotations – Quotations are a formal statement setting out the cost of particular goods or services.

Whole of Life: an assessment of the total costs and/or benefits of purchasing goods or services – from concept to disposal. This includes purchase outcomes, operating costs spanning the useful life of the good or service, as well as any impacts associated with (product) manufacture, transport, delivery and disposal. Consideration may also be given to sustainable procurement, i.e. assessing the local social, economic and environmental costs and/or benefits associated with the procurement.

Written quotation: a written process of inviting tenderers to supply goods and/or services involving simple documentation and a limited number of potential suppliers.

3 Principles
Council procurement and contract management practices shall ensure that the Council plans for, enters into and manages its procurement and contract management activities in a manner that maximises value for money and quality service delivery, as well as realises business, strategic and community expectations.

The following ten principles shall be reflected in all procurement and contract management practices:

1. Procurement and contract management processes will comply with all applicable statutory obligations, recognise Council's business, strategic and community expectations, and reflect relevant sector, central and local government good practice standards and guidelines.

   Such processes shall at all times foster a safe working environment for staff, contractors and the general public and support the intent laid down within the Health and Safety at Work Act 2015.

2. The purchasing power of the Council will be harnessed for the realisation of its strategic and business objectives, as well as the benefit of the local community.

3. Planning and managing for great results. All purchasing decisions will consider what the most appropriate procurement options are, and select from a range of delivery processes to achieve the best outcome for Council and the community.

   This provides the flexibility for Council to identify the most appropriate procurement option for obtaining goods and services. The decision about what option to be used will be based on the type of expenditure being incurred as well as other appropriate procurement objectives. Available tools for procurement include:

   - Full external service delivery;
   - Collaboration between Council and external organisations;
   - Public/private partnerships;
   - Fully resourced from internal sources.

4. The Council shall be fair to all suppliers. Where Open tendering applies, procurement practice will demonstrate integrity by all parties and enable all potential suppliers to have equal access through the use of open and contestable processes.

   All Council procurement for goods and services shall be open and competitive. However, there are circumstances when Council may decide to restrict or limit supplier involvement in a procurement process, based on matters of scale or relevance, such as in an emergency and/or by allocating work directly to its own operating departments. When this principle of open and
DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

competitive purchasing is subject to deviation, Council will document the justification for such actions. Suppliers may be disqualified from tendering for Council goods and services for a period of not less than 12 months if they lobby or contact Councillors or staff (other than contacting staff named in the tender documents) regarding a tender while the tendering process is in progress.

5. The Council shall ensure full probity in its procurement practices and decision-making processes. All procurement decisions will be appropriate and transparent, fair and equitable, and free from any real or undisclosed bias or conflict of interest.

6. The Council shall take into consideration the whole of life costs and/ or benefits associated with procurement – spanning design, manufacture, delivery, operation and disposal.

7. Consideration will be given to sustainable procurement principles whenever possible, i.e. assessing the whole of life social, economic and environmental impact of the procurement.

8. All contracts shall clearly identify the functional, performance and/or technical deliverables and key performance indicators that reflect Council's expectations and quality standards, and establish effective means to measure, monitor and manage their delivery.

9. All contracts will be actively managed in a manner that fosters collaboration with suppliers and contractors, maximises value for money, supports the Ta Matou Mauri principles as well as supporting continuous innovation and improvement; including the use of 'All of Government Contracts' and N³-GSB where appropriate.

10. All procurement and contract management risks will be identified and managed effectively throughout the life cycle of the goods or service.

These principles are designed to ensure that the procurement of goods and services are an open, selective and transparent process that achieves value for money by delivering the desired outcome at the best possible quality and price. These principles also promote a procurement and contract management process that is impartial, open and ethical, ensuring that all Council procurement and contract management is undertaken in a fair and unbiased way.

Procurement processes should be designed to ensure that purchasing and contract management practice is proportionate to the value, risk and complexity of the purchase. This policy provides a context for sound commercial judgement to achieve the best value for money, which isn't always the cheapest price, to drive innovation and high performance without compromising health and safety.

4 Policy Objective

The purpose of the Council Procurement Policy (the 'Policy') is to articulate Council's commitment to the responsible, effective and fit-for-purpose procurement of goods and services.

The Policy establishes the guiding principles for Council's procurement and contract management practices, and seeks to ensure that:

1. a robust framework is adopted across the Council for procurement, and the subsequent management and reporting of goods and services contracts;
2. the Council plans for, enters into and manages all contracts in a manner which facilitates Council strategic and business objectives, and optimises risk transfer;
3. staff understand their roles and responsibilities with regards procurement and contract management, and are appropriately skilled and trained to do so;
4. the Council achieves quality performance and cost-effective service delivery.

Procurement should involve proactively managing supplier and other key stakeholder relationships throughout the sourcing process and for the duration of the contract. This embraces the development of relationships with suppliers, and driving value for money through ongoing efficiency gains.

All suppliers must meet Council’s minimum standards to ensure health and safety is maintained.

5 Organisation Scope
This policy applies to:

All Council employees, including temporary employees and contracted staff.

a) Any person who is involved in the operation of the Council, including elected members, volunteers and those people with honorary or unpaid staff status.

b) Every business, service or activity of the Council – with the exception of employment contracts.

6 Contract approval
All staff involved in the procurement of goods and services must have appropriate knowledge of, and comply with all relevant Council policies, procedures and guidelines, as well as applicable legislation and professional standards of practice with regards the procurement and contract management process.

All procurement results must be approved by the relevant reporting authority (Delegated Staff, Management Team, Committee or Council) and then signed by the relevant Delegated Authority. No external parties are authorised to sign contracts on behalf of Council.

The Contract Administrator shall maintain a full (physical and/or electronic) record of all procurement preparation, negotiation and award activities, in accordance with this Policy and all (Council records management practices).

All contracts entered into by the Council must be in writing, signed by all relevant parties, and held securely on file in accordance with Council document management practices.

All contracts prepared by the Council shall utilise approved and standardised contract templates whenever possible. If no applicable template exists, the Contract Administrator shall seek assistance from the PDU Manager or their delegate to prepare a contract.

No contractual arrangement entered into by the Council shall be greater than 10 years in its entirety, including rights of renewal. Council shall not enter into contracts that include more than two rights of renewal or that are “evergreen” (i.e. of indefinite length).

Market scoping and the evaluation of potential goods or service suppliers shall be in accordance with the Purchase Authority requirements stated at 6.1 below.

6.1 Contract approval thresholds
Quotations and tenders are not required when contracting through the all-of-government supplier network (N3-GSB) since the processes of procurement for a preferred supplier have already been undertaken.

For amounts under $20,000, the necessity for obtaining three quotations is at the Contract Owner’s discretion. Verbal contracts cannot be made for any value of purchase. All purchases should be confirmed with supply of a purchase order.

Where a decision is made not to put out to tender a contract for goods and services to an amount greater than $100,000 approval must be gained from the Management Team, and the reasons for the decision shall be reported to the relevant Standing Committee.
DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

Purchasing directly from a supplier without an open and competitive process is acceptable for goods and services below an expected value of $5,000 based on the following principles:

- The value of the goods or services is relatively low;
- The purchase of these goods or services is on an as-required basis;
- It is not practical to aggregate separate orders for the goods or services;

The cost of seeking quotations or tenders would be out of proportion to the value of the benefits likely to be obtained, or impractical in the circumstances.

For goods and services with an expected cumulative annual price of more than $100,000 a public contestable tender process is required. Contracts/tenders with an expected annual expenditure of greater than $1,000,000 and total project cost of greater than $2,000,000 may only be authorised by the relevant standing committee or the Council.

The following table sets out Council’s procurement thresholds.

Note: Guidelines to be used in conjunction with N3 and All of Government pricing.

<table>
<thead>
<tr>
<th>Dollar value</th>
<th>Procedure</th>
<th>Purchase Authority</th>
<th>Value Assessment</th>
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</thead>
<tbody>
<tr>
<td>Less than $5,000</td>
<td>Direct from supplier</td>
<td>Per delegations</td>
<td>One up</td>
</tr>
<tr>
<td>$5,000 to $20,000</td>
<td>3 quotations or direct from supplier</td>
<td>Per delegations</td>
<td>One up</td>
</tr>
<tr>
<td>$20,000-$100,000</td>
<td>3 quotations</td>
<td>Per delegations</td>
<td>One up</td>
</tr>
<tr>
<td>&gt;$100,000</td>
<td>Public tender</td>
<td>Per delegations</td>
<td>Tender criteria</td>
</tr>
<tr>
<td>&gt;$1,000,000 pa</td>
<td>Public tender</td>
<td>Committee/Council</td>
<td>Tender criteria</td>
</tr>
<tr>
<td>&gt;$2,000,000 total</td>
<td>Public tender</td>
<td>Committee/Council</td>
<td>Tender criteria</td>
</tr>
</tbody>
</table>

One up approval must be used for all purchases. This means that there needs to be more than one person involved in the purchasing decision and approval. That is, an Initiator and an Approver with the appropriate delegation to approve a purchase.

The Chief Executive shall appoint a tender secretary who shall be responsible for the management and security of electronic tenders as well as the tender box and the tenders deposited therein. The tender secretary has responsibility for opening the tenders received, either electronically or hard copy and recording the tender prices at the conclusion of the tender process.

All tenders shall close at a time nominated in the tender documents and must be received either electronically or in the tender box by the closing time. The tender box shall be fixed in one place in the foyer of the Rangiora Service Centre and shall remain locked until the closing time for tenders. Electronic tenders will only be received via tenderlink.com/waimakariri or GETS - Government Electronic Tenders Service www.gets.govt.nz

Tenders will be opened in public. All tenders with an expected price of $100,000 (GST exclusive) or less shall be opened in the presence of the tender secretary and at least one member of the management team. Tenders with an expected price over $100,000 shall be opened in the presence of the tender secretary and two others from the management team or Council. An elected representative should be present for tenders expected to exceed $500,000.

Council is accountable to the community through the Long term Plan and Annual Plan. All purchases (including tenders) of any goods and services which commits expenditure from the current year’s Annual Plan shall be accepted by an officer with sufficient contractual authority as described in the delegations manual S-DM 1044. Monitoring of the procurement process will be undertaken by the Audit Committee and management team.
DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

Variations within existing contracts, and committing council to an increase in the scope of works, may be authorised in accordance with the delegations manual S-DM 1044.

7 Sustainable Procurement

The Council recognises that procurement and contract management practices provide a key opportunity to maximise value for money and quality service delivery, as well as deliver tangible benefits for the local community, economy and environment – as articulated in the Council’s Strategic Framework.

As such, the principles of sustainable procurement shall be recognised whenever possible in the assessment of the costs and benefits of procurement on a whole of life basis, as follows:

a) **Think Local**: The Council shall preference those suppliers that can evidence a positive economic footprint in the region. This includes contributing to the vibrancy and sustainability of the local economy, supporting job or market growth, as well as fostering opportunities for small and medium sized enterprises (SMEs).

b) **Think Environmental**: The Council shall encourage procurement decisions that have a positive impact on the natural environment and biodiversity, including the prudent use of natural resources, the minimisation of waste or hazardous substances, and efforts to reduce carbon or Greenhouse Gas (GHG) emissions.

c) **Think Social**: The Council shall encourage procurement decisions that maximise community benefits in terms of personal wellbeing, social cohesion, capital and inclusion, equal opportunities and participation.

Whenever practicable, the Council shall give conscious consideration to sustainable procurement principles, including when undertaking cost-benefit analyses or weighted attributes assessments of potential goods and service suppliers.

8 Conflict of Interest

The Council shall ensure that procurement and contract management processes cannot be justifiably challenged on the basis of any real or undisclosed bias or conflict of interest.

All procurement and contract management decision-making processes shall include careful consideration of any actual, potential or undisclosed conflicts of interest.

Under no circumstances shall a staff member influence, advise or participate in a procurement or contract management activity where that employee has an actual, or undisclosed conflict of interest.

Every person on the Tender Evaluation Team (TET) must complete a declaration in writing that they have no actual or undisclosed conflict of interest. This includes those involved directly in procurement and contract management activities, as well as anyone who has the ability to influence key decisions (e.g. those holding delegated financial authority or monitoring performance).

Where there is uncertainty about whether there is a conflict, employees should discuss the potential conflict with the Contract Owner, Line or Group Manager or Chief Executive Officer. If in doubt, employees should at all times fully disclose a potential conflict or bias. Refer also to the Council Conflict of Interest Policy for further details.

Where the CEO is involved with procurement and/or contract management and identifies a potential conflict of interest, escalation shall be to elected members.

It is never acceptable for a Council staff member to accept a bribe or inducement. Any such instances will be dealt with in strict accordance with the (Staff Code of Conduct Policy) and other applicable guidelines - see also the Council (Fraud Prevention Policy).
DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

As part of the procurement process the Council (Gifts and Hospitality Register) shall be reviewed to identify gifts and/or hospitality received by any person involved in a procurement process. Should these exceed a cumulative value of $500 in the preceding 12 months the person will be precluded from taking any part in the procurement process.

9 Contract Management
The Council shall maintain a central database of all approved and/or active contractors, and ensure comprehensive records are held, including all third-party vetting; H&S approval; insurance coverage; contract review, renewal or expiration dates; deviations and variations.

All Council contracts shall have a delegated Contract Owner, who acts as the dedicated single point of contact and is responsible for the effective management and delivery of the contract in line with this Policy and all associated processes or guidelines. Duties include, but are not limited to:

9.1 Contract Negotiation
a. All contracts shall include measurable, relevant and robust key deliverables, measures and performance indicators (i.e. "SMART" key performance indicators that are Specific, Measurable, Achievable, Relevant and Time-bound).
b. All contracts shall establish effective and robust monitoring and reporting activities that ensure delivery of pre-determined deliverables and levels of performance.
c. All contracts shall comply with Council, professional regulatory body and statutory obligations, as required.
d. Contract Owners shall be alert to, and address any provisions in contracts that expose the Council to unsuitable or unacceptable risk. This includes a review of prior service delivery or performance by potential third party suppliers.

9.2 Contract Delivery
a. Contract Owners shall regularly monitor, audit and review contractor delivery against agreed milestones, deliverables or performance expectations over the life of the contract, including maintaining a regular audit programme, as required.
b. All contractor payments, performance bonds and other financial transactions shall be made in accordance with the terms of the contract and appropriate assurance of agreed performance delivery, in accordance with relevant Council financial delegations and authority.
c. Contract Owners shall engage relevant parties and establish variations or re-negotiate contract terms where appropriate.
d. Full records of all contract evaluations and performance monitoring activities (including any variations, renewals and cancellations) shall be held in accordance with the {Council document management guidelines and practices}.

9.3 Escalation and Exit
a. The Council shall ensure appropriate and effective processes and mechanisms are in place for the reporting, escalation and resolution of performance issues or contract delivery failure.
b. Contract Owners shall monitor contract schedules for renewal or expiry, and effectively manage the business impacts arising from exiting the agreement, including ensuring all relevant Intellectual Property, data or property is returned to Council.
10 Risk Management
The Council shall ensure that the costs, benefits and risk presented by procurement are identified, and appropriately reflected in the procurement and contract management methodology utilised.

Contract Owners shall work collaboratively with engaged providers to identify, assess and manage all risks associated with the goods or service procured, throughout the length of the contracted period.

All critical issues must be escalated and resolved appropriately to ensure the continued quality delivery of service expectations.

All risk management and mitigation strategies must be clearly documented as part of the procurement and contract management process.

11 Deviations
Deviation from the Council's procurement and contract management processes may be necessary due to circumstances beyond the control of Council. Such instances include:

a) A limited number of suppliers available in the market.
b) A different procurement methodology or process is stipulated by legislation or a professional/regulatory body.
c) An exceptional, urgent or emergency situation where immediate Council decision-making is required and is in the best interests of ratepayers.

In such instances, two members of the Management Team shall authorise the deviation prior to adoption, and if appropriate the decision ratified retrospectively by the CEO.

In such instances where a staff member has a conflict of interest, but also possesses specific expertise that is deemed essential to the procurement decision-making process and which is not available from any other sources, including those external to the Council, two members of the Management Team may sanction that person's involvement in writing, provided they:

a. ensure the staff member's involvement is limited as much as possible; and;
b. closely supervise the staff member's role and takes personal responsibility for the fairness and equity in the decision-making.

12 Record Keeping
All procurement and contract document management processes shall adhere to relevant statutory and regulatory obligations, including the Public Records Act 2005.

Clear and comprehensive written records of all procurement and contract management activity shall be retained in accordance with Council document management policies and protocols. This includes market, tender and evaluation material, contracts and variations, performance reporting, correspondence and associated service delivery records.

Procurement and contract management records shall provide a clear, transparent and accessible audit trail so that Council staff, auditors and/or legal advisors may readily establish the process and rationale for any procurement decisions made and actions taken.
DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

At a minimum, records shall be retained that demonstrate:

d) Council procurement and contract management processes have been followed, as outlined in this Policy and all associated procedures and practice guidelines.

e) Procurement adheres to appropriate budget allocations through the Long Term Plan, the Annual Plan, or an approved Business Case.

f) Approval for procurement has been obtained from the relevant holder of delegated financial authority.

g) The Council has identified key contract performance expectations and deliverables, and undertaken appropriate measures and audit/monitoring activities that provide assurance of performance.

h) All risks are identified, assessed and effectively managed in collaboration with the contractor, including Health and Safety assessments, site planning and maintaining appropriate insurance cover.

i) All members of the tender evaluation team involved in decision-making have affirmed that they are free from any real or undisclosed conflicts of interest.

13 Confidentiality

Employees involved in procurement and contract management activities shall take all due precautions when handling commercially sensitive information. This includes ensuring information is not passed between parties entering into a tender or other competitive procurement process, as well as maintaining the rights of Council and third-party intellectual property.

Confidentiality obligations continue throughout the procurement and contract management process, as well as after the contract has terminated or expired.

14 Health and Safety

The Health & Safety at Work Act 2015 requires that an organisation must ensure the health and safety of workers (including contractors), and that organisations must consult, co-operate and co-ordinate activities with all other organisations who have health and safety duties in relation to the same matter (overlapping duties); so far as is reasonably practicable. WDC maintains contract health and safety management systems in order to achieve compliance with these requirements.

Suppliers for all contracts shall be required to meet a range of health and safety requirements throughout the life-cycle of the contract, which, depending on the nature of the contract, may include (but are not limited to):

- Health and safety pre-qualification
- Site specific safety plans
- Site inductions
- Incident reporting
- Site safety audits
- Contract close outs

In particular, all suppliers for contracts involving physical works shall be health and safety pre-qualified. This will mean that they are assessed at >50% via the SiteWise health and safety pre-qualification system as a minimum, or meet the requirements of another externally-audited pre-qualification system of equivalent or superior standard (this will be approved on a case-by-case basis by the WDC Health & Safety Team).
DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

Suppliers can achieve health and safety prequalification before or during the tender period, but pre-qualification must be achieved prior to work commencing.

Where a decision is made to select a supplier who is not health and safety prequalified as the preferred tenderer (or who has a SiteWise score lower than any minimum score indicated in the tender documents), approval must be gained from the Management team. The reasons for the decision shall be reported (such as emergency works, or a sole supplier situation).

All further health and safety requirements for the duration of the contract shall be clearly defined within the contract documentation.

15 Links to legislation, other policies and community outcomes

- WDC Ta Matou Mauri – Our Principles
- Local Government Act 2002 S3(c) promotes the accountability of local authorities to their communities, and S10 (b) has the purpose of local government as meeting the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- All tenders which are subject to a New Zealand Transport Agency (NZTA) subsidy must comply with the requirements of NZTA. If there is any conflict between this policy and the NZTA requirements, then the NZTA requirements will take precedence to the extent of the inconsistency.
- Health and Safety at Work Act 2015

WDC Contract Admin Guidelines

- QP-C1030 – Physical Works – Preparation of Request for Tenders
- QP-C1031 – Physical Works – Inviting Tenders
- QP-C1032 – Physical Works – Tender Evaluation
- QP-C1042 – General Purchase – Inviting Tenders
- QP-C1043 – General Purchase – Tender Evaluation

WDC Quality Policy

- QP-C387 – Purchasing Procedures – Selection of Suppliers

WDC Standard Contract Forms

- QP-C494-AG Evaluation Appendices – Our standard document for lowest price conforming contracts

16 Adopted by and date

Adopted by Council on xxxx

8 Review
DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

Reviewed every three years or earlier on request.
POLICY

PURCHASING (INCLUDING TENDERING) PROCUREMENT AND CONTRACT MANAGEMENT DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

1 Introduction

The Waimakariri District Council (the "Council") is a territorial local authority with obligations to its ratepayers and the public, defined under the Local Government Act 2002 as: "to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses".  

Delivering good public service to the community starts with good procurement. How well money is spent has a direct impact on the quality of services the community experience, and reflects Council’s efficiency and effectiveness. Waimakariri District Council is committed to open and transparent procurement that delivers the best value for money (which isn’t always the cheapest price), ensures impartiality in decision-making, and meets international standards of public scrutiny and accountability.

2 Policy Context

Procurement plays a vital role in the delivery of Council outcomes, with a significant variety of goods, services and works being purchased from third party suppliers.

The Council recognises that rigorous procurement and contract management practices:

(a) ensure the Council delivers value for money and quality outcomes for the community
(b) underpin the performance and delivery of the Council’s strategic and business objectives
(c) provide opportunities for business sustainability, strategic growth and improvement.

2.1 Definitions

Approved Contractor: prior to undertaking any work for the Council, all contractors must apply for and be approved against a set of eligibility requirements, including insurance cover, Health and Safety (H&S) and relevant codes of practice.

Bribe or inducement: the giving or receiving, whether directly or indirectly, of something of value to influence a (procurement or contract management) transaction.

Contract: a formal, documented agreement between the Council and a supplier or contractor that commits Council in legal or financial terms to the acquisition of goods and services.

Contract management: the process of systematically and efficiently managing contract creation, execution and analysis for maximising operational and financial performance and minimising risk.


This Policy identifies the authority, responsibilities and operational parameters for prudent procurement decision-making, and the effective management of contracts and associated legally binding agreements.
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Contract Owner: a designated Council staff member who is responsible for the ongoing management and delivery of contracted goods or services, and who has the authority to contract on the Council's behalf.

Contract variation: an addition or alteration to the terms of contract that is mutually agreed to by both parties to the contract. A contract variation can be documented by letter or a deed of variation.

Contracted staff: non-permanent employees of the Council, including consultants and contractors employed on fixed or short-term contracts who are undertaking business activities on behalf of the Council.

Direct purchase: means the procurement of goods and/or services by placing an order with the supplier of choice, without seeking other bids.

Emergency situation: a situation that threatens life, property or equipment, or has a significant impact on services or the public.

Invited Tenders: Invited or Restricted tenders, restricted calls for tenders, or invited tenders are only open to selected prequalified vendors or contractors. Invited or Restricted tenders can come about because essentially only one suitable supplier of the services or product exists, of confidentiality issues or of the need for expedience (as in emergency situations).

Market: all potential providers of a good or service that may be available to the Council.

Open tender: the process of publicly inviting offers to supply goods or provide services involving specifications and detailed documentation.

Price: the total price of a procurement for the total period of the contract, including extensions.

Procurement: the process of securing goods and services, including but not limited to purchase planning, standards or specifications determination, supplier and sector research, review and selection, pricing negotiation, making the purchase, supply contract administration, disposals and other related functions.

Sustainable Procurement: procurement principles that allow the Council to secure goods and services in a way that recognises the whole of life costs and/or benefits of the goods or service, as well as delivers benefits for the local Waimakariri community, economy and environment.

Services: the whole of the services, tasks, work and requisites to be supplied, rendered, provided or performed by a contractor under a contract and any variations provided for by the contract.
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contract, and includes all and any goods, materials, plant, machinery or equipment supplied, provided or used by the contractor in performance of the contract.

Sustainable Procurement: procurement principles that allow the Council to secure goods and services in a way that recognises the whole of life costs and/or benefits of the goods or service, as well as delivers benefits for the local Waimakariri community, economy and environment.

Tender: a document in the form of an offer to supply goods and/or services, usually submitted in response to a public or selective invitation such as a RFQ, RFT or RFP.

Tendering - Tendering is the process of making an offer, bid or proposal, or expressing interest in response to an invitation or request to supply goods or services. As a contestable process other businesses are invited to respond to a particular need, such as the supply of goods and services, and will select an offer or tender that meets the needs and provides the best value for money.

Tender request documents - Also referred to as invitations to tender, Requests for Tender (RTF), and Requests for Proposal (RFP) which outline what is required and set out the Council’s requirements. These documents also outline the particular needs, criteria, and instructions that are to be followed.

Total contract value: the estimated total value of the contract for the entire life of the contract, including extensions.

Verbal quotation: a verbal process of inviting offers to supply goods and/or services involving a limited number of potential suppliers.

Quotations – Quotations are a formal statement setting out the estimated cost of particular goods or services.

Whole of Life: an assessment of the total costs and/or benefits of purchasing goods or services – from concept to disposal. This includes purchase outcomes, operating costs spanning the useful life of the good or service, as well as any impacts associated with (product) manufacture, transport, delivery and disposal. Consideration may also be given to sustainable procurement, i.e. assessing the local social, economic and environmental costs and/or benefits associated with the procurement.

Written quotation: a written process of inviting tenderers to supply goods and/or services involving simple documentation and a limited number of potential suppliers.

3 Principles

Council procurement and contract management practices shall ensure that the WDCCouncil plans for, enters into and manages its procurement and contract management activities in a manner that maximises value for money and quality service delivery, as well as realises business, strategic and community expectations.
PURCHASING (INCLUDING TENDERING) PROCUREMENT AND CONTRACT MANAGEMENT DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

The following ten principles shall be reflected in all procurement and contract management practices:

1. Procurement and contract management processes will comply with all applicable statutory obligations, recognise Council’s business, strategic and community expectations, and reflect relevant sector, central and local government good practice standards and guidelines.

   Such processes shall at all times foster a safe working environment for staff, contractors and the general public and support the intent laid down within the Health and Safety at Work Act 2015.

2. The purchasing power of the Council will be harnessed for the realisation of its strategic and business objectives, as well as the benefit of the local community.

3. Planning and managing for great results. All purchasing decisions will consider what the most appropriate procurement options are, and select from a range of delivery processes to achieve the best outcome for Council and the community.

   This provides the flexibility for Council to identify the most appropriate procurement option for obtaining goods and services. The decision about what option to be used will be based on the type of expenditure being incurred as well as other appropriate procurement objectives. Available tools for procurement include:

   - Full external service delivery;
   - Collaboration between Council and external organisations;
   - Public/private partnerships;
   - Fully resourced from internal sources.

4. The Council shall be fair to all suppliers. Where Open tendering applies, procurement practice will demonstrate integrity by all parties and enable all potential suppliers to have equal access through the use of open and contestable processes.

   All Council procurement for goods and services shall be open and competitive. However, there are circumstances when Council may decide to restrict or limit supplier involvement in a procurement process, based on matters of scale or relevance, such as in an emergency and/or by allocating work directly to its own operating departments. When this principle of open and competitive purchasing is suspended, subject to deviation, Council will document the justification for such actions.

   Suppliers will be disqualified from tendering for Council goods and services for a period of not less than 12 months if they lobby or contact Councillors or staff (other than contacting staff named in the tender documents) regarding a tender while the tendering process is in progress.

5. The Council shall ensure full probity in its procurement practices and decision-making processes.

   All procurement decisions will be appropriate and transparent, fair and equitable, and free from any real or perceived undisclosed bias or conflict of interest.

6. The Council shall take into consideration the whole of life costs and/or benefits associated with procurement – spanning design, manufacture, delivery, operation and disposal.
PURCHASING (INCLUDING TENDERING) PROCUREMENT AND CONTRACT MANAGEMENT DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

7. Consideration will be given to sustainable procurement principles whenever possible, i.e. assessing the whole of life social, economic and environmental impact of the procurement.

8. All contracts shall clearly identify the functional, performance and/or technical deliverables and key performance indicators that reflect Council’s expectations and quality standards, and establish effective means to measure, monitor and manage their delivery.

9. All contracts will be actively managed in a manner that fosters collaboration with suppliers and contractors, maximises value for money, supports the Ta Matou Mauri principles as well as supporting continuous innovation and improvement, including the use of All of Government Contracts and N1-GSB where appropriate.

10. All procurement and contract management risks will be identified and managed effectively throughout the life cycle of the goods or service.

Council procurement is governed by the following five principles:

- Planning and managing for results by identifying what is needed, and preparing how to obtain it;
- Being fair to all suppliers by encouraging capable suppliers to respond;
- Securing the right supplier by being clear about what is needed and by being fair about how they are assessed;
- Accounting for all costs and benefits over the lifetime of the goods or services;
- Being accountable, transparent and reasonable.

These principles are designed to ensure purchasing that the procurement of goods and services are an open, selective and transparent process that achieves value for money by delivering the desired outcome at the best possible quality and price. These principles also promote a purchasing procurement and contract management process that is impartial, open and ethical, ensuring that all Council purchasing procurement and contract management is undertaken in a fair and unbiased way.

Procurement processes should be designed to ensure that purchasing and contract management practice is proportionate to the value, risk and complexity of the purchase. This policy provides a context for sound commercial judgement to achieve the best value for money, which isn’t always the cheapest price, to drive innovation and high performance without compromising health and safety.

Definitions

Approved Contractor: prior to undertaking any work for the Council, all contractors must apply for and be approved against a set of eligibility requirements, including insurance cover, Health and Safety (H&S) and relevant codes of practice.

Bribe or inducement: the giving or receiving, whether directly or indirectly, of something of value to influence a (procurement or contract management) transaction.

Contract: a formal, documented agreement between the Council and a supplier or contractor that commits Council in legal or financial terms to the acquisition of goods and services.
POLICY

PURCHASING (INCLUDING TENDERING) PROCUREMENT AND CONTRACT MANAGEMENT DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

Contract Owner - a designated Council staff member who is responsible for the ongoing management and delivery of contracted goods or services, and who has the authority to contract on the Council’s behalf.

Contracted Staff - non-permanent employees of the Council, including consultants and contractors employed on fixed or short-term contracts who are undertaking business activities on behalf of the Council.

Market - all potential providers of a good or service that may be available to the Council.

Procurement - the process of securing goods and services, including but not limited to purchase planning, standards or specifications determination, supplier and sector research, review and selection, pricing negotiation, making the purchase, supply contract administration, disposals and other related functions.

Sustainable Procurement - procurement principles that allow the Council to secure goods and services in a way that recognises the whole of life costs and/or benefits of the goods or service, as well as delivers benefits for the local Waimakariri community, economy and environment.

Tendering - Tendering is the process of making an offer, bid or proposal, or expressing interest in response to an invitation or request to supply goods or services. As a contestable process, other businesses are invited to respond to a particular need, such as the supply of goods and services, and will select an offer or tender that meets the needs and provides the best value for money.

Tender Request Documents - Also referred to as invitations to tender, Requests for Tender (RTF), and Requests for Proposal (RFP) which outline what is required and set out the Council's requirements. These documents also outline the particular needs, criteria, and instructions that are to be followed.

Quotations - Quotations are a formal statement setting out the estimated cost of particular goods or services.

Whole of Life - an assessment of the total costs and/or benefits of purchasing goods or services - from concept to disposal. This includes purchase outcomes, operating costs spanning the useful life of the good or service, as well as any impacts associated with (product) manufacture, transport, delivery and disposal. Consideration may also be given to sustainable procurement, i.e. assessing the local social, economic and environmental costs and/or benefits associated with the procurement.

Tendering - Tendering is the process of making an offer, bid or proposal, or expressing interest in response to an invitation or request to supply goods or services. As a contestable process, other businesses are invited to respond to a particular need, such as the supply of goods and services, and will select an offer or tender that meets the needs and provides the best value for money.

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Principles
PURCHASING (INCLUDING TENDERING) PROCUREMENT AND CONTRACT MANAGEMENT DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

Principle 1 – Plan and manage for great results. All purchasing decisions will consider what the most appropriate procurement options are, and select from a range of delivery processes to achieve the best outcome for Council and the community.

This provides the flexibility for Council to identify the most appropriate procurement option for obtaining goods and services. The decision about what option to be used will be based on the type of expenditure being incurred as well as other appropriate procurement objectives. Available tools for procurement include:

- Full external service delivery;
- Collaboration between Council and external organisations;
- Public/private partnerships;
- Fully resourced from internal sources.

Principle 2 – Be fair to all suppliers. Procurement practice will demonstrate integrity by all parties and enable all potential suppliers to have equal access through the use of open and contestable processes.

All Council procurement for goods and services shall be open and competitive. However there are circumstances when Council may decide to restrict or limit supplier involvement in a procurement process, based on matters of scale or relevance, such as in an emergency. When this principle of open and competitive purchasing is suspended, Council will document the justification for such actions.

Suppliers will be disqualified from tendering for Council goods and services for a period of not less than 12 months if they lobby or contact Councillors or staff (other than contacting staff named in the tender documents) regarding a tender while the tendering process is in progress.

Principle 3 – Get the right supplier. Good procurement outcomes will best be gained by an early understanding of the procurement objectives, agreeing to the specifications, understanding the supplier’s requirements, and having clear assessment criteria and weightings.

Principle 4 – Get the best deal for everyone. The procurement process will efficiently identify and manage the criteria and weightings to ensure the appropriate balance between quality, and short and long term costs and benefits, including social, economic, environmental and cultural costs and benefits.

When procurement occurs, the principle of best value over the whole of life of goods and services must be evident. Council will use best practice and seek to be increasingly efficient in its procurement processes. Best value for money is concerned not just with unit costs, but with the full value or public benefit that will occur as a result of the procurement process. Efficiencies will be gained through clear processes which assess costs and benefits through clear contract specifications and management of the weightings and criteria in the assessment process.

Principle 5 – Play by the rules. Be accountable, transparent and reasonable. All potential suppliers will have equal access to Council’s procurement process.

Authorisation for expenditure will operate on the basis of “one-up” so that the Council officer approving the expenditure is one level up from the Council officer ordering the goods and services.

Council will ensure that local suppliers are given advice and support so that they have full and fair opportunity to compete for Council business. This policy does not give preference or weighting to local content in itself. Similarly there should be no discrimination on the basis of ownership of a supplier or preference for local equity in itself. Having given local suppliers full and fair opportunity, and having...
PURCHASING (INCLUDING TENDERING) PROCUREMENT AND CONTRACT MANAGEMENT DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

assessed any commercial and practical value for money advantages associated with local supply, Council will purchase from the best source available according to its own judgement of all costs, benefits and overall value for money.

In the event that there are two identical quotations or tenders, preference will be given to suppliers based in the District.

Council will monitor and manage the supplier’s performance to assess that value for money is being achieved.

34 Policy Objective
The purpose of the Council Procurement Policy (the ‘Policy’) is to articulate Council’s commitment to the responsible, effective and fit-for-purpose procurement of goods and services.

The Policy establishes the guiding principles for Council’s procurement and contract management practices, and seeks to ensure that:

1. a robust framework is adopted across the Council for procurement, and the subsequent management and reporting of goods and services contracts;
2. the Council plans for, enters into and manages all contracts in a manner which facilitates Council strategic and business objectives, and minimises optimises risk transfer;
3. staff understand their roles and responsibilities with regards procurement and contract management, and are appropriately skilled and trained to do so;
4. the Council achieves quality performance and cost-effective service delivery.

The objective of this Purchasing (Including Tendering) Policy is to focus on the strategic management of the procurement function so that it adds value to the Council’s service delivery.

Procurement should involve proactively managing supplier and other key stakeholder relationships throughout the sourcing process and for the duration of the contract. This embraces continuing the development of relationships with suppliers, and driving value for money through ongoing efficiency gains.

All suppliers must meet Council’s minimum standards to ensure health and safety is maintained.

5 Organisational Scope
This policy applies to:

All Council employees, including temporary employees and contracted staff,

a) Any person who is involved in the operation of the Council, including elected members, volunteers and those people with honorary or unpaid staff status,

b) Every business, service or activity of the Council – with the exception of employment contracts.

46 Policy Statement Contract approval
All staff involved in the procurement of goods and services must have appropriate knowledge of, and comply with all relevant Council policies, procedures and guidelines, as well as applicable legislation and professional standards of practice with regards the procurement and contract management process.
POLICY

PURCHASING (INCLUDING TENDERING) PROCUREMENT AND CONTRACT MANAGEMENT DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

All contracts procurement results must be approved and signed by a Council (by the relevant reporting authority) Delegated Staff, Management Team, Committee or Council) and then signed by the relevant Delegated Authority, staff member with appropriate delegated authority. No external parties are authorised to sign contracts on behalf of Council.

The Contract Owner Administrator shall maintain a full (physical and/or electronic) record of all procurement preparation, negotiation and award activities, in accordance with this Policy and all (Council records management practices).

All contracts entered into by the Council must be in writing, signed by all relevant parties, and held securely on file in accordance with Council document management practices.

All contracts prepared by the Council shall utilise approved and standardised contract templates whenever possible. If no applicable template exists, the Contract Owner Administrator shall seek assistance from the Council (Policy Manager or Procurement PDU Manager or their delegate to prepare a contract).

No contractual arrangement entered into by the Council shall be greater than 10 years in its entirety, including rights of renewal. Council shall not enter into contracts that include more than two rights of renewal or that are “evergreen” (i.e. of indefinite length).

Market scoping and the evaluation of potential goods or service suppliers shall at a minimum reflect the following methodologies (value) be in accordance with the Purchase Authority requirements stated at 6.1 below.

Contracts of a value less than $100,000 shall either be put out to tender or, where practicable, three quotations will be sought. For amounts under $20,000, the necessity for obtaining three quotations is at the cost-controller’s Contract Owner’s discretion. Oral contracts cannot be made providing the contract’s value does not exceed $1,000 for any value of purchase. All purchases should be confirmed with supply of a purchase order.

Where a decision is made not to put out to tender a contract for goods and services to an amount greater than $100,000 approval must be gained from the Management Team, and the reasons for the decision shall be reported to the relevant Standing Committee.

Where the value of the works is equal to or under $100,000 excluding Goods and Services Tax the Council’s standard short form contract may be considered as an alternative to NZS3910. The decision to use the short form contract must be done in consultation with, and approval from, the Department Manager.

Purchasing directly from a supplier without an open and competitive process is acceptable for goods and services below an expected value of $1,000 based on the following principles:

- The value of the goods or services is relatively low;
- The purchase of these goods or services is on an as-required basis;
- It is not practical to aggregate separate orders for the goods or services;
- The cost of seeking quotations or tenders would be out of proportion to the value of the benefits likely to be obtained, or impractical in the circumstances.
POLICY

PurchasingProcurement

PURCHASING (INCLUDING TENDERING) PROCUREMENT AND CONTRACT MANAGEMENT DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

Contract approval thresholds

6.1

Quotations and tenders are not required when contracting through the all-of-government supplier network (N3-GSB) since the processes of procurement for a preferred supplier have already been undertaken.

For amounts under $20,000, the necessity for obtaining three quotations is at the Contract Owner's discretion. Verbal contracts cannot be made for any value of purchase. All purchases should be confirmed with supply of a purchase order.

Where a decision is made not to put out to tender a contract for goods and services to an amount greater than $100,000 approval must be gained from the Management Team, and the reasons for the decision shall be reported to the relevant Standing Committee.

Purchasing directly from a supplier without an open and competitive process is acceptable for goods and services below an expected value of $5,000 based on the following principles:

- The value of the goods or services is relatively low;
- The purchase of these goods or services is on an as-required basis;
- It is not practical to aggregate separate orders for the goods or services;
- The cost of seeking quotations or tenders would be out of proportion to the value of the benefits likely to be obtained, or impractical in the circumstances.

For goods and services with an expected cumulative annual value-price of more than $100,000 a public contestable tender process is required. Contracts/tenders with an expected annual expenditure of greater than $1,000,000 and total project cost of greater than $2,000,000 may only be authorised by the relevant standing committee or the Council.

The following table sets out Council’s procurement thresholds.
POLICY

Purchasing Procurement

**PURCHASING (INCLUDING TENDERING) PROCUREMENT AND CONTRACT MANAGEMENT DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY**

Note: Guidelines to be used in conjunction with N3 and All of Government pricing.

<table>
<thead>
<tr>
<th>Dollar value</th>
<th>Procedure</th>
<th>Purchase Authority</th>
<th>Value Assessment</th>
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</thead>
<tbody>
<tr>
<td>Less than $15,000</td>
<td>Direct from supplier</td>
<td>Per delegations</td>
<td>Initiator One up</td>
</tr>
<tr>
<td>$15,000 to $20,000</td>
<td>3 quotations or direct from supplier</td>
<td>Per delegations</td>
<td>At-cost controllers Contract Owners discretion One up</td>
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<tr>
<td>$20,000-$100,000</td>
<td>3 quotations</td>
<td>Per delegations</td>
<td>One up</td>
</tr>
<tr>
<td>$100,000</td>
<td>Public tender</td>
<td>Per delegations</td>
<td>Tender criteria</td>
</tr>
<tr>
<td>$1,000,000 pa</td>
<td>Public tender</td>
<td>Committee/Council</td>
<td>Tender criteria</td>
</tr>
<tr>
<td>$2,000,000 total</td>
<td>Public tender</td>
<td>Committee/Council</td>
<td>Tender criteria</td>
</tr>
</tbody>
</table>

One up approval must be used for all purchases. This means that there needs to be more than one person involved in the purchasing decision and approval. That is, an Initiator and an Approver with the appropriate delegation to approve a purchase.

The Chief Executive shall appoint a tender secretary who shall be responsible for the management and security of electronic tenders as well as the tender box and the tenders deposited therein. The tender secretary has responsibility for opening the tenders received, either electronically or hard copy and recording the tender prices at the conclusion of the tender process.

All tenders shall close at a time nominated in the tender documents and must be received either electronically or in the tender box by the closing time. The tender box shall be fixed in one place in the foyer of the Rangiora Service Centre and shall remain locked until the closing time for tenders. Electronic tenders will only be received via tenderlink.com/waimakariri.waimakariri, or GETS - Government Electronic Tenders Service www.gets.govt.nz

Tenders will be opened in public. All tenders with an expected value price of $100,000 (GST exclusive) or less shall be opened in the presence of the tender secretary and at least one member of the management team. Tenders with an expected value price over $100,000 shall be opened in the presence of the tender secretary and two others from the management team or Council. An elected representative should be present for tenders expected to exceed $500,000.

Council is accountable to the community through the Long term Plan and Annual Plan. All purchases (including tenders) of any goods and services which commits expenditure from the current year’s Annual Plan shall be accepted by an officer with sufficient contractual authority as described in the delegations manual S-DM 1044. Monitoring of the procurement process will be undertaken by the Audit Committee and management team.

**Variations within existing contracts, and committing council to an increase in the scope of works, may be authorised in accordance with the delegations manual S-DM 1044.**

Variations within existing contracts, and committing council to an increase in the scope of works, may be authorised in accordance with the delegations manual S-DM 1044.
7 Sustainable Procurement

The Council recognises that procurement and contract management practices provide a key opportunity to maximise value for money and quality service delivery, as well as deliver tangible benefits for the local community, economy and environment – as articulated in the Council's Strategic Framework.
PURCHASING (INCLUDING TENDERING) PROCUREMENT AND CONTRACT MANAGEMENT DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

As such, the principles of sustainable procurement shall be recognised whenever possible in the assessment of the costs and benefits of procurement on a whole of life basis, as follows:

a) **Think Local**: The Council shall preference those suppliers that can evidence a positive economic footprint in the region. This includes contributing to the vibrancy and sustainability of the local economy, supporting job or market growth, as well as fostering opportunities for small and medium sized enterprises (SMEs).

b) **Think Environmental**: The Council shall encourage procurement decisions that have a positive impact on the natural environment and biodiversity, including the prudent use of natural resources, the minimisation of waste or hazardous substances, and efforts to reduce carbon or Greenhouse Gas (GHG) emissions.

c) **Think Social**: The Council shall encourage procurement decisions that maximise community benefits in terms of personal wellbeing, social cohesion, capital and inclusion, equal opportunities and participation.

Whenever practicable, the Council shall give conscious consideration to sustainable procurement principles, including when undertaking cost-benefit analyses or weighted attributes assessments of potential goods and service suppliers.

8 Conflict of Interest

The Council shall ensure that procurement and contract management processes cannot be justifiably challenged on the basis of any real or perceived bias or conflict of interest.

All procurement and contract management decision-making processes shall include careful consideration of any actual, potential or perceived conflicts of interest.

Under no circumstances shall a staff member influence, advise or participate in a procurement or contract management activity where that employee has an actual, potential or perceived undisclosed conflict of interest — subject to very limited circumstances (see point xx below).

Every person involved in the decision-making process on the Tender Evaluation Team (TET) shall declare a declaration in writing that they have no actual or potential for a perceived undisclosed conflict of interest. This includes those involved directly in procurement and contract management activities, as well as anyone who has the ability to influence key decisions (e.g., those holding delegated financial authority or monitoring performance).

Where there is uncertainty about whether there is a conflict, employees should discuss the potential conflict with the Contract Owner, Line or Group Manager or Chief Executive Officer. If in doubt, employees should at all times fully disclose a potential conflict or bias. (Refer also to the Council Conflict of Interest Policy for further details).

Where the CEO is involved with procurement and/or contract management and identifies a potential conflict of interest, escalation shall be to elected members, or the Council Tenders Board.

It is never acceptable for a Council staff member to accept a bribe or inducement. Any such instances will be dealt with in strict accordance with the (Staff Code of Conduct Policy) and other applicable guidelines - see also the Council (Fraud Prevention Policy).

As part of the procurement process the Council (Gifts and Hospitality Register) shall be reviewed to identify gifts and/or hospitality received by any person involved in a procurement process. Should these
PURCHASING (INCLUDING TENDERING) PROCUREMENT AND CONTRACT MANAGEMENT DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

exceed a cumulative value of ($500) in the preceding 152 months the person will be precluded from taking any part in the procurement process.

9 Contract Management
The Council shall maintain a central database of all approved and/or active contractors, and ensure comprehensive records are held, including all third-party vetting; H&S approval; insurance coverage; contract review, renewal or expiration dates; deviations and variations.

All Council contracts shall have a delegated Contract Owner, who acts as the dedicated single point of contact and is responsible for the effective management and delivery of the contract in line with this Policy and all associated processes or guidelines. Duties include, but are not limited to:

9.1 Contract Negotiation
a. All contracts shall include measurable, relevant and robust key deliverables, measures and performance indicators (i.e. “SMART” key performance indicators that are Specific, Measurable, Achievable, Relevant and Time-bound).
b. All contracts shall establish effective and robust monitoring and reporting activities that ensure delivery of pre-determined deliverables and levels of performance.
c. All contracts shall comply with Council, professional regulatory body and statutory obligations, as required.
d. Contract Owners shall be alert to, and address any provisions in contracts that expose the Council to unsuitable or unacceptable risk. This includes a review of prior service delivery or performance by potential third party suppliers.

9.2 Contract Delivery
a. Contract Owners shall regularly monitor, audit and review contractor delivery against agreed milestones, deliverables or performance expectations over the life of the contract, including maintaining a regular audit programme, as required.
b. All contractor payments, performance bonds and other financial transactions shall be made in accordance with the terms of the contract and appropriate assurance of agreed performance delivery, in accordance with relevant Council financial delegations and authority.
c. Contract Owners shall engage relevant parties and establish variations or re-negotiate contract terms where appropriate.
d. Full records of all contract evaluations and performance monitoring activities (including any variations, renewals and cancellations) shall be held in accordance with the (Council document management guidelines and practices.)

9.3 Escalation and Exit
The Council shall ensure appropriate and effective processes and mechanisms are in place for the reporting, escalation and resolution of performance issues or contract delivery failure.

a. Contract Owners shall monitor contract schedules for renewal or expiry, and effectively manage the business impacts arising from exiting the agreement, including ensuring all relevant Intellectual Property, data or property is returned to Council.
10 Risk Management
The Council shall ensure that the costs, benefits and risk presented by procurement are identified, and appropriately reflected in the procurement and contract management methodology utilised.

Contract Owners shall work collaboratively with engaged providers to identify, assess and manage all risks associated with the goods or service procured, throughout the length of the contracted period.

All critical issues must be escalated and resolved appropriately to ensure the continued quality delivery of service expectations.

All risk management and mitigation strategies must be clearly documented as part of the procurement and contract management process.

11 Deviations
Deviation from the Council’s procurement and contract management processes may be necessary due to circumstances beyond the control of Council. Such instances include:

   a) A limited number of suppliers available in the market.
   b) A different procurement methodology or process is stipulated by legislation or a professional/ regulatory body.
   c) An exceptional, urgent or emergency situation where immediate Council decision-making is required and is in the best interests of ratepayers.

In such instances, two members of the Management Team shall authorise the deviation prior to adoption, and if appropriate the decision ratified (retrospectively) by the CEO (Tenders Board).

In such instances where a staff member has a conflict of interest, but also possesses specific expertise that is deemed essential to the procurement decision-making process and which is not available from any other sources, (including those external to the Council), two members of the Management Team may sanction that person’s involvement in writing, provided they:

   a. ensure the staff member’s involvement is limited as much as possible; and;
   b. closely supervise the staff member’s role and takes personal responsibility for the fairness and equity in the decision-making.

12 Record Keeping
All procurement and contract document management processes shall adhere to relevant statutory and regulatory obligations, including the Public Records Act 2005.

Clear and comprehensive written records of all procurement and contract management activity shall be retained in accordance with Council document management policies and protocols. This includes market, tender and evaluation material, contracts and variations, performance reporting, correspondence and associated service delivery records.

Procurement and contract management records shall provide a clear, transparent and accessible audit trail so that Council staff, auditors and/or legal advisors may readily establish the process and rationale for any procurement decisions made and actions taken.
PURCHASING (INCLUDING TENDERING) PROCUREMENT AND CONTRACT MANAGEMENT

DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

At a minimum, records shall be retained that demonstrate:

d) Council procurement and contract management processes have been followed, as outlined in this Policy and all associated procedures and practice guidelines.

e) Procurement adheres to appropriate budget allocations through the Long Term Plan, the Annual Plan, or an approved Business Case.

f) Approval for procurement has been obtained from the relevant holder of delegated financial authority.

g) The Council has identified key contract performance expectations and deliverables, and undertaken appropriate measures and audit/monitoring activities that provide assurance of performance.

h) All risks are identified, assessed and effectively managed in collaboration with the contractor, including Health and Safety assessments, site planning and maintaining appropriate insurance cover.

i) All employees/members of the tender evaluation team involved in decision-making have affirmed that they are free from any real or perceived undisclosed conflicts of interest.

13 Confidentiality

Employees involved in procurement and contract management activities shall take all due precautions when handling commercially sensitive information. This includes ensuring information is not passed between parties entering into a tender or other competitive procurement process, as well as maintaining the rights of Council and third-party intellectual property.

Confidentiality obligations continue throughout the procurement and contract management process, as well as after the contract has terminated or expired.

514 Health and Safety

The Health & Safety at Work Act 2015 requires that an organisation must ensure the health and safety of workers (including contractors), and that organisations must consult, co-operate and co-ordinate activities with all other organisations who have health and safety duties in relation to the same matter (overlapping duties); so far as is reasonably practicable. WDC maintains contract health and safety management systems in order to achieve compliance with these requirements.

Suppliers for all contracts shall be required to meet a range of health and safety requirements throughout the life-cycle of the contract, which, depending on the nature of the contract, may include (but are not limited to):

- Health and safety pre-qualification
- Site specific safety plans
- Site inductions
- Incident reporting
- Site safety audits
- Contract close outs

In particular, all suppliers for contracts involving physical works shall be health and safety pre-qualified. This will mean that they are assessed at >50% via the SiteWise health and safety pre-qualification system.
PURCHASING (INCLUDING TENDERING) PROCUREMENT AND CONTRACT MANAGEMENT DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

as a minimum, or meet the requirements of another externally-audited pre-qualification system of equivalent or superior standard (this will be approved on a case-by-case basis by the WDC Health & Safety Team).

Suppliers can achieve health and safety prequalification before or during the tender period, but pre-qualification must be achieved prior to work commencing.

Where a decision is made to select a supplier who is not health and safety prequalified as the preferred tenderer (or who has a SiteWise score lower than any minimum score indicated in the tender documents), approval must be gained from the Management team. The reasons for the decision shall be reported (such as emergency works, or a sole supplier situation).

All further health and safety requirements for the duration of the contract shall be clearly defined within the contract documentation. All suppliers for contracts involving physical works shall be registered with the “SiteWise” Health and Safety prequalification system. Suppliers can register before or during the tender period, but must be assessed prior to work commencing.

Where a decision is made to select a supplier who is not assessed by SiteWise (or who has a score lower than any minimum score indicated in the tender documents) as the preferred tenderer, approval must be gained from the Management team. The reasons for the decision shall be reported (such as emergency works, or a sole supplier situation).

615 Links to legislation, other policies and community outcomes

- WDC Ta Matou Mauri – Our Principles
- Local Government Act 2002 S3(c) promotes the accountability of local authorities to their communities, and S10 (b) has the purpose of local government as meeting the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- All tenders which are subject to a New Zealand Transport Agency (NZTA) subsidy must comply with the requirements of NZTA. If there is any conflict between this policy and the NZTA requirements, then the NZTA requirements will take precedence to the extent of the inconsistency.
- Health and Safety at Work Act 2015

WDC Contract Admin Guidelines

- QP-C1030 – Physical Works – Preparation of Request for Tenders
- QP-C1031 – Physical Works – Inviting Tenders
- QP-C1032 – Physical Works – Tender Evaluation
- QP-C1042 – General Purchase – Inviting Tenders
- QP-C1043 – General Purchase – Tender Evaluation

WDC Quality Policy

- QP-C387 – Purchasing Procedures – Selection of Suppliers
PURCHASING (INCLUDING TENDERING) PROCUREMENT AND CONTRACT MANAGEMENT

DRAFT PROCUREMENT AND CONTRACT MANAGEMENT POLICY

WDC Standard Contract Forms

- QP-C494-AG Evaluation Appendices – Our standard document for lowest price conforming contracts

Z16 Adopted by and date

Adopted by Council on 7 March 2017 xxxx

8 Review

Reviewed every three years or earlier on request.
1. SUMMARY

1.1. The purpose of this report is to update the Council on Health and Safety matters for the month of November.

Attachments:

i. Discharging Officer Health and Safety Duties


RECOMMENDATION

THAT the Council:

(a) Receives report No 190123007100

(b) Notes that there are no significant Health and Safety issues at this time, and that WDC is, so far as is reasonably practicable, compliant with the PCBU duties of the Health and Safety at Work Act 2015.

2. BACKGROUND

2.1. 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. Discharging Officer Health and Safety Duties for WDC is outlined in Appendix 1.

2.2. 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 Chief Executive are considered to be the Officers of WDC.

3. ISSUES AND OPTIONS

3.1. There are 15 work-related incidents in this report, three of which are pending investigation.

<table>
<thead>
<tr>
<th>Date</th>
<th>Occurrence</th>
<th>Event description</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>21/11/2018</td>
<td>Injury x4</td>
<td>During the BCP exercise 4 staff were taking part in a simulated exercise and were</td>
<td>Health and Safety staff have provided testing and follow up support to each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>required to remain in the building. During</td>
<td>of the staff involved in this incident,</td>
</tr>
<tr>
<td>Date</td>
<td>Type</td>
<td>Description</td>
<td>Actions</td>
</tr>
<tr>
<td>------------</td>
<td>--------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>22/11/2018</td>
<td>Injury</td>
<td>Voluntary shelver hurt her finger in our sliding doors through to the staff office area.</td>
<td>It is possible volunteer held the door on the inner edge as they closed it. The doors have a magnetic-type closing mechanism and close quite firmly as they get nearer. Prevention of further recurrence: being mindful when open when opening and closing doors. CLOSED</td>
</tr>
<tr>
<td>29/11/2018</td>
<td>Injury</td>
<td>Cut calf on some metal strapping. First aid (plaster) applied.</td>
<td>PENDING INVESTIGATION</td>
</tr>
<tr>
<td>29/11/2018</td>
<td>Property Damage</td>
<td>Rolled cable trailer on its side on corner of Earleys Road and Woodfields Road.</td>
<td>Cause of accident was poor decision making (staff member was lost). Staff member was using another contractor’s gear and didn’t have pins holding the drum secure. Staff member should have seen that the cable drum could move. Prevention of recurrence: not use other contractors’ gear. CLOSED</td>
</tr>
<tr>
<td>29/11/2018</td>
<td>Injury</td>
<td>Hurt back lifting boxes in store room. Strain/sprain.</td>
<td>The staff member has had no days off work and hasn’t had any further treatment for accident. CLOSED</td>
</tr>
<tr>
<td>3/12/2018</td>
<td>Near Miss</td>
<td>Verbal abuse. Staff member from the Water Unit was carrying out boundary back flow testing. Staff member told property owner that the backflow preventer had failed. Member of public verbally abused staff member by telling him to leave several times using swear words. Staff member returned back to the Water Unit quite upset.</td>
<td>Health and Safety Alert has been raised against the member of public, including an interaction plan which requires at least 2 staff to attend site where he may be present. CLOSED</td>
</tr>
<tr>
<td>8/12/2018</td>
<td>Injury</td>
<td>During the conducting of the Citizenship Ceremony, an elected member cut their finger on one of the certificate folders. Bleeding needed attention in order for them to continue conducting the ceremony. Paper cut to the right hand ring finger, resulting in blood loss. Staff attended and band-aid was applied.</td>
<td>As a result of this incident in future the Governance team will have their First Aid kit in the room, to avoid any delay in attending to a future paper cut. The elected member handles paper/card during the ceremony as they hand out certificates, so more care to be taken when handling certificates in future. CLOSED</td>
</tr>
<tr>
<td>12/12/2018</td>
<td>Near Miss</td>
<td>Adverse and intimidating Interaction between a staff member and a member of the public at Rangiora Service Centre customer services reception area. Member of public made threats against the safety of the staff member.</td>
<td>Staff made a police report. Member of public was trespassed from all Service Centres, and has a Health and Safety Alert raised against him in the WDC Alerts system. Protocol has been created that any future interaction with the member of the public will be with</td>
</tr>
</tbody>
</table>
3.2. The Health and Safety Team completed the SafePlus online assessment during early December. A full report of the results of that assessment has been submitted to Management Team on 14th January 2019 and will be submitted to Audit and Risk Committee on 12th February 2019. The results were also shared with all staff from the organisation.

3.3. In addition to the above, the Health and Safety Team is currently conducting ‘deep dive’ audits in the following areas of critical risk:

3.3.1. Contractor management

3.3.2. Hazardous Substances documentation compliance

3.3.3. Confined space entry

These audits will be completed by end of February 2019, and results of all audits will be submitted to the Management Team and the Audit and Risk Committee.
3.4. The Management Team have reviewed this report and support the recommendations.

4. **COMMUNITY VIEWS**

4.1. **Groups and Organisations**

4.1.1. The above reporting is shared with Management Team and the Health and Safety Committee in particular, for their review and comment.

4.2. **Wider Community**

4.2.1. The community has not been consulted with regard to this matter, as this is internal compliance reporting, relating to Health and Safety at Work.

5. **IMPLICATIONS AND RISKS**

5.1. **Financial Implications**

5.1.1. All financial implications for the upcoming year’s health and safety activities have been accounted for within approved project costs (such as Promapp implementation), or via departmental budgets already allocated to health and safety.

5.2. **Community Implications**

5.2.1. Community implications have not been included in this report as this is internal compliance reporting, relating to Health and Safety at Work.

5.3. **Risk Management**

5.3.1. Risk Management is one of the key performance requirements of a functioning Health and Safety system, therefore an updated version of the Health and Safety Register Action Plan is a key aspect of this monthly report (see Attachment 2).

5.4. **Health and Safety**

5.4.1. Continuous improvement, monitoring, and reporting of Health and Safety activities are a key focus of the health and safety management system. Attachment 1 indicates the health and safety monitoring and improvement activities that are in progress at WDC.

6. **CONTEXT**

6.1. **Policy**

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

6.2. **Legislation**

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

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

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

6.3. **Community Outcomes**

6.3.1. There is a safe environment for all

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: ta mātou mauri.
6.4. **Delegations**

6.4.1. 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.
### Discharging Officer Health and Safety Duties

<table>
<thead>
<tr>
<th>OFFICER DUTIES</th>
<th>EXAMPLES OF ACTIVITIES TO SUPPORT DISCHARGE OF DUTIES</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KNOW</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(To acquire, and keep up to date, knowledge of work health and safety matters)</td>
<td>Updates on new activities/major contracts</td>
<td>Various Committee reports</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly, as required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quarterly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>As required</td>
</tr>
<tr>
<td></td>
<td>• Council reports to include Health and Safety advice as relevant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Audit Committee to receive minutes of Health and Safety Committee meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Update on legislation and best practice changes to Audit Committee</td>
<td></td>
</tr>
<tr>
<td><strong>UNDERSTAND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(To gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations)</td>
<td>Induction of new Council through tour of District and ongoing site visits.</td>
<td>Start of each new term and as required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Six monthly, or where major change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>At least annually</td>
</tr>
<tr>
<td></td>
<td>• H&amp;S Risk register to Audit Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Training on H&amp;S legislation and best practices updates</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• CCO activities reported to the Audit Committee</td>
<td></td>
</tr>
<tr>
<td><strong>RESOURCES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(To ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking)</td>
<td>LTP or Annual Plan to have a specific report on H&amp;S resources</td>
<td>Annually</td>
</tr>
<tr>
<td></td>
<td></td>
<td>As required</td>
</tr>
<tr>
<td></td>
<td>• Reports to Committees will outline H&amp;S issues and resourcing, as appropriate</td>
<td></td>
</tr>
<tr>
<td><strong>MONITOR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(To ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information)</td>
<td>Report to every Council meeting – standing agenda item to include Dashboard Update and any major developments</td>
<td>Monthly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Six monthly, or where major change</td>
</tr>
<tr>
<td></td>
<td>• Risk register review by Audit Committee</td>
<td></td>
</tr>
<tr>
<td><strong>COMPLY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(To ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act)</td>
<td>Programme of H&amp;S internal work received by Audit Committee</td>
<td>Annually</td>
</tr>
<tr>
<td></td>
<td></td>
<td>As completed</td>
</tr>
<tr>
<td></td>
<td>• Internal Audit reports to Audit Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Incident Investigations reported Audit Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Worksafe review of incidents/accidents reported to Audit Committee</td>
<td></td>
</tr>
<tr>
<td><strong>VERIFY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(To verify the provision and use of the resources and processes)</td>
<td>Receive any external audit results and remedial actions (if any) reported to Audit Committee</td>
<td>Two yearly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>As completed</td>
</tr>
<tr>
<td></td>
<td>• Worksafe audits, if undertaken</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Self-assessment against Canterbury Safety Charter and/or SafePlus reported to the Audit Committee</td>
<td></td>
</tr>
</tbody>
</table>
Progress against 2017/18 Workplan – January 2019 (as at 24 January 2019)

<table>
<thead>
<tr>
<th>Major Projects</th>
<th>Current Progress</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 1: Improve Health and Safety systems, to align with organisational objectives</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Action 1**: Re-develop Safety Management System to ensure that all Policies align with SafePlus framework (see TRIM 180315027921), and all critical risk procedures are captured in Promapp. | | Policy structure has been drafted, and re-writing of policies has commenced. Policy structure has 3 key policies: Leadership & Commitment, Risk Management and Worker Engagement. There will be several sub-policies under the ‘Risk Management’ main policy, to address critical risks (e.g. Asbestos Management, Drug and Alcohol, Driver Safety etc.)
To date, the following number of health and safety procedures have been captured in Promapp:
Published (finalised) = 31
Unpublished (in progress) = 6
Additionally, the Water Unit are using Promapp to review and rewrite their Standard Operating Procedures, and have >130 procedures that have been developed. For the most part they have been finalised, with some in final draft phase.
Promapp training is scheduled for the Water Unit team and the Standard Operating Procedures will be available on their mobile devices. |
| **Action 2**: Implement Promapp training module to improve the management of all Health and Safety training. | AS PER LAST MONTH | The Promapp training module has been purchased, and key staff (including H&S Admin and Manager) are trained in how to use the module. Single sign-on has been confirmed, and all staff are creating their Promapp profiles.
Once all profiles are created, Health, Safety and Quality team will transfer current training data across to the Promapp Training Module. A full project plan for this activity has been created (yet to be approved) and will require resources from both the Health and Safety and the Quality functions. |
| Objective 2: Maintain a fit-for-purpose internal health and safety auditing system to ensure that WDC is compliant with health and safety policies, procedures and legal requirements. | | |
| **Action 3**: Review and re-develop internal health and safety auditing system, aligned with SafePlus. (see TRIM 180315027921). | | The SafePlus Online Self-Assessment tool from WorkSafe has been issued. From there the team will complete the following actions:
• Assess the suitability of the tool (and determine any changes in approach – if required) COMPLETE
• Confirm audit timing and approach (report to Management Team) COMPLETE
• Arrange audit COMPLETE
• Complete audit and submit findings to Management Team COMPLETE FOR ONLINE ASSESSMENT, IN PROGRESS FOR ‘DEEP DIVE AUDITS’
• Develop action plan and monitoring schedule IN PROGRESS
• Review process and adjust if required |
## Objective 3: Ensure that all contractors are managed according to health and safety procedural requirements, and improve staff knowledge of those requirements.

### Action 4: Contractor management process improvement project (carry-over).

- Deliver training to all staff once Promapp processes are complete (Oct 2018).
- Develop audit function based on PDU audit role.

| **Objective 3** | **Action 4** | **Contract Management training is complete as of 12th November. Training delivered to 55 contract managers from across the Council, and notes sent out to a total of 90 (including the staff that attended training). Timing of the training was determined by the Promapp rollout project (access to the system).**<br><br>**Additionally:**<br>- Health and Safety Manager provides a H&S Contract Management overview to all new staff at their induction.<br>- Health and Safety Manager also provided an overview of current procedures to U&R, Water Unit, Greenspace and Regeneration teams at a June workshop.<br>- A 6-monthly reminder email was sent to staff on 24/08 to inform them of H&S processes and tools to manage contractors.<br>- A ‘deep-dive’ audit of adherence to H&S aspects of contract management is in progress as part of SafePlus assessment (see above). |

## Objective 4: Improve the Health and Wellbeing of staff, and create measures to ensure success.

### Action 5: Wellbeing strategy development and implementation project (carry-over).

| **Objective 4** | **Action 5** | **COMPLETE** | **A Wellbeing Committee has been established, the wellbeing strategy is complete, and has been submitted to Management Team for their approval in early August. Additionally, the Management Team approved:**<br><br>- Wellbeing calendar of events<br>- Wellbeing presence on intranet<br>- Wellbeing branding<br>- Wellbeing communications plan.<br><br>The Wellbeing Committee has now issued the strategy and communications to all staff (September 2018), and will coordinate and communicate all wellbeing activities going forward. |

### LEGEND

- **On track**
- Slightly behind schedule (less than one month)
- Behind schedule (greater than one month)

In addition to the above workplan, there will be a particular focus on working with volunteers to manage their health and safety. This will include creating written agreements with high risk volunteers, and proactively engaging with all volunteers to ensure that health and safety expectations are aligned with all parties.
Incidents/Injuries – January 2019 (as at 24 January 2019)

January 2018 to Current: Worker/Volunteer Incident Reporting

- Incident Type
  - Property or Vehicle Damage
  - Near Miss
  - Injury
  - Illness/Medical incident

- Incident Date/Fiscal Hierarchy
  - 2017/2018 Quarter 3
  - 2017/2018 Quarter 4
  - 2018/2019 Quarter 1
  - 2018/2019 Quarter 2
  - 2018/2019 Quarter 3

- Incident Count

Graph showing the number of incidents reported from January 2018 to February 2019, categorized by type and month. The data is presented in a bar chart format.
Incidents/Injuries - January 2019 (**as at 24 January 2019**)

January 2018 to Current: Worker Incident Reporting

- Ambulance Callout (Aquatics only): 1 (2%)
- Illness/Medical Incident: 2 (4%)
- Property or Vehicle Damage &: 15%
- Near Miss: 10 (18%)
- Injury: 33 (61%)
### Lost Time Injuries:

**2017/18**
- 4 Injuries - total **294** hours
  - Body stressing x2 (manual handling) (63hrs)
  - Falls, trips, slips x2 (231hrs)

**2018/19**
- 1 Injuries - total **60.5** hours (to date)
  - Carryover Injury – Falls, trips, slips x1 total 49 hours
  - Body stressing x1 (manual handling) (11.5 hrs)

### LEAD INDICATORS

**Safety Inspections Completed (Workplace Walkarounds)**

**Training Delivered**
- 2017/18: People Trained: 460
- 2018/19: People Trained: 333 (to January 2019)

### Contractor Database (drawn from SiteWise Database)

**Contractor Assessment Scores**
- **YOUR CONTRACTORS**
  - Number of your preferred contractors at each stage: 1, 21, 114
  - Your preferred contractors avg. score: **83%**

- **ALL CONTRACTORS**
  - Number of contractors at each stage in SiteWise: 464, 948, 2071
  - All contractors avg. score: **71%**
<table>
<thead>
<tr>
<th>Risk rating</th>
<th>Risk type</th>
<th>Suggested Actions</th>
<th>Action Owner</th>
<th>Due date</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>Armed Hold-up/Violent or Abusive Customers (on Council Sites) &amp; Site Security</td>
<td>*Develop and implement action plans based on Site Security Reviews.</td>
<td>Liz Ashton</td>
<td>Review at end 2018/19</td>
<td>In progress</td>
</tr>
<tr>
<td>High</td>
<td>Boat Operations</td>
<td>*Practise rescue plan drills on regular basis</td>
<td>Phil Drozdowski</td>
<td>31/01/2019</td>
<td>In progress</td>
</tr>
<tr>
<td>High</td>
<td>Confined space entry</td>
<td>*Review procedures for any work on Ocean Outfall Pipeline/drop-structure to ensure they are adequate.</td>
<td>Ian Loffhagen/Kalley Simpson</td>
<td>31/01/2019</td>
<td>In progress</td>
</tr>
<tr>
<td>High</td>
<td>Confined space entry</td>
<td>*Review the records kept of permits to work, and contractor inclusion in permits to work.</td>
<td>Charlotte Browne</td>
<td>31/01/2019</td>
<td>In progress</td>
</tr>
<tr>
<td>High Risk</td>
<td>Contractor Health and Safety Management</td>
<td>*Train all contract managers in H&amp;S processes/requirements at time of induction.</td>
<td>Charlotte Browne</td>
<td>Ongoing</td>
<td>In progress</td>
</tr>
<tr>
<td>High Risk</td>
<td>Contractor Health and Safety Management</td>
<td>*Identify volunteer groups and leaseholders that engage contractors on behalf of WDC and train in contract H&amp;S management processes.</td>
<td>Chris Brown/Nick Harrison</td>
<td>31/03/2019</td>
<td>In progress</td>
</tr>
<tr>
<td>High Consequence</td>
<td>Electricity</td>
<td>*Ensure that emergency response procedures (i.e. what do to in the event of incident/interaction with underground or overhead power lines) is available, and that all relevant staff are trained, in procedure.</td>
<td>Ian Loffhagen</td>
<td>31/01/2019</td>
<td>In progress</td>
</tr>
<tr>
<td>High Consequence</td>
<td>Hazardous Substances</td>
<td>*Review the hazardous substances records and adherence to requirements.</td>
<td>Charlotte Browne</td>
<td>31/01/2019</td>
<td>In progress</td>
</tr>
<tr>
<td>High Consequence</td>
<td>Mobile plant and machinery</td>
<td>*Check maintenance records and maintenance schedules are in place to ensure safety of equipment.</td>
<td>Unit Managers</td>
<td>Ongoing</td>
<td>In progress</td>
</tr>
<tr>
<td>High Consequence</td>
<td>Mobile plant and machinery</td>
<td>*Improve competency records to include a schedule of levels of competency for each staff member/each piece of mobile plant.</td>
<td>Ian Loffhagen/Jeff Millward</td>
<td>31/01/2019</td>
<td>In progress</td>
</tr>
<tr>
<td>High Risk &amp; Consequence</td>
<td>Activity Description</td>
<td>Action Plan</td>
<td>Status</td>
<td>Responsible Person(s)</td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------------</td>
<td>-------------</td>
<td>--------</td>
<td>-----------------------</td>
<td></td>
</tr>
<tr>
<td>High Risk</td>
<td>Volunteers conducting hazardous activities</td>
<td>*Undertake a review of operations to ensure that all activity and training is being carried out as per internal H&amp;S processes.</td>
<td>Liz Ashton</td>
<td>31/01/2019</td>
<td>In progress</td>
</tr>
<tr>
<td>High Risk</td>
<td>Volunteers conducting hazardous activities</td>
<td>*Develop Memorandum of Understanding with NZRT12, which will define accountabilities and expectations. May require some further operational and administrative support to implement the requirements. (TBC)</td>
<td>Liz Ashton/Nick Harrison</td>
<td>31/01/2019</td>
<td>In progress</td>
</tr>
<tr>
<td>High Consequence</td>
<td>Water Safety</td>
<td>*Need to review the contractor’s Job Safety Analysis when removing avian botulism bird carcasses.</td>
<td>Kalley Simpson</td>
<td>31/01/2019</td>
<td>In progress</td>
</tr>
<tr>
<td>High Risk</td>
<td>Water Safety (Public)</td>
<td>*Require review of security fencing of all Waste Water pond sites (internal review - test against other organisations). Review Stormwater site security (internal review - test against other organisations).</td>
<td>Gerard Cleary</td>
<td>31/01/2019</td>
<td>In progress</td>
</tr>
<tr>
<td>High Consequence</td>
<td>Working at heights</td>
<td>Water Unit: *Review of all structures which require work at heights to determine the adequacy of the fall protection (in particular the harness systems) and any further procedure/training required to ensure safe use of systems.</td>
<td>Ian Loffhagen/Kalley Simpson</td>
<td>Ongoing</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

*All actions are new since the September 2018 Risk Register review.*
### MINUTES OF YOUTH COUNCIL (YC) MEETING

*Held in the Committee Rooms, Rangiora Service Centre, WDC, High Street, Rangiora at 7pm Tuesday 27 November 2018*

| 1. | **Present:**  
| | Sam Redman (WDC), Arabella Jarman (Co-Chair), Ellie Tizard, Caitlin Tipping, Jacob Harford, Olivia Silby, Stella Graydon, Alex Jackson, Katie Lange, Kirstyn Barnett (WDC Councillor), Dan Gordon (WDC Councillor), David Ayres (WDC Mayor), Grant Stephens (WDC Greenspace Community Engagement Officer), Eris Le Compte (Minute Secretary). |

| 2. | **Apologies:** Benya Ickenroth |

| 3. | **Dudley Park Presentation** Grant Stephens  
Grant Stephens outlined the various plans and options drawn to date which were open for discussion. The Youth Council (accompanied by the Mayor, Councillors and Grant Stephens) did an on-site inspection (in the rain) of the designated area in Church Street.  
All agreed it is an exciting prospect. Some concerns were expressed on the siting of the stage as well as siting of the seating adjacent to the skate board park. Suggestion to introduce lighting, technology and charging stations.  
Grant hopes to report back to the Youth Council by the end of January 2019, but definitely by end of February. |

| 4. | **Report from Mayor David Ayres**  
David reported that work is continuing on the Kaiapoi improvements, e.g. the river bank and dog park etc.  
Architects are working on plans at the moment for the new sports centre.  
Work on water standards will be on-going for some years.  
WDC are aware of youth issues in the region and there are network agencies out there to hook into.  
There is still an increase in the number of new houses being built in the area and the neighbouring councils meet regularly on this.  
Christmas lights have been installed in both Kaiapoi and Rangiora.  
Waimakariri has a continuing aging society and Caitlin has been appointed as a youth representative to the Age Friendly Committee. Focus groups are having discussions around the various Waimakariri areas and with committees. |

| ACTIONS: | Grant/Sam |
| 5. | **Dan Gordon WDC Councillor**  
Dan is really pleased with the Main Street Christmas lights.  
He attended two White Ribbon events recently. |
| 6. | **Waimakariri Youth Council Strategy**  
Sam distributed a final copy of the Youth Strategy booklet. He then showed page by page on the screen. Final figures will be updated when the latest census data comes through in early 2019.  
Some comments to be finalised before publication:  
- Change the number of schools from 25 to 26  
- Add support from funders to the last page.  
**It was agreed that this booklet be adopted with appropriate changes before printing. Carried.**  
Copies to be sent to Andrew, Thomas and Leanne.  
Youth Council to extend a thank you to the WDC typing team (Josie) |
| 6. | **General Business**  
**End of Year Report**  
Sam thanked everyone for sending through their relevant reports which will be finalised by the end of this week.  
**Hoodies**  
The hoodies are ready to pick up and distribute.  
**End of Year Breakup**  
Tuesday 18 December was decided as an agreed date for an end of year restaurant meal. Start time 7pm. Sam to notify the venue.  
**Youth Services Meeting**  
This was held last week with on-going discussions to be carried over to 2019.  
Terms of References will be looked at in the New Year around the expectations of the Youth Council.  
David Ayres also reminded the group of the 2019 council elections to be held on 19 October 2019. Sam will check out. |
Meeting closed at 8.40 pm

Next meeting on Tuesday 29 January 2019 at 7pm in the Rakahuri Room, at the Rangiora Service Centre.

_________________________________  ______________________________
Chair                                      Date
WAIMAKARIRI DISTRICT COUNCIL

MINUTES FOR THE MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN
THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH STREET,
RANGIORA ON TUESDAY 20 NOVEMBER 2018 COMMENCING AT 3.30PM.

PRESENT

Deputy Mayor K Felstead (Chairperson), Mayor D Ayers, Councillors A Blackie, K Barnett and P Williams

IN ATTENDANCE

Councillors W Doody, D Gordon (left the meeting at 4.10pm), S Stewart, J Palmer (Chief Executive), J Millward (Manager Finance and Business Support), S Markham (Manager Strategy and Engagement), L Ashton (Manager Organisational Development and HR), P Christensen (Finance Manager), M Harris (Customer Services Manager), H Street (Corporate Planner) and A Smith (Governance Coordinator)

APPOINTMENT OF CHAIRPERSON

In the absence of Committee Chairperson Councillor N Atkinson, J Millward opened the meeting and called for nominations for a Chairperson for this meeting.

Moved Councillor Blackie seconded Councillor Barnett

THAT Deputy Mayor Felstead be appointed as Chairperson for the duration of this meeting of the Audit and Risk Committee.

CARRIED

Deputy Mayor Felstead assumed the role of Chair at this time.

1 APOLOGIES

Moved Councillor Williams seconded Deputy Mayor Felstead

THAT an apology for absence be received and sustained for Councillor Atkinson and an apology for departure from the meeting of Councillor Barnett at 5.30pm.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest recorded.
3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 18 September 2018

Moved Councillor Blackie seconded Councillor Barnett

THAT the Audit Committee

(a) Confirms the circulated minutes of a meeting of the Audit and Risk Committee, held on the 18 September 2018, as a true and accurate record.

CARRIED

4 MATTERS ARISING

Councillor Williams highlighted Item 6.2 and the information that was to be provided on the Urban Cycleway budget and it was confirmed that a report had been presented to the Council meeting of 6 November. Mr Palmer advised that this had confirmed there had been a spend of $2.8m against a budget of $2.5m and an estimate of construction of approximately $2.6m.

5 PRESENTATION/DEPUTATION

There was no presentations or deputations.

6 REPORTS

6.1 Annual Report for Enterprise North Canterbury for the year Ended 30 June 2018 – Jeff Millward (Manager Finance and Business Support)

H Warwick was present for the presentation of this report and presented the Annual Report for Enterprise North Canterbury (ENC) for the year ended 30 June 2018.. H Warwick advised that Audit NZ have given a clear audit for Enterprise North Canterbury and have confidence that ENC operate in a low risk environment and there have been no major profile change or its leader. It was noted that this was the fourth time H Warwick had presented to the Audit and Risk Committee this year.. ENC have had a very productive year as seen in the report. Spoke on future developments in the coming year. Re grant from the Provincial Growth Fund, a decision is to be received by the end of November regarding approval of this application. This funding relates to the NC cycle trail and also to upscaling businesses and ENC are investigating opportunities for this. It is considered that ENC is well engaged with the businesses in North Canterbury but is continuing to engage with more businesses who aren't familiar with ENC. This includes attending numerous mix and mingle functions, coastal promotion events and attended the Silverstream breakfast club. There is continued good sponsorship for the Business Centre in Kaiapoi and Ravenswood has just been signed up as a bronze sponsor. Immediately that ENC hear about new businesses to the area, contact is made with them.

Following question from Councillor Barnett, H Warwick provided information on the criteria for events being listed on the website, as it was noted that there had been a reduction in the number of events listed, due to not including small events. Confirmed that all events are still included but recurring events not listed individually i.e. farmers markets.
Councillor Barnett also complimented the Walking and Cycling Guide and asked how this was being promoted in Christchurch. H Warwick advised that copies of the North Canterbury Cycle guide are available at Christchurch Airport and Christchurch visitors centres and there is also a powerpoint presentation being shown at the Christchurch i-Site. The guides are also available in the feeder districts – Kaikoura and Greymouth.

In addition to the report, Deputy Mayor Felstead noted that there is a delegation from Enshi visiting on Monday 3 December and H Warwick noted that any Councillors who wish to join this visit are welcome to attend. Anyone who is interested in attending, please meet at 1.20pm at the ENC offices in Kaiapoi to be ready for a 1.30pm departure. The visitors will be attending a sheep farm to view sheep shearing, sheep dogs and fleeces and then visit a honey extraction business at Okuku.

J Millward advised that the Trust has met all its measures in the Statement of Intent and added that there had been a good audit of unmodified accounts.

Following a question from Councillor Blackie on net surplus figures which were similar, and the large variance in the taxation expense from 2017 and 2018, H Warwick confirmed this was a result of a tax loss the year before.

Moved Councillor Blackie seconded Mayor Ayers

(a) Receives report No 181109132111

(b) Receives the Annual Report of Enterprise North Canterbury for the year ended 30 June 2018;

(c) Acknowledges the work carried out by Enterprise North Canterbury over the year and thanks the Trustees and staff for their efforts;

(d) Circulates the report to the Boards.

CARRIED

Councillor Gordon acknowledged the work of H Warwick and the ENC team for their work for the year. ENC has a very visible role in the business community. Councillor Gordon also acknowledged the role of the voluntary Trustees of ENC for the job they do. Councillor Gordon also appreciates the work of H Warwick in her advocacy role and this is highly valued by the business community.

Mayor Ayers noted that there is a Trustee appointment pending, and there is to be an appointment confirmed in the next two weeks, subject to the confirmation of both Waimakariri and Hurunui District Councils. H Warwick noted that the Board would like to offer an internship on the Board for a year, which may lead onto this person becoming a full Trustee in future. There has been some potential candidates suggested to be interviewed for this role and this will progress after the appointment of the new Trustee member. H Warwick also acknowledged the judges who provided their voluntary service for the North Canterbury Business Awards. Mayor Ayers noted this is a very robust judging process for these awards. In closing H Warwick acknowledged the continued support of ENC from the Council and the importance of this.
6.2 Annual Report for Te Kōhaka o Tūhaitara Trust for the year ended 30 June 2018 – Jeff Millward (Manager Finance and Business Support)

Greg Byrnes and Catherine McMillan were present for this report and presented the Annual Report of the Trust. C McMillan advised that this year had been one of great development, and Trust had reached its 25 year achievement goal in 20 years which is very pleasing. Noted that there was an unqualified audit report received again this year. The work of G Byrne was acknowledged with his wisdom and energy in his role of General Manager. It was acknowledged that there is a bigger team at the Trust now, partly as a result of the business case put to the Council.

G Byrne noted the busy year that is has been for the Trust, as noted in the report. The highlight for the year is the support of the Council for the business plan and has subsequently allowed the Trust to hire two full-time rangers who are on staff for this year. This past year has seen much bigger engagement with the community then previous years and the future is exciting. The visits to the Park of representatives from other settlers was mentioned, some of these who had never been to the park previously, noting it is pleasing to be able to show them the work being undertaken. G Byrne advised bigger projects to be looked at in the future are the regeneration lands at Kairaki and The Pines, and investigation work on the granting of human status for the Tuhaitara Coastal Park, Ashley Rakahuri estuary, and possibly Brooklands and also possibly the lower reaches of the Ashley Rakahuri River, from the State Highway bridge. There will need to be funding sought to progress these investigations. The Trust has had two Youth Advisory Trustees for the first time this year, who both offer a lot at the meetings they have attended. G Byrnes took the Trusts annual report taken as read.

Mayor Ayers, referring to the Map on page 54 of the Agenda, noted the section of land at the Ashley Rakahuri estuary which is shown as being Te Kōhaka o Tūhaitara Trust land. G Byrnes advised that this has been investigated with LINZ and is confirmed as a small area of land belonging to the Trust and added this could assist with the pursuing the human status for the estuary. By way of explanation, G Byrnes said the reasons for pursuing this were that as the Trust land comes under the requirements of the Reserves Act – to protect and enhance fresh water, protect and enhance mahinga kai etc, this is seen as the only way to protect it from activities that are undertaken in other parts of the district.

K Barnett asked how the Trust is connecting with the Pegasus Residents Association. G Byrnes noted that there is a good work being done by the Corrections team, with some brush cutting having being undertaken but there is no mowing to be undertaken. This is not considered to be a fire risk. There has been planting of 2,500 natives in the area adjacent to Pegasus was assisted with by the local community.

J Millward also commented on the unmodified audit, thanked the Trust for the period when the forestry harvest was undertaken which caused some disruption to their services. G Byrnes added that this has been a difficult time, but also acknowledged and wished it to be recorded, that J Millward has been exceptionally good to work with during this time.

Moved Councillor Barnett seconded Councillor Williams

THAT the Audit and Risk Committee

(a) Receives report No 181109132152
(b) **Receives** the Annual Report for Te Kōhaka o Tūhaitara Trust for the year ended 30 June 2018;

(c) **Acknowledges** the work carried out by the Trust and thanks the Trustee’s and General Manager for their efforts;

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

CARRIED

Councillors Barnett and Williams both acknowledged the good work that the Trust do. Councillor Barnett acknowledged the work that young people are involved with regenerating the coastal areas and the work being done at Pegasus.

Councillor Gordon complimented G Byrne on his role as General Manager, and his enthusiasm for his role. Councillor Gordon also acknowledged the partnership with the Rangiora Rotary Club, in developing the Peter Allen Memorial biota node and the way this was enabled by Greg to make it happen. Thanks C McMillian and the Trustees for their lead and support of the General Manager.

Relating to the Trust seeking sentient status, Councillor Stewart asked if the Trust were comfortable with the proposal of the Waimakariri Zone Committee draft ZIPa (Zone Implementation Programme Addendum) and what is included in it, which will go to Council for adoption in December. G Byrnes noted that the Trust is pleased that the Council has included in its Coastal Bylaw the investigations of the of granting sentient status for the estuary. This was going to be left out of the ZIPa and in the consultation the Trust have asked that it gets included. It would be disappointing if this was not included.

Councillor Barnett, in reply, said there is some more conversations to be had on the ZIPa, which is a long term document for a long term vision and the Trust is dealing with a 200 year vision. Encourages the Trust to keep putting forward its views and for these to be relayed by Councillor Stewart as Zone committee.

6.3 **Cyber Security – Jolanda Simon, (CIO)**

J Millward presented this report, which provided an update to the committee on the Cyber Security Review and the recommendations that Deloitte performed for a number of Canterbury Councils, as part of the Canterbury Shares Services. Seven of the eleven Canterbury councils undertook the review.

One of the recommendations from the review is that there be quarterly reports brought to the Audit and Risk Committee on the computer systems and any breaches that occur. The first of these was Attachment iii of the report, the Audit and Risk Quarterly Cyber Security Status Report. Cyber security is to be seen as a “business” issue, not just IT.

J Millward advised that cyber security insurance is being sought from the Council’s insurance broker, which will provide a more specific insurance for the Council’s needs, rather than waiting for a generalised cyber insurance cover through ALGIM.

J Millward noted that tomorrow Council staff will be involved with an exercise on business continuity and disaster recovery plans. The exercises will
involve setting up an EOC offsite at Mainpower, and dealing with a hazardous substance.

Councillor Barnett asked if there would be any input from Councillors on the Cyber Security review. J Millward confirmed that members will be involved and will be part of the exercise, on the same basis as staff are.

Moved Councillor Barnett seconded Councillor Blackie

THAT the Audit and Risk Committee

(a) Receives report No. 181015120380.
(b) Notes the recommendations will be completed by July 2019;
(c) Notes Council is currently sourcing appropriate Cyber Security insurance.

CARRIED

Councillor Barnett supports this recommendation, noting that cyber security is something that can’t be taken lightly and can be a huge cost to organisations. The Council is in a reasonably good position currently, but Councillor Barnett believes it is important that there is insurance in place in case of a major event.

6.4 Non-Financial Performance Measures 1st Quarter Results as at 30 September 2018 – Helene Street (Corporate Planner)

H Street presented this report of the non-financial performance measures for the first quarter of this financial year, up to 30 September 2018. It was noted that there are some areas that measures have not started yet, with explanations provided. There were no questions.

Moved Councillor Blackie seconded Councillor Barnett

THAT the Audit and Risk Committee

(a) Receives report no. 1811021208750 and Non-Financial Performance Measures 1st Quarter Results as at 30 September 2018, Trim No. 181102128822

CARRIED

6.5 Sefton Community Library – Application for a Rates Remission – Maree Harris (Customer Service Manager)

M Harris presented this report, requesting a remission of rates. This library went out of business in the 1990s and the Trust committee has continued to pay the rates up until approx. two to three years ago, at which time the committees funds had all been used. The terms of the Trust has meant it has not been a straightforward process for the property to be sold. Legal work has been required and the solicitors are soon to lodge the papers in the High Court to get this underway. It was considered a better option to not have rates arrears accumulating while this was happening.

The library committee are doing all they can and are trying to do the right thing by selling the property and making those funds available for the Sefton Community Hall for earthquake repairs.
THAT the Audit and Risk Committee

(a) **Receives** report No. 181106130682.

(b) **Approves** a rates remission of $1,261.53 under the Policy for Remission of Rates in Miscellaneous Circumstances on the Sefton Community Library Trustees property at 14 Pembertons Road, Sefton (Assessment 2149019400).

(c) **Notes** that a rates penalty remission of $226.03 will be made under the Policy for Remission of Rates Penalties on the Sefton Community Library Trustees property at 14 Pembertons Road, Sefton (Assessment 2149019400), under the delegation of the Manager, Finance & Business Support.

CARRIED


L Ashton and C Brown presented this report presenting the outcomes of the October 2018 WDC ACC Workplace Safety Management Practices internal review. This is the last audit under this programme as the Council transits to the SafePlus assessment. The Health and Safety team in general are pleased with the current documentation and practices that are in place in relation to this old ACC review process.

There were no questions.

THAT the Audit and Risk Committee

(a) **Receives** report No 181015119987,

(b) **Reviews** the outcomes of the WDC ACC Workplace Safety Management Practices internal review from October 2018, and

(c) **Notes** that this review signals the close-out of this programme for WDC, and the transition to SafePlus assessment programme.

CARRIED

6.7 **SafePlus Online Assessment Audit Plan 2018– Liz Ashton (Manager Organisational Development and HR)**

L Ashton presented this report, which presents to the committee the plan for the SafePlus online assessment audit in December 2018. This is a different way the audit is undertaken from the ACC Workplace Safety Management Practices audit. This looks at three key areas – worker engagement, leadership and risk management. It is designed to look at behaviour first and then look into the practices. There will be a survey circulated in December and following this the feedback will determine the content of the audit going forward.
One of the significant changes is the 20% discount the Council got from ACC because of the highest accreditation through the WSMP, is no longer viable for the Council which was discontinued through the old programme.

There were no questions.

Moved Councillor Blackie seconded Councillor Williams

THAT the Audit and Risk Committee

(a) Receives report No 181005116061,
(b) Receives the plan for the SafePlus online assessment audit in December 2018.
(c) Notes the requirement for participation in the online assessment for all staff and Councillors, and
(d) Notes that the intention is to set a benchmark for WDC, and to be further evaluated against an external assessment in December 2019.

CARRIED

6.8 Outcomes of the WDC Health and Safety Risk Register Review September 2018 – Liz Ashton (Manager Organisational Development and HR)

L Ashton presented this report which presented the outcomes of the WDC Health and Safety Risk Register Review that was undertaken in September this year and the Action Plan outcomes. These reviews are raising awareness of the kinds of risks across the organisation and each time a review is undertaken, matters are being added to, or updating or changing the risks. One of the specific matters noted is the site security fencing around the sewerage treatment ponds, after a child managed to get through the fencing. This Risk Register and Action Plan gets reviewed by the Management Team on a monthly basis.

Mr Palmer added commented on the work that has been done on the Risk Register and one of the things that was focused on was risks that have high consequence or impact on the organisation and targeted them specifically. Mr Palmer is pleased with the progress that is being made in addressing high risk issues from a health and safety perspective. These are the ones that could result in serious injury or worse and Mr Palmer acknowledged the good work that has been done there so far.

There were no questions.

Moved Deputy Mayor Felstead seconded Councillor Blackie

THAT the Audit and Risk Committee

(a) Receives report No 181005115961,
(b) Reviews the outcomes of the WDC Health and Safety Risk Register Review September 2018, and
(c) Receives Risk Register Action Plan outcomes from September 2018 and notes the next steps for implementation.

CARRIED

6.9 Financial Report for the period ended 30 September 2018 – Paul Christensen (Finance Manager)

P Christensen presented this report and the financial result for the quarter ended 30 September 2018, the first quarter of the financial year. Currently the Council has $145m worth of debt which is less than the end of year budget of $173m. There is currently a surplus over budget due to development contributions, and there has been a gain from sale of forestry stock. An update on the debt figures was provided and it was noted that it is not expected to have to raise any further debt until mid-2019.

Moved Councillor Barnett seconded Councillor Blackie

THAT the Audit and Risk Committee

(a) Receives report No. 181105129258.
(b) Notes that progress is tracking favourably in comparison to budget.

CARRIED

6.10 Capital Projects Report for the period ended 30 September 2018 – Paul Christensen (Finance Manager)

P Christensen presented this report on the progress of the capital programme for the year ended 30 September 2018. It was noted that there is to be a workshop following the meeting to discuss the progress on the capital programme. There has been $21.9m spent to the end of the quarter, which is 25% of the full year budget. Of that $21.9m, $13m has been spent last year and has been carried forward and there has been $8m spent in this quarter.

Moved Councillor Blackie seconded Councillor Williams

THAT the Audit and Risk Committee

(a) Receives report No. 181101128611.
(b) Circulates the report to the Boards
(c) Notes that progress of the capital projects with $21.9 million (26%) of the full year revised budget spent

CARRIED

7 PORTFOLIO UPDATES

7.1 Audit, Risk, Long Term Plan and Excellence Programme – Deputy Mayor Kevin Felstead
Attended an Annual Plan PCG meeting with the Mayor and Staff today. This group will meet on a regular basis to make sure the Annual Plan document gets out on time. It was noted there could be a change in format of the document.

7.2 Communications – Councillor Neville Atkinson

Councillor Atkinson was not present.

8 QUESTIONS

There were no questions.

9 URGENT GENERAL BUSINESS

There was no urgent general business.

10 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved Deputy Mayor Felstead seconded Councillor Blackie

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

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

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1</td>
<td>Minutes of the Public Excluded Portion of the Audit and Risk Committee meeting of 18 September 2018</td>
<td>Confirmation of Minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

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

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

CARRIED
CLOSED MEETING

Resolution to resume in Open Meeting

Moved Deputy Mayor Felstead seconded Councillor Blackie

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

CARRIED

OPEN MEETING

As there was no further business, the meeting closed at 4.35pm.

CONFIRMED

______________________________
Chairperson

______________________________
Date

WORKSHOP

At the conclusion of the meeting a workshop was held to discuss capital works. Various staff were in attendance to discuss their capital works programmes.
MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE
HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH
STREET, RANGIORA ON TUESDAY 20 NOVEMBER 2018 AT 1.00PM.

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

IN ATTENDANCE
Councillors K Felstead, P Williams and J Meyer
Messrs C Brown (Manager Community and Recreation), J Palmer (Chief Executive), C Sargison (Manager Special Projects), M Greenwood (Aquatic Facilities Manager), Mrs T Sturley (Community Team Manager), and Mrs E Stubbs (Minute Secretary).

1 APOLOGIES
An apology for lateness was received and sustained from Mayor Ayers.

2 CONFLICTS OF INTEREST
There were no conflicts of interest.

3 CONFIRMATION OF MINUTES
3.1 Minutes of a meeting of the Community and Recreation Committee held on Tuesday 18 September 2018

Moved Councillor Gordon seconded Councillor Brine

THAT the Community and Recreation committee:

(a) Amends the minutes of a meeting of the Community and Recreation Committee, held on Tuesday 18 September 2018. Item 7.3 – Zoe Loffhagen won the ‘University of Canterbury Community Action Award’.

(b) Confirms the circulated minutes of a meeting of the Community and Recreation Committee, held on Tuesday 18 September 2018, as a true and accurate record.

CARRIED

4 MATTERS ARISING
There were no matters arising.

5 DEPUTATIONS
5.1 Greg Wright – North Canterbury Mini Bus Trust

Greg Wright of the North Canterbury Mini Bus Trust (NCMBT) introduced Don Fairbrother (NCMBT Chair and Trustee) and Wayne Holden-Jeffries NCMBT Trustee).

G Wright advised the Trust was established in 1986 to provide subsidised specialist transport. The Trust was a registered Charity managed by a Board of six Trustees, including a senior staff representative of ECan to ensure representation due to the financial involvement they had. G Wright referred
to the ECan map showing Community Vehicle Trusts in Canterbury. A Trust was also under discussion for Amberley.

The mission statement was ‘Providing virtually free transport for the aged and disabled of North Canterbury’. The cost was minimal at $1 - $2 a time. There were both organised services collecting and returning clients for such things as respite care or the ‘shoppers bus’ as well as self-drive rentals on affordable terms – 50c/km which included a tank of petrol and insurance.

G Wright explained that currently the NCMBT fleet of vehicles were based in Blake Street on a Council owned section. With the proposed upcoming development there was a need for the Trust to find another location to house the fleet in a ‘bus barn’. In the past he noted they had been fortunate to not experience vandalism. One of the issues with the current location was during winter with iced, cold vehicles. The Trust was looking for a parcel of land 800-1000sqm, with affordable rent. They were not looking to the Council for funding for construction but for land to lease. Given the size of the proposed building it would not be relocatable thus a 20-25year lease within the boundaries of Rangiora was desirable.

G Wright advised that in addition to ECan funding they received funding from the Rata Foundation, Lotteries and COGs.

G Wright provided details about the NCMBT vehicles. The fleet included 6 based in Rangiora, 3 in Oxford and 1 in Kaiapoi with seating ranging from 3 to 12 people including wheelchair user and driver. The vehicles were equipped with a hydraulic hoist or purpose build wheelchair ramp.

G Wright advised they were always looking for drivers and would be able to assist the community more with more volunteer drivers.

Questions

D Gordon asked if any potential locations for the relocation had been explored. G Wright advised that they had met with Council staff to discuss options. There was a site at River Road and land at the new sports complex however there was concern about the possibility that a 20year lease would be achievable. The cost of the barn was $120,000 meaning a long term lease was desirable.

D Gordon asked if the NCMBT had looked at partnering with other community groups for example for storage. G Wright advised they would be building the barn large enough to expand the bus fleet. In the meantime, if there was spare space, he was sure other groups would find storage of that size worthwhile due to the requirement for a high stud height. An example would be Rotary looking for space for storage before the annual book sale.

D Gordon asked C Brown if staff could bring a report back to the Committee scoping potential locations. C Brown advised that would be possible and staff could work with the Trust with regard to land and size requirements. The potential timeframe for that was February.

G Wright commented that due to timing there may be a need for a temporary parking location. J Palmer advised he would be surprised if there would be development on that land within a year. The Trust would be given plenty of notice when that was likely to occur and look at options for the Trust to consider. There needed to be clarity on criteria for the Trust.

K Barnett noted that the Trust had a presence in Oxford, Rangiora and Kaiapoi and commented that she had seen the bus in locations such as Cust and Woodend and asked if that was an organised service. G Wright advised that would be private hire. D Fairbrother explained that in the past they had attempted to set up a serve in Woodend and Tuahiwi but had been let down by the public response. D Fairbrother advised that the Oxford Community
Centre were extremely pro-active and had now been given a third vehicle by the Trust.

K Barnett asked Trust were aware of the community bus model for example in Timaru and Geraldine where small towns across the district were connected by a service. Wayne Holden-Jeffries advised every trust was specific for its own area of operation. ECan needed to be careful not to fund in competition to a commercial operation. K Barnett asked if there would be a place in the district for shuttles to connect up smaller settlements, without bus services, to Rangiora or Kaiapoi. Wayne Holden-Jeffries commented that it would need to be community driven with volunteer support. The Trust could be approached by another community organisation.

K Felstead asked what the Trust received in support from ECan. Wayne Holden-Jeffries replied that it was a grant. NCMBT received the largest from ECan at $50,000 annually.

K Felstead asked if Rangiora Racecourse had been looked at as a possible venue. G Wright advised it had been considered however there were concerns about access, with the new road development that may be easier. They would prefer something more within the town boundary. There were a number of other Trusts that had bus barns in Canterbury on Council supplied leased land.

A Blackie thanked the representatives of the NCMBT for their deputation and noted that a report on the matter had been requested.

6 REPORTS

6.1 Community Facilities – User Applications for exemption from fees – Simon Kong (Community Facilities Coordinator)

C Brown spoke to the report advising a further four groups were requesting exemptions from fees for Community facilities. He outlined the fee waiver requested for each group. If the recommendation was approved the financial implication was $5627 for the 2018-19 year. A significant portion of that was the North Canterbury Academy of Music (NCAM) for their use of the Rangiora Town Hall.

K Barnett asked for clarification – was it ongoing exemption or up for renewal? C Brown advised it would be for the 2018-19 financial year. There had been discussions with the NCAM when the lease was renewed. Ideally it would be a permanent waiver however since there would be an increase of another 50% in 2019-20 it was likely there would be another wave of groups requesting waiver and staff would do a tally up of all the groups with a request.

K Barnett asked why the fees did not have a stepped increase over a longer term. C Brown advised they would be going back to each group that had requested a waiver, discuss the further increase with them and bring that information back to the committee.

R Brine asked with respect to fees, on how many facilities did Council pick up costs directly. C Brown advised that a direct cost was cleaning. Groups had a responsibility to clean however were not supplied with cleaning equipment and so cost fell to Council. R Brine asked if those costs were increasing and C Brown replied there was certainly CPI increase, the minimum wage increase had had an effect. Going forward cleaning costs were not expected to have a large increase expect for a proposal for an increase at the Rangiora Town Hall.

A Blackie commented that the purpose of the increase had been to bring the facilities to a cost neutral position. He asked if staff were confident that cost waivers were not affecting that position. C Brown advised that they were
certainly not at cost neutral. The hire fee was a portion of cost recovery. They had been aware groups would ask for a waiver. It was a difficult to evaluate individual requests which was why the committee had been given that discretion. The more fee waivers, the less money there was to offset the operation of the buildings.

Moved Councillor Gordon seconded Councillor Doody

THAT the Community and Recreation Committee:

(a) Receives report No. 181109132237.
(b) Notes the submissions for exemption from fees received from users.
(c) Approve a 50% fee waiver for Active Wellness Fall Prevention for their regular reoccurring booking for 2018/19. That the waiver is backdated to 1st July 2018.
(d) Approve fees of $11.50 per hour for the North Canterbury Academy of Music use of the Rangiora Town Hall Studio room additional hours outside of lease for 2018/19 bookings. That the waiver is backdated to 1st July 2018.
(e) Approve a 50% fee waiver for IDEA Services for their regular reoccurring booking for 2018/19. That the waiver is backdated to 1st July 2018.
(f) Approve a 50% fee waiver for Oxford Home School Playgroup for their regular reoccurring booking for 2018/19. That the waiver is backdated to 1st July 2018.
(g) Notes that if all approvals for this report are accepted the financial implications are an estimated total of $5627.20 for the 2018/19 financial year.
(h) Notes that fees increases are split over two years with the final increase occurring on the 1st July 2019.
(i) Circulates the report to the Boards for their information.

CARRIED

Councillor Gordon commented that when the fee increase was introduced they had been aware they would get that reaction. The waiver was a small amount in the overall budget but the importance to groups was huge. Not waiving the fee to NCAM would pass on the cost to parents. He took the point of K Barnett and commented there would be more detailed discussion before the next round of increase. He preferred a negotiated process. He thanked staff for using the agreed process.

Councillor Doody concurred with Councillor Gordon.

K Barnett was uncomfortable with not being able to future proof the annual budgets for community groups as it was important to know expenses for the following year. She believed there needed to be work on the overall process rather than requiring groups to come back the following year for further exemption. They were community groups helping the community, using community facilities paid for by rates. She was concerned about the ad hoc way the process was approached. She suggested a review to look at getting surety for the future.

R Brine would have thought surety for the future would have been a building available for a price with an expectation on an incremental increase of about 2%. He had been uncomfortable when the report had been first presented on the increases. He believed there would be more and more fee waiver requests which would make what they had put in place farcical. There was an element of drawing a line in the sand. He did not have an issue with the Town Hall as
that would be covered by a lease. He would vote in favour but was uncomfortable.

Mayor Ayers raised the issue that having groups having different financial years to the Council made it difficult for the organisations.

6.2 **Community Team Update– Tessa Sturley (Community Team Manager)**

T Sturley advised that the report was to update the Committee on key achievements of the team in September and October. It detailed progress in three priority areas.

T Sturley highlighted three items.

Item 4.4.1 the Youth Development Strategy had been presented to the November Youth Council meeting and would be presented to the Committee at the following meeting.

Item 4.7 – the Community House Steering Group would present as a delegation at an upcoming meeting of the Committee. The feasibility study was complete. An anchor tenant was in discussion with potential landholder around possible arrangements.

Item 4.10.1 – Sustainable Development Goals and Safe Communities – provided clarity on the goals - they were goals related directly to community development rather than an actual framework. The teams work aligned well with the goals and the goals were attached to various plans or strategies for example the Accessibility Strategy or Youth Development Strategy.

T Sturley provided an update with respect to Connecting Communities. Neighbourhood Park events were being held in November, early December, February and March. They were partnered with Green Space and Neighbourhood Support and were targeting nine smaller neighbourhood Parks where those parks were underutilised or ready for development, or where residents groups were not strong. The benefit for Green Space was that it allowed staff feedback on the use of spaces and for Neighbourhood Support it was an opportunity for volunteers to have meaningful engagement in the community. For users of the space it provided an opportunity to share information and provide feedback on how connected they felt.

Mayor Ayers advised that he had received comments regarding the shortage of small community spaces in Kaiapoi and asked if T Sturley concurred. T Sturley noted that there was some shared space available in a shared facility. The Riverside Church Space was available. C Brown commented that the Cure Boating Club would be a good central space however he was unsure of the timeframe for completion. Mayor Ayers asked if there was an inventory of spaces available for hire. T Sturley advised that could be pulled together, it would be difficult to keep comprehensive or up to date but would be a good start. It could be shared online or in Chatter.

A Blackie referred to the minutes of the Youth Council and asked if the Youth Council would provide feedback to the Regeneration Committee. T Sturley would follow up.

K Barnett referred to vacant tenancies in Kaiapoi and asked if there had been any investigation regarding ‘place-making’ where these buildings could be leased out at small rates to artists or groups. T Sturley replied that had not been looked at for a while. After the earthquakes there had been various activities in that space. It was something YouMeWeUs was likely to pick up on. T Sturley could provide feedback on that.

Moved Councillor Barnett seconded Councillor Brine
THAT the Community and Recreation Committee:

(a) Receives report No. 181108131768  
CARRIED

K Barnett commented there was a lot work going on behind the scenes and there were excellent community initiatives.

6.3 Aquatic Facilities Update – Matthew Greenwood (Aquatic Facilities Manager)

M Greenwood spoke briefly to the report highlighting the predicted overspend. Following negotiations with the union the average hourly wage increase for frontline staff was $1.20 resulting in a $80,000 predicted overspend for staffing budget based on current levels of service.

There was a lower than forecast total income for this quarter. It did not include $30,000 invoiced for Learn to Swim program, part of the impact was a result of QE11 re-opening and this facility was still in a honeymoon period.

Moved Councillor Doody seconded Councillor Gordon

THAT the Community and Recreation Committee:

(b) Receives report No. 181030126776
(c) Notes Aquatic Facilities achievement against key performance indicators including Water Quality and Facility Attendance.
(d) Notes predicted overspend of $80,000 in Aquatic staffing budgets for the 2018/19 financial year.

CARRIED

W Doody commented on the number of students celebrated in the Sports Awards that had come through the Swim programme.

6.4 Library Update to 31 October 2018– Philippa Ashbey (District Libraries Manager)

P Ashbey spoke to the report highlighting changes to the kids area in the Rangiora Library which had been well received, the Story Box Library where users could watch videos of authors reading and a new database Comic eBooks. In Term 3 there had been 214 events in the library with 3756 Children and 1994 adults attending, average 27 people each session. The events included Kidsfest, Maori Language Week and the Word Christchurch Festival. The lucky-dip book selection was particularly popular in Kaiapoi with 132 participating.

P Ashbey outlined the cultural exchange of Jason Clemence (Learning Connections Coordinator). Before going to China he produced a special edition of the literary journal Catalyst. P Ashbey advised J Clemence was an established poet who represented New Zealand at international poetry festivals. His trip was self-funded and his activities were covered by his host organisations. Jason travelled with a letter of introduction from the Mayor but at no cost to the Council.

P Ashbey advised that it would be her last Committee meeting as she would be leaving the Council in December. She took the opportunity to thank the Mayor and Councillors for their support over the last 7.5 years. She was proud
of the achievements in that time including new buildings and cultural development. She was confidant she was leaving the libraries and staff in good heart and she would concentrate her efforts in providing a smooth path for the new manger to ensure a continuation of vision.

A Blackie on behalf of the Committee thanked Phillippa for her efforts over the last seven years describing her contribution as outstanding. He wished her well for the future.

Moved Mayor Ayers seconded Councillor Gordon

THAT the Community and Recreation Committee:

(a) Receives report No. 181108131993
(b) Notes the customer service improvements, customer feedback, and activities offered by the Waimakariri Libraries in September and October 2018.
(c) Notes the report provided by Jason Clements, Library Learning Connections Coordinator on the Cultural Exchange he undertook with Waimakariri’s Sister City, Enshi, China in October 2018.
(d) Circulates the report to the Boards for their information.

CARRIED

Mayor Ayers endorsed the comments of the Chair.

Councillor Gordon endorsed the comments of the Chair also commenting she left the library staff and volunteers in a good position.

7 PORTFOLIO UPDATES

7.1 Greenspace (Parks Reserves and Sports Grounds) – Councillor Robbie Brine

R Brine commented that with the exceptional grass growth at the moment, there may be complaints regarding mowing in parks and sports field.

D Gordon advised that on behalf of the Committee he would be meeting with the Kaiapoi Croquet Club. There was potential to look at shared space and find a way forward. R Brine and N Atkinson had been copied in on communication. A Blackie noted it was not a Regeneration matter.

7.2 Community Facilities (including Aquatic Centres, Halls, Libraries and Museums) – Councillor Wendy Doody

- W Doody advised that the Oxford Museum was progressing, it was hoped to be open prior to Christmas.
- Reynold Pavilion was now completed, it had had a soft opening. Oxford Men’s Shed were looking at building tables and Chairs for the Pavilion.
- Commented the new North Canterbury Sport and Recreation Gym was impressive.
- Expressed thanks for opportunity to attend North Canterbury Sports Awards it had been a good evening and it was good to see the dedication of the young recipients.
- North Canterbury Neighbourhood Support – had stood down as chair, would be vice Chair until next year. They were doing well in promoting their role.
- Commented there were a number of community meetings she was unable to attend due to clashes with Council.
7.3 **Community Development and Wellbeing – Councillor Kirstyn Barnett and Councillor Wendy Doody**

- Acknowledged work of Youth Council who had completed a lot of work for the Youth Development Strategy. Noted the stepping down of Andrew Besuyen who had completed a stirring job in the role of co-Chair.
- Had been a judge at Centre Stage commenting that Art was in good heart in Waimakariri with performances beyond her expectation.
- Age Friendly Strategy Group were working on the Strategy looking at areas doing well and areas that could be improved. Transport kept popping up as an issue for the aging population. It was looking to be developed for the early part of next year.

8 **QUESTIONS**

There were no questions.

9 **URGENT GENERAL BUSINESS**

There was no urgent general business.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 2.14pm.

CONFIRMED

___________________________
Chairperson

___________________________
Date

**BRIEFING**

At the conclusion of the meeting, there was a briefing on Airfield Fees and Charges with Craig Sargison.
MINUTES OF A MEETING OF THE REGENERATION STEERING GROUP HELD IN THE RUATANIWHA KAIPOI CIVIC CENTRE ON MONDAY 3 DECEMBER 2018 AT 4.00PM

PRESENT:

Te Ngāi Tūāhuriri representative A Reuben, Environment Canterbury representative C McKay, Te Kōhaka o Tūhaitara Trust representative G Byrnes, D Ayers (Mayor), J Palmer (Chief Executive), C Brown (Manager Community and Recreation), D Roxborough (Implementation Project Manager - District Regeneration).

IN ATTENDANCE:
K Dwyer, (WDC), M Flanagan, (WDC), C Sargison, (WDC).

1. APOLOGIES
An apology was received and sustained from C McMillan and R Blair for absence.

Moved: A Blackie Seconded: N Atkinson
CARRIED

2. CONFIRMATION OF MINUTES

Moved: N Atkinson Seconded: P Redmond

THAT the Regeneration Steering Group:
Confirms as a true and correct record the minutes of a meeting held on Monday 5 November 2018.

CARRIED

3. MATTERS ARISING

A Blackie noted that a question was raised at the previous meeting as to who was the continuing representative from Te Ngāi Tūāhuriri Rūnanga. A Blackie advised that R Wallace is officially standing down and the Runanga will appoint a permanent replacement. A Reuben will be attending in the interim as acting representative.

P Redmond noted that S Stewart was an apology at the previous meeting and he asked if a response had been received from Piet Oudolf to the letter that was sent to him. The reply was that staff have not yet received a response to the letter. P Redmond requested that a follow-up letter be sent to Piet Oudolf.
4. DEPUTATIONS AND PRESENTATIONS

4.1 Kairaki Leases – Tim Stephenson

A deputation was received from T Stephenson in regard to the building restrictions on the Kairaki Regeneration land. T Stephenson spoke on the following items. (Referring to the document that was included with the Regeneration Steering Group agenda).

- Permanent Structures definition
- Removable Structures
- Removal time frames
- Length of leases.

N Atkinson commented that the Te Kōhaka o Tūhaitara Trust is the one that deals with this area. Most of these matters would be dealt with by the Trust as opposed to the Regeneration Steering Group.

J Palmer replied there are a number of elements in terms of the land that has been passed onto the Trust to manage that flows from the Recovery Plan. There is also a District Plan matter which comes to the council in terms of the underlying zoning which will need to be addressed through the District Plan Review ensuring that the zoning of that land from the District Plan perspective has been thought about. Whether it is the status quo or if it is a different zone, that is a matter for the District Plan. The council wears a different hat in terms of infrastructure provision; this is a separate matter necessarily to what happens on the reserve land that the Trust is responsible for and in terms of the Kairaki community they are the other types of considerations that come from the council.

P Redmond asked what is happening with the TKTT Reserve Management Plan.

G Byrnes replied that one of the conditions for the Trust was to consult with the community and come up with a concept plan for the area which has been done. While T Stephenson quite rightly points out about non-permanent structures, it is clear that it says that "non-permanent buildings including but not limited to", this is the bit that the Trust is very interested in. That notes caravans and garden sheds’ but again non-permanent ‘but not limited to’. G Byrnes noted that in the concept plan there are some really neat opportunities that potentially exist given the community talked all the way through about the need for vibrancy and the fear that the community would be left as it was. G Byrnes noted the Trust is limited as to moving towards including it into the Reserve Management Plan. The Trust is looking to get some clarity with the council about interpretations of both the Recovery Plan and some other associated documents with the way that the Trust runs, and as how the council operates, so that they are very clear going forward as to both what the expectations from the Trust, Crown, Council and the community is. At this stage the Trust are currently in a holding pattern. A meeting is scheduled with the Trust and the Council in two week’s time and hopefully this meeting will progress these matters and the Trust will then look to the new year as to starting to talk with other people as well.

T Stephenson added that in terms of zoning and district plan, is it conceivable that you could have residential 3 zoning in Kairaki but at the same time have specific rules for new buildings there that relate just to Kairaki and while the existing building owners would retain existing use rights for current buildings.
J Palmer replied that this is possible but whether that is seen as appropriate response to say natural hazard risk this might be something which a future council may need to address; possibly not in this current district plan review but one in generations to come as our knowledge increases about the environment.

P Redmond asked T Stephenson if T Stephenson is contemplating a residential use for some of the TKTT reserve.

T Stephenson replied that there people interested in that for a residential use.

P Redmond asked if he has thought about the previous owners of those properties and what they might think about that.

T Stephenson replied they have been still in contact with a large number of the previous owners and a large number have moved on and built other things. T Stephenson views were that people are more interested in seeing the community go ahead and don’t think there would be any resistance, however there might be some that would like to come back.

5. **TE KŌHAKA O TŪHAITARA TRUST UPDATE**

G Byrnes noted it would be fair to say that in terms of the commitments the Trust have to make in order to meet its obligations under the transfer of the land that the Trust has gone as far as they can at this stage. The Trust have included in their statement of intent the work that the Trust have been carrying out this year and that they would like to include these lands into the Reserves Management Plan. G Byrnes noted this may end up being a bigger task than first thought at the start, and this is dependent on the discussions with the council.

6. **REPORTS**

6.1 **Kaiapoi East Community BMX Track – Concept Design – Kevin Dwyer (Landscape Architect – District Regeneration)**

K Dwyer noted the purpose of the report is to seek the Regeneration Steering Groups approval of the proposed concept design. K Dwyer advised that this BMX track is not a racing track. The BMX track has been designed to fit into the space available and to be within the budget allowance. The concept plan will be reviewed by members of the North Canterbury BMX Club. Further consultation would not be required. The concept plan has been designed by Trent Jones (Trent’s Tracks).

J Watson asked if community BMX tracks are common.

K Dwyer replied that yes they are common in other areas.

M Pinkham asked if there is any chance that there may be requests for competitions to be held on the BMX track.

K Dwyer replied that the BMX track is not designed for competitions. The track has no start gate and is only wide enough for 4 bikes.

N Atkinson asked if the price of clay is very expensive.

C Sargison replied that clay can be expensive and that it is sensible to have the 30% contingency available.

It was agreed to amend the recommendations so that the Regeneration Steering Group recommends that the Community and Recreation Committee approves the recommendations (a) to (f).

Moved: A Blackie Seconded: D Ayers

**THAT** the Regeneration Steering Group recommends:

**THAT** the Community and Recreation Committee:
(a) Receives report No. 181115134608.

(b) Approves the Concept Design for the BMX track.

(c) Notes the concept design will be reviewed by appropriate North Canterbury BMX Club members.

(d) Approves staff progressing the detailed design and tendering for construction of the BMX track, with incorporation of any suggestions from the North Canterbury BMX Club review, where these are consistent with the Reserves Master Plan, are minor in nature and do not change the scope, level of service, or budget.

(e) Notes that staff will enter into a sole-source contract negotiation with Trent Jones (Trent’s Tracks) for the design and construction observation of the BMX track.

(f) Notes the preliminary whole project cost estimate is within the budget available.

CARRIED

6.2 District Regeneration Communications Report – December 2018 – Sarah Lodge - (Communications Advisor – District Regeneration), Duncan Roxborough (Implementation Project Manager – District Regeneration)

D Roxborough advised the purpose of the report is to provide an update on the communication activities over the last month. D Roxborough referred to Clause 4.5 noting the next video update is due for release in December. This video will cover the Enabling earthworks project. Clause 4.7 notes that additional project information boards are planned to be displayed on the relevant Enabling works site fences in December. The District Regeneration department had a display at the Kaiapoi Carnival and received a good level of interest from the community.

Moved: N Atkinson Seconded: J Meyer

THAT the Regeneration Steering Group:

(a) Receives report No. 181119135328.

CARRIED

6.3 Regeneration Steering Group Continuation and Meeting Dates for 2019 – Roxanne Ramsay (Project Administrator – District Regeneration), Duncan Roxborough – (Implementation Project Manager – District Regeneration)

D Roxborough noted this report is seeking to extend the term of Regeneration Steering Group function. The current terms of reference have a duration noted until December 2018. The recommendation is to extend the term of the Regeneration Steering Group to the October election process with the last meeting proposed for September 2019. The other item for approval is the schedule of the proposed meeting dates. The timings of the meetings follows the same schedule that has been held for the two years that the steering group has been functioning to date.

N Atkinson commented he thought this was going onto the agenda as a workshop item so that this could be continued on through the Community Board.

J Palmer commented there are a couple of options the Council could take; they could hold it over and resolve to have a workshop on it. The recommendation from the report to the Regeneration Steering Group is that it is on the Council’s agenda tomorrow for Council consideration. J Palmer noted that if the Steering Group wants the Council to do something other than approve the extension, that is within the power of the Steering Group. In terms of the forum to have the discussion J Palmer noted he does not remember a view of a workshop around the matter; although he sees that is a way that this matter could have been addressed, however it would have needed a workshop of both the Council and the Steering Group to canvas the views of both parties and if this was to have happened it would have been needed a month ago.
N Atkinson replied that he did raise this matter and he was advised it would be go to the Regeneration Steering Group as a workshop in December. N Atkinson noted he is uncomfortable with this and advised he has always had some views around the committees and what is happening with them and whilst he believes the Steering Group has been needed up until now, it is not usual for Community Boards to be making decisions on plans that go forward that have already been approved.

N Atkinson noted he accepts that currently ECan, the Trust and the Runanga are currently around the table but it would be normal for the Community Board to have the Runanga etc attend if they wish.

J Palmer commented that the Steering Group can resolve to suspend the meeting and go into a workshop mode if it would like to consider this matter further.

The meeting was adjourned and entered workshop session from 4.50pm to 5.05pm to discuss the Regeneration Steering Group meeting structure.

Moved: A Blackie Seconded: D Ayers

THAT the Regeneration Steering Group recommends:

THAT the Council:

(a) Receives report No. 181024124235.

(b) Approves the extension of the term of the current Regeneration Steering Group to the end of September 2019, with no other changes to the Terms of Reference.

(c) Approves the meeting schedule for 2019 as per Section 4.2, commencing at 4pm, in the Ruatanhiwa Kaiapoi Civic Centre of the Kaiapoi Service Centre.

CARRIED

N Atkinson voted against this recommendation.

6.4 Kaiapoi East, Sport Field Area Development Options – Michelle Flanagan (Landscape Planner – District Regeneration)

M Flanagan noted the purpose of this report is to seek a recommendation from the Steering Group on the development options for the new sport field area in Kaiapoi East. The development options in the report relate to the sports fields, softball diamonds, toilets and changing rooms, clubrooms, car parking, pathways and park furniture.

With respect to the key users of the sport field area, the Kaiapoi Softball Club have confirmed they wish to be based at the new sport reserve. The club has no home ground and is currently based at Kaiapoi Park with the rugby club. The Club are very keen to be based at the new reserve.

The Northern Bulldogs Rugby League Club were invited to be based at the new reserve. They have advised they wish to remain based at Murphy Park, but would like to use the new fields in addition to the Murphy Park fields.

Based on the softball club and league clubs potential usage of the new reserve it is proposed to build two senior grass fields and two softball diamonds. The layout is as shown in the Reserves Master Plan and included as Attachment i to the report.

Staff are working with a sport field specialist on the design of the sports fields and it is proposed to construct grass fields with subsoil drainage and slit-drains. These drains will connect to a wider drainage network around the sport field area. This field design is considered suitable for the potential usage. The sport fields have a preliminary cost estimate of $385,000, including a provision for irrigation.
The softball diamonds would have an artificial surface for the diamond area and a grass outfield. Behind the diamond there would be significant fencing. The diamonds have a preliminary cost estimate of $520,000, a significant portion of which is the required diamond fencing.

To enable effective use of the sports fields and reserve, changing rooms and public toilets are required. Current facility design suggests that four changing rooms (with showers and toilets), and officials changing rooms, storage and public toilets is appropriate. The preliminary cost estimate for this type of facility is in excess of the budget available.

It is therefore suggested that the implementation of changing room facilities be staged at the reserve. The first stage could involve the development of two changing rooms, officials’ room, and storage and public toilets. As usage of the reserve increased over time additional changing rooms could be added, subject to funding.

From a club perspective, another key component at the reserve will be storage. Both the softball club and rugby league club currently use containers for storage. It is suggested that some storage be provided as part of the changing room/toilet building. This is unlikely to be enough to fully serve the clubs needs therefore it is suggested that staff work with the clubs to relocate containers to the site. In the preliminary cost estimate, some funding has been suggested for external amenity improvements.

As well as changing rooms and toilets, clubrooms are important to the successful operation of sports clubs. Typically, under current Council policy, it is the responsibility of the clubs to provide meeting or function spaces for their exclusive use. Council typically partners with clubs to provide external access toilets and changing rooms and parking facilities.

Providing clubrooms at the new sport ground is challenging. Council encourages the sharing of clubrooms by codes as this has a number of positive benefits. However, at the new reserve in the short-term, only the Kaiapoi Softball Club will be based there. The rugby league club are retaining their base, and clubrooms, at Murphy Park. It would be extremely challenging for the softball club to provide a sole use clubroom, which would potentially be unused for half the year.

Staff have looked at options for the physical provision of a clubroom facility. The preliminary estimate for a small clubroom is in the order of $650,000. There is currently no budget to cover this. Rather than looking at a clubroom as an exclusive sport facility, it is suggested that staff explore the potential for the clubroom to be a multi-purpose clubrooms/community facility. This would be a multi-use space for sport, recreation, hobby and community activities.

The exploration of the clubroom to be a multi-purpose facility would also entail looking at potential funding and ownership models. There are a number of options or models for funding and ownership as outlined in section 4.40 and Attachment iii to the report. The report suggests that a business case be developed looking into potential community use of such a facility, including working with both current and potential users. Any business case would also consider the most appropriate funding and ownership model based on the users and how they want to use the facility.

Another significant asset at the new reserve is car parking. Based on the current Waimakariri District Plan 250 spaces are required to support the sports fields. There is sufficient space for this included in the Reserves Master Plan. The preliminary cost estimate for the construction of the full 250 space car park in a sealed state is over one million dollars, and in excess of the budget allocated for this.

The suggested option is to stage the construction of the car park with an initial stage having 100 sealed spaces, with a preliminary cost estimate of $457,000. This is considered adequate to cater for the early use of the reserve, as only the softball club will be based at the reserve with the rugby league club continuing to be based at Murphy Park. In addition, there will be significant on-street parking provided on Cass Street, Charles Street and Jollie Street. Should either the softball club, or rugby league club, or other event wish to increase the use the sport reserve, there is also the opportunity to open up some temporary parking on the rural land or memorial gardens area for events.
Pathways and furniture are key assets that contribute to the use and enjoyment of the reserve. It is proposed to have a wide, sealed shared path through the centre of the reserve connecting Feldwick Drive to the reserve and onto Cass Street. A sealed footpath is proposed around the eastern edge of the reserve along the old Feldwick Drive alignment. These paths create direct links into the reserve and create a couple of loops for walking and have a preliminary cost estimate of $176,000.

The park furniture proposed is consistent with what would typically be provided in a sport reserve and would include seats, picnic tables, drinking fountains, rubbish bins, signage and bollards. The preliminary cost estimate for this is $150,000.

All of the assets included in this report is consistent with the Reserves Master Plan, which was recently approved after community consultation.

A provisional allocation of $2.7 million has been made for the development of the sports fields as outlined. A separate one million dollars has been allocated to the development of the sport field earthworks platforms through the enabling site works.

The preliminary cost estimate for the assets suggested in this report fits within this budget. Within the budget is an inclusion for design fees and a contingency allowance.

S Stewart asked in regard to the irrigation and acknowledged that it would be problematic to sink a new well and asked how the fields will be irrigated.

M Flanagan advised staff have not done the detailed design work in that area yet. One of the options was looking at a new well, and the other option would be to install tanks that can be trickle-fed into from Council water supply restricted supply network.

C Brown advised that the Council currently use the restricted supply tanks on some of the other reserves were there is a limited restricted water supply.

A Reuben noted that there is no mention of mobility parking spaces.

M Flanagan replied that mobility parking will be provided as required.

Moved: J Watson Seconded: D Ayers

THAT the Regeneration Steering Group recommends:

THAT the Community and Recreation Committee:

(a) Receives report No. 181012119151.

(b) Approves the development of two senior grass fields with subsoil drainage and slit draining with preliminary cost estimate of $395,000.

(c) Approves the development of two softball diamonds with an artificial diamond and grass outfield with a preliminary cost estimate of $520,000.

(d) Approves the development of two changing rooms and three public toilets with a preliminary cost estimate of $565,000.

(e) Approves the relocation of key user storage containers to the reserve with some external improvements for amenity purposes with a preliminary cost estimate of $20,000.

(f) Approves Council not providing clubrooms at the reserve for exclusive use by the key users.

(g) Approves staff undertaking a business case, in partnership with key users to consider the potential for a combined community facility/clubrooms at the reserve.

(h) Approves staging the development of the car park at the reserve with a preliminary cost estimate of $457,000.
(i) **Approves** the development of the path network with a preliminary cost estimate of $176,000.

(j) **Approves** the installation of park furniture with a preliminary cost estimate of $100,000.

(k) **Notes** that key user clubs will be responsible for providing field lighting in the sport field area.

(l) **Notes** that the Regeneration budget allocation for development of the sport field area is $2,700,000. This is separate to the $1,000,000 currently allocated for the enabling site works that form the foundation for the sports fields and diamonds.

(m) **Notes** that the preliminary cost estimate for the recommended sport field area development options (within this report) is within the Regeneration budget allocation.

(n) **Notes** that the preliminary cost estimate will be refined in the next stage of the design process.

7. **CORRESPONDENCE**

   There was no correspondence.

8. **GENERAL**

   A Blackie advised that the contract has been awarded for the small pontoon by the Coastguard ramp. The contract has been awarded to Engineering Solutions (SI) Ltd who are a Blenheim based company. This will be ready for the River Carnival in February 2019.

9. **NEXT MEETING**

   The next scheduled meeting of the Regeneration Steering Group commences at 4.00pm on Monday 4 February 2019 at the Ruataniwha Centre, Kaiapoi.

   THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.30PM.
WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF THE DISTRICT PLANNING AND REGULATION COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY
11 DECEMBER 2018 AT 1.00PM.

PRESENT
Councillor D Gordon (Chair), Councillors N Atkinson, W Doody, J Meyer and
S Stewart.

IN ATTENDANCE
Councillors A Blackie, K Barnett,
J Palmer (Chief Executive), N Harrison (Manager Regulation), M Bacon (Team Leader
Resource Consents), T Ellis (Development Planning Manager), N Sheerin (Senior Policy
Planner), B Bray (Principal Policy Planner, Development Planning Unit), S Milosavljevic
(Intermediate Policy Planner), C Wood (Senior Policy Planner) and A Smith (Governance
Coordinator).

1. APOLOGIES
Moved Councillor Gordon seconded Councillor Atkinson
THAT An apology for absence be received and sustained from Mayor Ayers.
CARRIED

2. CONFLICTS OF INTEREST
No conflicts of interest were recorded.

3. CONFIRMATION OF MINUTES
3.1 Minutes of a meeting of the District Planning and Regulation
Committee held on 16 October 2018
Moved Councillor Atkinson seconded Councillor Doody
THAT the District Planning and Regulation Committee:
(a) Confirms as a true and correct record the minutes of a meeting
of the District Planning and Regulation Committee held on 16
October 2018.
CARRIED

4. MATTERS ARISING FROM THE MINUTES
Councillor Gordon enquired regarding a workshop to be held on the Contestable
Fund, and M Bacon confirmed that it is planned to schedule this in February 2019.
5. **DEPUTATION**

There were no deputations.

6. **REPORTS**

6.1 **District Plan Review – Plan Making Process Options under the RMA**

- Neil Sheerin (Senior Policy Planner) and Trevor Ellis (Development Planning Manager)

Mr N Sheerin presented this report which requests the committee to formally approve the District Plan Review. As part of this, the Council must advise which process under the RMA it is going to use for the District Plan review. The three process options that staff have considered were highlighted, as summarised in the report. These are a Streamlined process, Collaborative Process, or the Standard Process. The Collaborative Process is not recommended, it would potentially be very time consuming and require a lot of resources. The Streamlined Process is not automatically available to the Council and needs to be applied for from the Minister for the Environment for permission to use this process and for most part the District Plan Review doesn’t satisfy the criteria. The Standard Process is the preferred process and N Sheerin referred to the briefing to the Council in October 2017 where these processes were discussed. At the time the Council expressed quite a clear preference for the Standard Process.

Question from Councillor Atkinson regarding the mention of additional staff resources required for all of these process options, N Sheerin advised that since this comment was written, there is now additional staff resources available.

Regarding the Standard Process, Councillor Doody enquired if this will be helpful for the Council to achieve the goal, with reference to the current issues causing concern for some communities? N Sheerin advised that there may be additional issues come to light during any consultation process, but the benefit of this process is that the Council will be making the decision. There is community consultation throughout the process, both informally prior to notification and formally throughout the submission and hearing process.

Councillor Gordon asked if the Standard Process was the approach of other Councils. N Sheerin advised that though not formally announced yet, he understands that Selwyn District Council intend to use the Standard Process. Christchurch City Council for their recent District Plan Review is under a different process imposed by CERA. Hurunui District Council has recently completed a District Plan Review, so their next review is some years away.

Moved Councillor Doody seconded Councillor Atkinson

**THAT** the District Planning and Regulation Committee

(a) **Receives** report No. 181204142198.

(b) **Notes** the three plan making process options outlined in Section 4 below.
(c) **Approves** the District Plan Review to proceed using the ‘Standard’ plan making process under Part 1 of Schedule 1 of the RMA.

(d) **Authorises** the formal public notification of the intention to review the District Plan under Part 1 of Schedule 1 of the RMA.

**CARRIED**

Councillor Atkinson noted that this is the step forward that the Council needs to take under the legislative requirements.

### 6.2 Improving Council’s approach to biodiversity – Shelley Milosavljevic (Intermediate Policy Planner)

Ms S Milosavljevic presented this report to the Committee with a proposed outline to improve its approach to biodiversity. Staff said initially looked at this as part of the District Plan review but also noted that there is a number of things that the Council could be doing to improve this. There has been a lot of feedback from the community through District Development Strategy issues and options about improving biodiversity in the district. There is also quite an overlap with the Zone Committee ZIPA to be coordinated with. Overall this is to seek direction from the Committee on what type of tools it may be interested in looking into further for this.

Councillor Stewart asked about “Ecological Corridor Priority Area”. S. Milosavljevic advised there isn’t any of these in the District at the moment, but this is something that the ecologists are investigating at the moment.

Councillor Gordon referred to the speaker at the previous committee meeting, Mrs Giller and if there had been follow up discussion arranged with her on the areas of biodiversity she raised in her discussion and for these to be identified so they are not lost. Ms Milosavljevic noted that Ms Giller presentation had been forward to the ecologists and Councillor Gordon said he would still like there to be follow up discussion with Mrs Giller as she had presented to the Council during annual plan process and taken the time to come to speak to this committee. Staff will follow up with this.

Councillor Gordon also brought to the attention of staff that Richard Stalker has identified a patch of Kanuka near his property and this matter will also be followed up by staff and/or ecologists.

Councillor Doody sought clarification that the Council consults with the landowners regarding SNA. S Milosavljevic confirmed that any new sites will be consulted with the landowners, which will start next year. Regarding any current sites which are in the District Plan on a voluntary basis, the property owners have been contacted regarding site visits.

Moved Councillor Atkinson seconded Councillor Gordon

**THAT** the District Planning and Regulation Committee:

(a) **Receives** report No. 181029126064.

(b) **Endorses** the approach of continuing to protect Significant Natural Areas as part of the District Plan Review.
(c) **Endorses** staff to further consider regulatory approaches to protecting and enhancing indigenous biodiversity (within and outside of Significant Natural areas) as part of the District Plan Review.

(d) **Notes** that national and regional policy in relation to indigenous biodiversity is likely subject to significant change and the Council’s role and resourcing in this area will likely be subject to external direction in coming years.

(e) **Notes** that the full impact of the Waimakariri Water Zone Committee Zone Implementation Programme Addendum (ZIPA) has yet to be assessed and will require consideration beyond Draft 2019/20 Annual Plan preparation in January 2019.

(f) **Notes** that subject to consideration and direction from the Committee on the non-regulatory tools it wishes to be investigated further, staff will bring another report in January 2019 for Annual Plan budgetary purposes.

**CARRIED**

Councillor Atkinson believes this is a good step forward and there is some change sort in the community on biodiversity. This will give the Council good direction on what needs to be done for the future.

Councillor Gordon believes it is important that the Council follow through on submissions that have been made. This is a good opportunity to pursue the matters raised by both Mrs Giller and Mr Stalker. A question of sufficient budget is something that will be discussed at future workshops.

Councillor Stewart endorsed the comments above and also commented on the timeframe for comments from the Zone Committee, with the next meeting of the Zone Committee not scheduled until February 2019. The Deputy Chair of the Zone Committee has been asked for any comment on other matters that could be included in this list. Any comments are to be provided within the next week Councillor Stewart supports all the options mentioned in Table 2 of the report and believes these would all be supported by the members of the Zone Committee as well. The costs of these would need to be taken into consideration.

Councillor Atkinson replied that it is important for the Zone Committee to be aware of this and given the opportunity to provide comment.

7. **PORTFOLIO UPDATES**

7.1 **District Planning Development** - Councillor Neville Atkinson

Nothing further to add from the reports in this meeting and the following briefing.

7.2 **Regulation and Civil Defence** – Councillor John Meyer

Nothing further to add at this time.

7.3 **Business, Promotion and Town Centres** – Councillor Dan Gordon

Councillor Gordon updated busy time for the Promotions Associations with the Christmas parades and wished to record congratulations to the Kaiapoi Promotions Association and the excellent Christmas parade and carnival prior. The team has done an excellent job in getting this parade back on track. Thanks to colleagues to the support and encouragement
for them as well. Rangiora Santa Parade and Christmas in the Park also was a very good event. The Christmas parade event in Oxford is to be held this coming weekend. The Celebration Night was also held in Rangiora on 23 November which was also a successful night.

Thanks were extended to the staff for the getting the Christmas Trees and lights in place in the Rangiora and Kaiapoi town centres. There has been excellent feedback from the community on these.

There has been a Joint meeting with the Chairs and Coordinators with ENC recently. These take place two to three times a year and there is some matters raised – including charging units for electric vehicles. Another matter discussed was the Muscle Car Madness event.

BNZ corner steering party has met and will meet again next year and to come back to the Community Board and Council with a report and options.

8. QUESTIONS
There were no questions.

9. URGENT GENERAL BUSINESS
There was no urgent general business.

The Chairperson took this opportunity to thank the staff and Council colleagues for their commitment throughout the year and wished everyone a Merry Christmas and a restful holiday period.

There being no further business, the meeting closed at 1.25pm.

CONFIRMED

__________________________
Chairperson

__________________________
Date

Briefing

- At the conclusion of the meeting, a briefing was held to discuss:

   ‘District Plan Review – Summary of briefings for consultation purposes’.
WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY 11 DECEMBER 2018 COMMENCING AT 4.00PM

PRESENT

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

IN ATTENDANCE

Councillors W Doody, D Gordon, K Barnett
Messrs J Palmer, (Chief Executive), G Cleary (Manager Utilities and Roading), K Simpson (3 Waters Manager), O Davies (Drainage Asset Manager), C Roxburgh (Water Asset Manager), Ms J McBride (Roading and Transport Manager), Messrs D Roxborough (Implementation Project Manager – District Regeneration), Kieran Straw (Civil Project Team Leader), L Hurley (Technical Administrator), and A Smith (Governance Coordinator)

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

There were no conflicts of interest recorded.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Utilities and Roading Committee held on Tuesday 16 October 2018

Moved Councillor Stewart seconded Councillor Williams

THAT the Utilities and Roading Committee:

(a) Confirms, as a true and correct record, the minutes of a meeting of the Utilities and Roading Committee held on Tuesday 16 October 2018.

CARRIED

4 MATTERS ARISING

There were no matters arising.

5 DEPUTATION
6 REPORTS

6.1 Ocean Outfall 2017 to 2018 Compliance Review – Gavin Hutchison (Wastewater Asset Manager)

Messrs K Simpson and G Hutchison presented this report which provided an update on the operation of the Ocean Outfall for the 2017-2018 reporting year. K Simpson took the opportunity to introduce to the committee Gavin Hutchison who recently commenced employment with the Council in the role of Wastewater Asset Manager. The Chair welcomed Gavin to the Council.

G Hutchison spoke to the report noting the consent compliance of the Ocean Outfall. There was some incorrect gathering of samples and some required testing that had been missed during the year. Increased monitoring is required in future to meet the consent compliance requirements. G Cleary acknowledged these missed samplings were of concern and there have been steps put in place to ensure this doesn’t happen again.

Councillor Williams asked of results from the sea foam sampling is available. K Simpson noted that this will be reported to the February meeting of the committee.

Staff confirmed that there is no concerns with the levels of contaminants recorded.

Moved Councillor Stewart seconded Councillor Meyer

THAT the Utilities and Roading Committee;

(a) Receives report No. 181122137317.

(b) Notes that the Ocean Outfall adhered to consent conditions for the year 2017-2018 apart from a minor non-compliance issued for sampling errors.

(c) Notes that the following measures have been or are being undertaken to ensure all samples are collected and tested as required by the resource consent.

i. The Water Unit have new systems and process mapping in place as part of updating the Standard Operating Procedures to ensure schedule tests are undertaken regardless of staff absences.

ii. The Wastewater Asset Manager shall provide monthly reports to the 3 Waters Manager and Manager Utilities and Roading to show that testing has been undertaken and track compliance with consent conditions.

iii. Testing and monitoring requirements for the Ocean Outfall consent will be included in schedules within the new technology 1 AMIS system implementation that is to be completed in 2019.

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

CARRIED
6.2 **Southbrook Pond C Stormwater Management Area – Vegetation die-off investigations, sediment sources, and catchment management – Sophie Allen (Water Environment Advisor) and Owen Davies (Drainage Asset Manager)**

Messrs K Simpson and O Davies presented this report regarding the stormwater management area Southbrook Pond C, including the vegetation die-off in the deeper areas of Pond C. The vegetation planted in the shallower depths has been successful. There is a trial replanting recommended in a report from WPS OPUS, in 10% of the die-off area. This will be of different varieties of native water plants, to make sure that the same thing doesn’t happen again. The report also recommends allowing the continued spread of the self-established Raupō. The main issue with Pond C is the fine silt/sediment that is washing in but not passing right through. Following discussions on the sources of the visible sediment, three main possible sources were identified. These are:

- From the Southbrook industrial catchment properties
- From drains e.g. (Flaxton Road drain); and
- From soil material used as a liner for Pond C, which was sourced as excavated material from within Pond C, rather than a commercially-supplied clay liner material.

O Davies added that the stormwater ponds are not “off the shelf” devices

Mayor Ayers asked about Raupō, and K Simpson said the key area being looked at is the effect on water levels. K Simpson commented that Raupō in any stormwater management system requires ongoing maintenance.

Moved Councillor Williams seconded Councillor Brine

THAT the Utilities and Roading Committee:

(a) Receives report this report (180717079505) and the appendix vegetation die-off investigation report from WSP Opus (180904100528).

(b) Notes that WDC staff will continue further investigations into the vegetation die-off and sources of key contaminants, and sediment discharge and catchment engagement for the Southbrook Pond C stormwater retention basin.

(c) Notes that a trial replanting of native water plants is planned in an area representing approximately 10% of the vegetation die-off area. The approximate cost of plant purchase and replanting is $2900 (excl. GST). This cost can be accommodated under the current Pond C maintenance budget.

(d) Notes that the native bulrush, Raupō, will be allowed to continue self-establishment in Pond C, as a suitable wetland treatment species, although it can be a weedy species in some situations.

(e) Notes the non-compliance actions identified in the Compliance Monitoring Report CRC092413 for Southbrook Pond C dated 10th May 2017. WDC staff are working towards a Comprehensive Network Discharge Consent with Environment Canterbury that will supersede the current resource consent CRC092413.

(f) Notes the WDC staff are working with Keep Rangiora Beautiful to improve amenity values of the Pond C surroundings.
6.3 **Waimakariri Stockwater Race – Closure Policy and Strategy – Owen Davies (Drainage Asset Manager) and Sophie Allen (Water Environment Advisor)**

O Davies presented this report to discuss the Stockwater Race – Closure Policy and the review of this alongside the WDC Stockwater Race Bylaw 2007.

Councillor Stewart noted that the feedback is required by 1 February 2019, but the Water Zone Committee doesn’t meet again until after this date. O Davies suggested there could be some flexibility in the date for receiving feedback. It was also noted that this item will be on the agenda for the next meetings of the Oxford-Ohoka Community Board and Rangiora-Ashley Community Board and the Water Race Advisory Board.

Moved Councillor Meyer seconded Councillor Brine

**THAT** the Utilities and Roading Committee:

(a) **Receives** report No. 181024124336.

(b) **Notes** the operative Stockwater Race - Closure Policy (2012), is being reviewed in conjunction with the Stockwater Race Bylaw review, and is expected to be presented for adoption by Council in April 2019.

(c) **Notes** the revision of the Stockwater Race Closure Policy will include consultation of the Waimakariri Water Zone Committee and Environment Canterbury for stockwater race closures.

(d) **Notes** the use of existing information regarding aquifer recharge, ecology, and fire-fighting to be considered in race closure applications on a case-by-case basis.

(e) **Notes** that additional investigations, such as Ecological Impact Assessments, will generally not be undertaken as a requirement for closure application, as the cost for these assessments would likely be a prohibitive cost for the race closure applicant to support.

(f) **Notes** the intention to retain a policy for closures alone, when the Stockwater Race - Closure Policy (2012) is reviewed. This is because other changes, such as piping and re-alignment of the races, would undergo a Special Consultative Procedure under the Local Government Act (2002) if significant.

(g) **Notes** the continual investigation by WDC staff for improved management of the utility.

(h) **Notes** that feedback on the Stockwater Race - Closure Policy is to be provided to Council staff by 1 February 2019.

(i) **Circulates** this report to the Waimakariri Water Zone Committee, Water Race Advisory Group, Oxford - Ohoka Community Board, and Rangiora - Ashley Community Board.

**CARRIED**

Councillor Doody would like to see these stock water races preserved and feels they are an important part of the history of the district.
Mayor Ayers noted that the races, being pre 1900, are archaeological sites and the intake is a Heritage 2 site.

Councillor Stewart also noted that the Water Zone committee discussions have discussed that the water races are seen as a piece of infrastructure, but the water races are also seen as a source of fire fighting water, if that should be needed. In this case, it could be that a change of use consent would need to be applied. How a community deals with these extra beneficial uses of stock water races highlights the question should this be rated.

7 MATTERS REFERRED FROM COMMUNITY BOARDS

7.1 Proposed Closure of Stockwater Race R8-1 - Owen Davies (Drainage Asset Manager), Libica Hurley (Technical Administrator)
(refer to report no. 180919108570 to the Oxford-Ohoka Community Board meeting of 3 October which was left to lie on the table at the previous U&R Committee meeting of 16 October. Also refer to Memo no. 181129140271 providing additional information on feedback from the Waimakariri Water Zone Committee and The Water Race Advisory Group)

L Hurley spoke to this report, which recommends the closure of the council owned stockwater race R8-1

Written approval of all those who had used this race previously has been received, and there will be no change to the rates for this. Comments from one of the affected property owners said the main issue was the lack of maintenance on the race and that the flow of this race was erratic and unreliable and other sources of stockwater have been utilised.

Moved Councillor Brine seconded Councillor Stewart

THAT the Utilities and Roading Committee:

(j) Receives report no. 180919108570 and memo no. 181129140271.

(k) Approves the closure of Stockwater Race R8-1.

(l) Notes that, following the closure of R8-1, Council staff will discuss maintenance arrangements and possible filling in of sections of the race with the affected property owners.

(m) Notes that, following approval to close R8-1, the Council may be required to apply for an Archaeological Authority as per requirements of Heritage New Zealand Pouhere Toanga Act 2014, in order to authorise earthworks associated with possible filling in of sections.

CARRIED

7.2 Proposed Closure of Stockwater Race R3Q-5 - Owen Davies (Drainage Asset Manager), Libica Hurley (Technical Administrator)
(refer to report no. 180926111437 to the Rangiora-Ashley Community Board meeting of 13 November. Also refer to Memo no. 181128139708 providing additional information on feedback from the Waimakariri Water Zone Committee and The Water Race Advisory Group)

L Hurley spoke to this report recommending the closure of council owned stockwater race R3-5. L Hurley advised that this race runs on the south side of Dalziels Road and then goes in behind some private property. The portion
of the race recommended for closure is currently dry and this recommendation formalises something that has already happened.

Moved Councillor Stewart seconded Councillor Brine

**THAT** the Utilities and Roading Committee:

(a) **Receives** report no. 180926111437 and memo no. 181128139708

(b) **Approves** the closure of Stockwater Race R3Q-5.

(c) **Notes** that, following the closure of R3Q-5, Council staff will discuss maintenance arrangements and possible filling in of sections of the race with the affected property owners.

(d) **Notes** that, following approval to close R3Q-5, the Council may be required to apply for an Archaeological Authority as per requirements of *Heritage New Zealand Pouhere Toanga Act 2014*, in order to authorise earthworks associated with possible filling in of sections.

**CARRIED**

Councillor Williams expressed concern with these closures and noted that once they are closed, they can never be reactivated. There may be some times in the future when these races could be used and this would not be possible. In periods of high rainfall, these stock water races do carry water.

Mayor Ayers noted the original purpose of stockwater races is to provide water for stock. It is noted that drainage issues will be addressed before these stockwater races are closed. It was also noted that there are landowners paying rates for these and they are not being used at all.

Councillor Gordon said this matter has been through the due process and considered by the Community Board.

Though supporting the preservation of historical sites in the district, Councillor Barnett noted that these stockwater races are no longer serving their original purpose. The district is changing and the Council has to move with the times.

In response to Councillor Williams concerns, O Davies noted that it has been suggested that staff could gather some information on the cumulative effect on the network of closing of stockwater races.

### 7.3 Gladstone Road Cycleway Update – Kieran Straw (Civil Project Team Leader) and Joanne McBride – (Roading and Transport Manager)

*(refer to report no. 181012119448 to the Woodend-Sefton Community Board meeting of 12 November)*

Kieran Straw presented this report, noting that when this matter had been considered by the Community Board, there was strong support for the path to progress and to be constructed within the $300,000 budget.

Moved Councillor Meyer seconded Councillor Brine

**THAT** the Utilities and Roading Committee:

(a) **Receives** report No. 181012119448

(b) **Supports** the proposal for a 2.3m wide shared path, located on the southern side of Gladstone Road;
Notes that the preferred surfacing is a paver-laid asphalt surface on the shared path, however should budget not allow, then the path may remain unsealed with a crusher-dust surface. Section Three of the path through Gladstone Park will be sealed with Asphalt due to the requirements of the Community Greenspace team.

Notes that NZTA have made no further announcements regarding the future Woodend Bypass, and that it is unlikely to be constructed for at least ten years.

Notes the contract has an estimated tender closing date of 13 February 2019, with construction likely to commence in March 2019.

CARRIED

Councillor Meyer believes this is a positive move and will be good for the community.

Mayor Ayers noted that in some cases, crusher dust paths are good value and having sealing can require resealing in future years.

Councillor Barnett said there has been a long wait for this path and if having it within the budget in crusher dust, is in support of this.

8 PORTFOLIO UPDATES

8.1 Roading – Councillor John Meyer

Councillor Meyer said contractors are making progress on the western area of Rangiora.

Councillor Meyer noted the potholes that have formed in Feldwick Drive and there is some work involved in repairing these.

Members commented on the issues with traffic management of the road works on the Rangiora-Woodend Road and Mr Cleary will follow this up.

8.2 Drainage and Stockwater – Councillor Sandra Stewart

Councillor Stewart noted the interest of the Water Zone Committee on the Closure Policy for Stockwater Races.

8.3 Utilities (Water Supplies and Sewer) – Cr Paul Williams

Councillor Williams noted the boiled water notice for Oxford No. 1 has been lifted. The Minister of Local Government had visited on Friday and there had been some discussions on water treatments and water systems.

8.4 Solid Waste– Cr Robbie Brine

Councillor Brine noted the resignation of Council staff member Elodie Letendre, Solid Waste Officer.

9 QUESTIONS

There were no questions.
10 **URGENT GENERAL BUSINESS**

There was no urgent general business.

11 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

Section 48, Local Government Official Information and Meetings Act 1987

Moved Councillor Stewart seconded Mayor Ayers

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

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

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.1</td>
<td>Minutes of the public excluded portion of a meeting of the Utilities and Roading Committee of 16 October 2018</td>
<td>Confirmation of Minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.1</td>
<td>Protection of privacy of natural persons To carry out commercial activities without prejudice</td>
<td>A2(a) A2(b)ii</td>
</tr>
</tbody>
</table>

CARRIED

**CLOSED MEETING**

Resolution to resume in Open Meeting

Moved Councillor Stewart seconded Mayor Ayers

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

CARRIED
OPEN MEETING

There being no further business, the meeting closed at 5.00pm.

CONFIRMED

____________________
Chairperson

____________________
Date
WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE
MEETING HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY 18 DECEMBER 2018.

PRESENT

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

ATTENDING

Deputy Mayor K Felstead, Councillor S Stewart
Messrs J Palmer (Chief Executive), C Brown (Manager Community and Recreation), M Greenwood (Aquatic Facilities Manager), M O’Connell (Acting District Libraries Manager), D Roxburgh (Implementation Projection Manager, District Regeneration), S Redman (Youth Development Coordinator), Mrs T Sturley (Community Team Manager), M Flanagan (Landscape Planner – District Regeneration), A E Smith (Governance Coordinator)

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

No Conflicts of interest were recorded.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Community and Recreation Committee held on Tuesday 20 November 2018

Moved Councillor Blackie seconded Councillor Barnett

THAT the Community and Recreation committee:

(a) Confirms the circulated minutes of a meeting of the Community and Recreation Committee, held on Tuesday 20 November 2018, as a true and accurate record.

CARRIED

4 MATTERS ARISING

There were no matters arising.

5 DEPUTATIONS

There were no deputations.
6 REPORTS

6.1 Library Update to 30 November 2018 – Mark O’Connell (Acting Libraries Manager)

M O'Connell presented this report, which was taken as read and provided an update on the customer service improvements, activities and events provided by the libraries in November 2018. Customer service improvements include the Overdrive eBook platform and the new training system Lynda.com which offers video courses on software, business, creative and technology skills. This is a free service for library users. Also highlighted was the Summer Reading Challenge for 2018/2019 which currently has 500 children enrolled for this and there is more names being accepted. There is also the Adult Summer Reading Challenge being offered.

The report also highlighted a recent review of the Kotui Library Management System Consortium. Waimakariri Libraries have been partners in this consortium since March 2011 and the review highlighted the benefits and value of participation in this shared service. M O'Connell said the system is very reliable and includes future proofing. 58% of the libraries in New Zealand are part of this consortium.

Following a question from Councillor Barnett, it was confirmed there is still security guards on duty at the Kaiapoi and Rangiora Libraries on Thursday, Friday and on the weekends. There is still some incidents and the timing of the guards being on duty is being reviewed.

Councillor Doody enquired about the board game sessions for adults, and M O'Connell confirmed that these have been running successfully in Kaiapoi library for some time, where a variety of board games are played. This has recently started at Rangiora Library also.

Councillor Blackie asked if there was any data figures available on the Kotui system in the Library and how it has benefited the Waimakariri libraries. M O'Connell advised that this system is a much better system which includes issuing books, cataloguing and is continually being upgraded.

Moved Councillor Barnett seconded Councillor Doody

THAT the Community and Recreation Committee:

(a) Receives report No. 181130141223

(b) Notes the customer service improvements, including the new Overdrive eBook platform, and activities including reading challenges, Christmas activities, author events and exhibitions offered by the Waimakariri Libraries in November 2018.

(c) Notes the benefits to libraries of participation in the national Kōtui Library Management System Consortium and the value to the Waimakariri District by being party to this shared service.

(d) Circulates the report to the Boards for their information.

CARRIED

Councillor Doody supports this report and also wished to record the excellent speech given by Craig Sargison at the farewell for Phillippa Ashbey on Friday morning 14 December.
6.2 **Aquatic Facilities Update Report – Matthew Greenwood (Aquatic Facilities Manager)**

M Greenwood presented this report with a summary of the Aquatic facilities year to date performance against the units most significant Key Performance indicators.

Two matters from the report were highlighted –

1. The replacement compressor required at the Kaiapoi Aquatic Centre. As part of ongoing maintenance, contractors identified an issue with one of the two main compressors which keep the air and pool water at a comfortable temperature year round. The issue was found to be an internal fault with unit close to failure. The options of repair or replacement were both considered. Replacement was the preferred option of staff and funding has come from the current financial year capital replacement budget. This was to provide for replacement of inflatables which has been deferred.

2. There is between two to three requests a month from various community groups seeking support for events and raffle prizes. The impact on the aquatic centre finances is negligible with an annual outlay of between $800 to $1200, depending on the number of groups requesting support. It is considered that the positive reputation potential for both the Council and the pools in supporting these groups balances out any costs. There has been an increase in the number of requests and it is proposed to continue supporting these groups but to set clear criteria for the groups to meet. It is proposed to document the requests of those groups that meet the criteria and for this to be reviewed by the committee in 12 months’ time.

Moved Councillor Doody seconded Councillor Gordon

**THAT** the Community and Recreation Committee:

(a) **Receives** report No. 181030126776

(b) **Notes** Aquatic Facilities have met key performance indicators for Water Quality and Facility Attendance.

(c) **Notes** the need to replace a compressor at Kaiapoi Aquatic Centre for a total cost of $22,000.

(d) **Notes** that this will result in an overspend in the Kaiapoi Aquatic Centre Replacement Budget of $5,190

(e) **Notes** that the replacement of the compressor was authorised by the Manager, Community and Recreation as the compressor is essential to the ongoing operating of the Kaiapoi Aquatic Centre.

(f) **Approves** the proposed criteria for groups applying for sponsorship in the form of free passes from the Aquatic Facilities.

(g) **Approves** the ongoing support of groups who match those criteria on an ad hoc basis to be reviewed in a years’ time.

(h) **Circulates** the report to the Boards for their information.

**CARRIED**
6.3 **Youth Development Annual Report— Tessa Sturley (Community Team Manager)**

T Sturley presented this report which provided an overview of the Youth Development Annual Report for 2018. Also attending was Sam Redman (Youth Development Coordinator) and Caitlin Tipping (a member of the Waimakariri Youth Council). Ms Sturley took the opportunity to acknowledge the work that the Youth Council have undertaken this year and that WaiYouth have continued to do lot of work in the community. The review of the Youth Strategy by the Youth Council was a significant piece of work and sound process was applied to ensuring that the youth voice was captured. Ms Sturley also acknowledged the work of S Redman for his part in this process. There has also been considerable support provided for the North Canterbury Youth Services Network.

S Redman noted it has been a busy year which has been noted in the end of year report. The All Night Party run by WaiYouth was highlighted and this was the first time this event has been held. This ran from 7pm through to 9am the next morning and was very successful. Approximately 100 young people were taken into Christchurch to do Mega Air trampolining, QE11 pools, bowling, Time zone, Laser Strike. Recruitment to WaiYouth was the first priority for the year and there is now a good group of young people involved. The final event this year was the Centrestage held in the Rangiora Town Hall.

The Youth Council have been very busy and is a good team of young people who have done great work for the year and noted that Youth Council members have been invited to various events in the district. The Youth Services Network now has a quarterly meeting format and is focusing on key issues in the district.

Noted that one of the co-Chairs Andrew Besuyen has stepped down from the Council, having had three years on the Youth Council.

Moved Councillor Gordon seconded Councillor Barnett

**THAT** the Community and Recreation Committee:

(a) **Receives** report No.181205143969

(b) **Adopts** the Waimakariri Youth Development Report, 2018

(c) **Circulates** report No. 181205143969 to the Community Boards

CARRIED

Councillor Gordon noted the work of S Redman with assisting in leading the Youth Council. It is important for the ideas of young people in the district to be heard and the initiatives that are coming through are led by young people and not imposed by “older” people.

Councillor Barnett noted the Centrestage event and the professionalism of those taking part. Recruitment of new members was an issue and there is now a very cohesive group with other leaders coming up through the group. Thanks were extended to S Redman for all his work.

Councillor Doody noted the work that had been undertaken by the members to improve the Skate park in Kaiapoi. Councillor Doody also acknowledged the great leadership skills of Andrew Besuyen.

Mayor Ayers noted that this is a very good Youth Council and believes they can be used in more areas by this Council. Members can be involved in
more areas that they want to be involved in. They cover a good age range and are a talented group of young people.

6.4 **Waimakariri Youth Strategy Review – Tessa Sturley (Community Team Manager)**

Sam Redman showed a powerpoint presentation highlighting the Youth Strategy document and congratulated the Youth Council on their work involved in putting it together. With it being eight years since the original Strategy was put together, it was considered to be timely for a review to be undertaken. This was especially true with the earthquake events of 2010 and 2011 and the impact on the young people in the district and the increase in the population. The young people in the district need the support of the community. Young people also need encouragement and opportunity and S Redman said it is important to invest in them. The Strategy has been created by young people – for young people, it is their words, their design and their voice.

As a member of the Youth Council, C Tipping was asked (by S Redman) the following two questions:

**What is the Strategy and why is it important?** The Youth Strategy is an overview document of the survey numbers and an outline which tells the Youth Council and Council what problems there are in the district and what can be done to fix these issues. (Noted that mental health is the major problem) The Strategy provides a sense of direction and also identifies what the priorities are for the next year and the years ahead.

**What did she find interesting about putting the Youth Strategy together?** The comparison between the old Strategy and the new one was interesting to look at, the difference in the content of the two documents and the difference that eight years has made. The 2018 Strategy is a much more compact document.

The support of Mayor Ayers and the Council appointees to the Youth Council was acknowledged and big thanks to the inhouse Council design team who put together the Youth Strategy document.

With Andrew Besuyen standing down from the Youth Council, Sam advised that the Youth Council has agreed to continue with a co-chair system of leading the Council. A second co-Chair will take Andrews place at the start of 2019.

Moved Mayor Ayers seconded Councillor Barnett

**THAT** the Community and Recreation Committee:

(a) **Receives** report No. 181206144197

(b) **Supports** the work of the Waimakariri Youth Council

(c) **Endorses** the adoption of the Waimakariri Youth Strategy (2018) as a guiding strategic framework for Youth Development in the Waimakariri District.

(d) **Circulates** Report No. 181206144197 to the Community Boards

CARRIED
Mayor Ayers noted that this Strategy is also the Council's document now, not just the Youth Council. This is one of the overarching documents that should influence the thinking of the Council.

Councillor Barnett commended the Youth Council team for all the work that has gone into putting this Strategy document together. Connectivity and accessibility are two really important aspects in the everyday lives of young people in the district.

6.5 Community Team Update – Tessa Sturley (Community Team Manager)

Mrs T Sturley presented this report, which was taken as read and is an update on key activities carried out by the Community Team in November 2018. Recommendation (b) was noted, which seeks support of a funding application for the Migrants and Newcomers Group and T Sturley highlighted the large amount of work that has been done in this area over the past year by the group. The aim for this application for funding is to build on the work already done and to increase the capability of the steering group. This is looking to implement some leadership development for members of the group. The aim of the application is also to help the local community to be more aware of the different cultures in the community.

Ms Sturley advised that it is proposed to have a presentation from the Community Health Steering Group at the Community and Recreation Committee meeting in February 2019.

Moved Councillor Barnett seconded Councillor Doody

THAT the Community and Recreation Committee:

(a) Receives report No. 181206144576

(b) Support staff applying to Lotteries for $41,000 in funding to support the implementation of projects and initiatives from the Migrants and Newcomers Group Strategic Priorities and Objectives and Action Plan 2019.

(c) Circulates report No. 181206144576 to the Community Boards

CARRIED

Councillor Barnett commended the team for all the work that has been done this year and fully supports the application for funding for the Migrants and Newcomers Group.

Councillor Gordon noted the vast number of events and groups that are led and encouraged by the Community Team.

Mayor Ayers noted the success of the Migrants and Newcomers Group with people from many different cultural backgrounds becoming involved in the group and the wider community.
7 MATTERS REFERRED FROM THE REGENERATION STEERING GROUP
MEETING OF 3 DECEMBER 2018

(Refer to attached copies of reports to the Regeneration Steering Group for Items 7.1 and 7.2)

7.1 Kaiapoi East, sport field area development options – Michelle Flanagan (Landscape Planner – District Regeneration)

M Flanagan and D Roxborough presented this report, which has been referred from the Regeneration Steering Group meeting of 3 December. This report sets out options of the development of the new sport field area in the Kaiapoi East sport and recreation reserve. The recommended options are within the allocated Regeneration budget. M Flanagan provided an overview of the matters being considered which are:

- Sports fields
- Softball diamonds
- Buildings (toilets/changing rooms, storage, clubrooms)
- Field lighting
- Car parking
- Pathways
- Park furniture

Kaiapoi Softball Club have confirmed they wished to be based at this new sport reserve, as they currently have no home ground and have been based at Kaiapoi Park with the rugby club. The Northern Bulldogs Rugby League Club have advised that they wish to remain at Murphy Park as their home ground, but would like to use the new fields in addition to the Murphy Park fields. Based on the use by these two clubs, it is proposed to build two fields and two softball diamonds. It is considered necessary to provide changing rooms and toilets facilities. The recommended design for these facilities would be above the allocated budget, so it is recommended that this be a staged construction.

A summary of the proposal for clubrooms and car parking was also provided by M Flanagan. Staged construction of a sealed car park is recommended, with the initial construction for 100 parking spaces, which is considered adequate to cover the use by the softball club. There is also parking available in surrounding streets, and further temporary parking could be opened up on the adjacent rural land if required for any bigger events.

All of the assets suggested in the report (including pathways and park furniture) are consistent with the Reserves Master Plan which has recently been approved.

Councillor Barnett asked if the league club remain at Murphy Park, is there still the need for further league fields, noting the cost of $400,000 for these fields. M Flanagan noted that the Club has indicated that they would use these additional fields. C Brown added that the league club, prior to the earthquakes, were already using Kaiapoi Domain rugby grounds as back up fields. There was a preference for them to be using these new fields and in future the fields will be used to capacity.

Regarding the location of the toilets, Councillor Barnett noted this was an isolated location, with softball being a summer sport only and little use during the winter. M Flanagan noted that it is anticipated the toilets would also be used by other users of the reserve, from the BMX track, the dog park and other users of the sports fields. The proposed location of the toilet facilities is a central location for all these users. The car park will be locked after use in the evenings.
THAT the Community and Recreation Committee:

(a) **Receives** report No. 181012119151

(b) **Approves** the development of two senior grass fields with subsoil drainage and slit draining with preliminary cost estimate of $395,000.

(c) **Approves** the development of two softball diamonds with an artificial diamond and grass outfield with a preliminary cost estimate of $520,000.

(d) **Approves** the development of two changing rooms and three public toilets with a preliminary cost estimate of $565,000.

(e) **Approves** the relocation of key user storage containers to the reserve with some external improvements for amenity purposes with a preliminary cost estimate of $20,000.

(f) **Approves** Council not providing clubrooms at the reserve for exclusive use by the key users.

(g) **Approves** staff undertaking a business case, in partnership with key users to consider the potential for a combined community facility/clubrooms at the reserve.

(h) **Approves** staging the development of the car park at the reserve with a preliminary cost estimate of $457,000.

(i) **Approves** the development of the path network with a preliminary cost estimate of $176,000.

(j) **Approves** the installation of park furniture with a preliminary cost estimate of $100,000.

(k) **Notes** that key user clubs will be responsible for providing field lighting in the sport field area.

(l) **Notes** that the Regeneration budget allocation for development of the sport field area is $2,700,000. This is separate to the $1,000,000 currently allocated for the enabling site works that form the foundation for the sports fields and diamonds.

(m) **Notes** that the preliminary cost estimate for the recommended sport field area development options (within this report) is within the Regeneration budget allocation.

(n) **Notes** that the preliminary cost estimate will be refined in the next stage of the design process.

CARRIED

Councillor Blackie noted that the key point of this report is the staging of these plans for this Kaiapoi east sport field area development and supports this recommendation.

Mayor Ayers noted that Northern Bulldogs and the Kaiapoi Softball Club are the only clubs of these sports in the district and it would be great for them both to have enough space to play their sports.
Mayor Ayers commented on the connectivity in towns that should be given consideration and having good access for pedestrians and cyclists, noting that this is a significant area of land.

In supporting the recommendation, Councillor Gordon commended Councillor Blackie on his leadership in the Regeneration area and the work that has been undertaken by staff on this project to date.

Councillor Barnett said that this area is slightly separated from the rest of the township, noting comparison with Gladstone Park in Woodend, where there has been some issues with vandalism and vehicles being driven on the sports fields. Councillor Barnett also expressed hesitation in the building of any clubrooms in this area, being red zone land and any further investment in this area would need to come back to this committee.

7.2 Kaiapoi East Community BMX track – Concept Design – Kevin Dwyer (Landscape Architect – District Regeneration)

K Dwyer and D Roxborough presented this report. A revised recommendation was tabled at the meeting, than that which was in the report included in the Agenda. This was referred to the committee from the Regeneration Steering Group meeting of 3 December.

This report seeks approval of progressing detailed design for construction of the recreational BMX track in Kaiapoi East. The track is designed for the physical space available and the budget available. The concept design comes from Trent Jones, a New Zealand professional BMX rider and Olympian, who trades as “Trents Tracks”. Trent comes highly recommended by the President of the Rangiora BMX Club and is currently rebuilding the Rangiora BMX track to a national standard. “Trents Tracks” has designed and built BMX tracks in the US and other locations around New Zealand. There are very few people who have the specific knowledge and skills to construct quality BMX tracks. The start date for any construction is time critical as it needs to be completed before winter. A suggested start date would be in late February for completion before conditions get too wet.

Moved Councillor Gordon seconded Councillor Blackie

THAT the Community and Recreation Committee:

(a) Receives report No. 181115134608.
(b) Approves the Concept Design for the BMX track.
(c) Notes the concept design will be reviewed by appropriate North Canterbury BMX Club members.
(d) Approves staff progressing the detailed design of the BMX track, with incorporation of any suggestions from the North Canterbury BMX Club review, where these are consistent with the Reserves Master Plan, are minor in nature and do not change the scope, level of service, or budget.
(e) Approves staff entering into a sole-source contract negotiation with Trent Jones (Trent’s Tracks) for a design and construct contract for the delivery of the BMX track located in the Regeneration Area, with testing of the contract price for value by engaging Quantity Surveyor to review.
(f) Notes the preliminary whole project cost estimate is within the budget available.

CARRIED
Councillor Gordon supports this recommendation to enter into negotiations with an expert in this field and this is another positive step on the way to getting Kaiapoi back to pre-earthquake.

Councillor Blackie noted Trents Tracks is the only provider available and who can provide the construction on time. The 30% contingency plan is in place because of the large variance in the price of clay from one month to the next. This contingency is to give coverage of this.

8 PORTFOLIO UPDATES

8.1 Greenspace (Parks Reserves and Sports Grounds) – Councillor Robbie Brine

Councillor Brine noted nothing new to report

8.2 Community Facilities (including Aquatic Centres, Halls, Libraries and Museums) – Councillor Wendy Doody

Councillor Doody noted the Access Group involvement with any improvements to community buildings to include changing room facilities, as well as toilets, for those with physical disabilities. She is pleased that there has been inclusion of this in the plans for the Indoor Court Facility.

8.3 Community Development and Wellbeing – Councillor Kirstyn Barnett and Councillor Wendy Doody

Councillor Barnett noted the ongoing issue of transport availability and accessibility to townships. A local initiative is being developed by a community member in Cust by accessing the North Canterbury Mini Bus Trust to provide a shoppers bus to Rangiora for those who don’t have their own transport.

9 QUESTIONS

There were no questions.

10 URGENT GENERAL BUSINESS

There was no urgent general business.

There being no further business, the meeting closed at 2.35pm.

CONFIRMED

________________________________________
Chairperson

________________________________________
Date
MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD
HELD IN THE CUST COMMUNITY CENTRE, 9 MILL ROAD, CUST ON TUESDAY 13
NOVEMBER 2018 AT 7PM.

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

IN ATTENDANCE
J Millward (Manager Finance and Business Support), K Simpson (3 Waters Manager), S
Allen (Water Environment Advisor), L Hurley (Technical Administrator), C Brown
(Community and Recreation Manager), M Harris (Customer Services Manager), D Ayers
(Mayor), S Hart (Business and Centres Manager), D Cameron (Green Space Community
Engagement Officer), V Thompson (Business and Centres Advisor), J McBride (Roading
and Transport Manager), E Cordwell (Governance Team Leader) and E Stubbs (Minute
Secretary).

There were three members of the public in attendance.

1 APOLOGIES
An apology was received and sustained from R Brine for early departure at 9pm.

2 CONFLICTS OF INTEREST
There were no conflicts of interest.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Rangiora-Ashley Community Board – 10 October 2018
Moved S Lewis seconded P Williams
THAT the Rangiora-Ashley Community Board:
(a) Confirms the circulated minutes of the Rangiora-Ashley Community
Board meeting, held on 10 October 2018, as a true and accurate record.

CARRIED

4 MATTERS ARISING
There were no matters arising.

5 DEPUTATIONS AND PRESENTATIONS
5.1 Kirstyn Barnett (Cust Community Network (CCN) Chair) and Yolande
Lawrence (CCN Secretary) Spoke to the Board about the Cust Community
Centre (CCC).

K Barnett advised that the CCN wished to see a footpath to the CCC. The hill
to the CCC was slippery and dangerous particularly for the elderly and
children. It was especially highlighted at the ANZAC Day Service. It was a
60km/hr urban road and they believed there should be a footpath. K Barnett
the comment that footpaths in Cust were in general poorly maintained and
narrow and asked what level of service was appropriate. The path adjacent
to the war memorial was slanted and was a trip hazard.
K Barnett noted that the CCN had wished to raise Earlys Road however were aware that was in the Oxford Ohoka Community Board ward.

K Barnett referred to matters raised in the CCN submission to the Long Term Plan, in particular regarding consideration of a Reserve Management Plan for the CCC. The plan should look at the inside and outside of the CCC including the tennis courts, river and picnic area. K Barnett noted that Council had advised the reserve was not a priority area.

K Barnett was delighted to see Item 7.1 Cust Community Centre Advisory Group on the agenda. The Advisory Group had not met for many years. By restarting the group it could provide Council a good steer on essential items such as issues with the dishwasher.

J Lawrence referred to the need for footpaths. The CCC hosted Plunket once a week to which a number of parents preferred to walk, however at the moment it was not feasible to walk down the road with young children and prams as the visibility was poor and the alternative was to walk in the grass. In addition there was potential for elderly to slip attending the ANZAC parade.

G Miller asked if the road was blocked for the ANZAC parade. K Barnett replied that a portion was. However due to the numbers some people walked on the grass.

G Miller referred to the Domain and asked if the management program would extend to that also. K Barnett advised the answer had been that it was not a priority area for development. The CCN would like to see it developed further.

G Miller commented that the roads in the area were in poor shape. K Barnett noted that Cust had a number of groups but needed a collective voice to raise concerns. As an Incorporated Society the CCN was happy to help groups with fundraising.

6 ADJOURNED BUSINESS

There was no adjourned business.

7 REPORTS

7.1 Cust Community Centre Advisory Group– Chris Brown (Manager Community and Recreation)

J Gerard congratulated C Brown on his appointment to Manager Community and Recreation.

C Brown advised that the purpose of the report was to approve updated Terms of Reference for the Cust Community Centre Advisory Group (CCCAG), appoint a Board Representative and allow Staff to seek expressions of interest for the CCCAG. The CCCAG had been formed a long time ago and members were no longer active in the group. It was important that there was an active Advisory Group as the CCC was due for refurbishment. Following the earthquakes the CCC had strengthening work carried out, but did not receive a cosmetic upgrade, as it had been important to reopen the Centre quickly to allow community use.

The CCCAG would work with staff in order to set priorities for Centre management and cosmetic upgrades with which they could go back to Council to seek funding.

C Brown advised that the Board could appoint more than one member to the CCCAG.

D Gordon asked if the CCN would be represented on the Advisory Group, C Brown advised yes. Interest would be sought from the wider community including regular Centre users.
D Gordon asked if there was Council involvement in the CCCAG and C Brown advised that the Rangiora Ashley Community Board had delegation. The Terms of Reference could be amended by the Board to include more than one representative of the Board.

D Gordon expressed interest in being a representative.

C Prickett asked if repairing the dishwasher came under cosmetic upgrade. C Brown advised that the scope for improvements had not yet been determined and Staff would work with the new Advisory Group on that. The asset structure for buildings would be used so that assets inside and outside of the building would be assessed on a condition rating. Once that was completed it would be a good starting point for the group to prioritise work. The dishwasher was an operational issue and could be fixed straightaway.

K Barnett asked if the CCC also included the reserve and grounds, for example the driveway and signage. C Brown replied yes and no, the carpark serviced the building. With regard to the Jack Graham Reserve, Green Space did not consider it a priority. There were other reserves in the district that needed upgrades more that the Jack Graham Reserve. If the community was empowered to carry out additional fundraising then the Council was happy to work alongside. Staff did not envisage Jack Graham Reserve or the Domain to be included in the CCC scope, however the shrub beds alongside the tennis court could be looked at. C Brown noted the tennis courts had been resurfaced as part of a district wide programme.

D Gordon asked if there was a service request put in for the dishwasher and C Brown replied yes.

D Gordon commented that the curtains in the centre were disintegrating. C Brown advised that they could use a replacement budget, however he suggested waiting so they could be looked at as part of the whole upgrade.

J Gerard suggested requesting a report on the reserve to consider as a Board. C Brown advised he could take information out of the Play Strategy to show where hierarchies developed with regard to people’s ability to undertake play within those spaces. Looking at a comprehensive concept plan would require another project to be taken off list.

D Gordon asked if a report on domain a status update could be an interim measure. C Brown commented that there had recently been a workshop on the General Landscaping budget and staff had asked to report back on a number of items.

R Brine referred to the 10 year plan noting it was renegotiated every three years. At that time a case could be made to reprioritise. C Brown commented that playgrounds were an emotional topic and the expected lifespan in terms of functionality and safety were different to whether it was suitable. Expectations were always changing.

C Prickett referred to the wording of the Terms of Reference as he wanted to ensure community group representatives could be included. It was noted that K Barnett was likely to be on the CCCAG as Chair of the CCN.
Moved D Gordon seconded J Hoult

THAT the Rangiora Ashley Community Board:

(a) Receives report No. 181105129353.

(b) Approves the Terms of Reference for the Cust Community Centre Advisory Group (Trim 181105129572) with the proviso for two appointed board representatives.

(c) Approves appointing D Gordon and D Lundy as two representatives of the Board Members to the Cust Community Centre Advisory Group.

(d) Approves Staff seeking expressions of interest from the Cust Community for membership of the Cust Community Centre Advisory Group.

(e) Notes that a report will be prepared for the Rangiora - Ashley Community Board to appoint up to 7 members of the Cust Community to the Cust Community Centre Advisory Group.

CARRIED

D Gordon acknowledged the members of CCN present. He commented that he had served nine years on the CCC as Council representative and it was a pleasure to serve with local individuals. In those days they were looking at ways to save. There had been a priority around the tennis courts as there had been a risk they would be removed. Money was spent on the courts rather than the centre. Another issue had been subsidence and drainage. The time had come to spend money on the CCC. It was good that the Group had been re-established to move forward.

J Hoult supported reestablishment principally so that the Community Board could be more aware of the district as a whole. It was a way the Board could engage and support growth and development and help with the ongoing needs of the community. The appointed members would report to the Board.

K Barnett as a local Councillor welcomed the initiative and focus on the area. The group had lapsed through circumstance and timing however there were still valuable members with knowledge to take the group forward with a partnership between the community and Council.

J Gerard commented he would like the CCC and Domain to work together as a wider partnership rather than compete. He noted that the CCC was a classic example of community fundraising, the community had carted hay for weeks to raise money for the hall.

7.2 Service Request Information – Maree Harris (Customer Services Manager)

M Harris spoke to the report advising that management were keen to see the Boards receiving information on service request activity. The report compared requests for each quarter against the previous year and also requests completed within the required timeframe compared to other boards, and the district as a whole. She advised she would like feedback from the Board as to whether they found the information useful, and if there was any other information they would like to receive.

K Barnett asked if it was possible to get a breakdown between rural and urban. M Harris advised currently only the Ward was recorded. She noted the idea had been raised by other boards also for a more comprehensive breakdown between communities and she would try to improve the geographic breakdown.

C Prickett commented it would be interesting to know why requests were not completed in a certain timeframe and to compare departments. D Gordon
commented some of that information was presented to the Audit Committee. M Harris advised that there was a definite effort by groups to lift the service request timeframe completion. The reasons why timeframes were not achieved varied. For example a noise request could be kept open so that it allowed the system to continue to monitor and keep issues to the forefront.

K Galloway asked if the information included snap/send/solve requests. M Harris replied yes. Requests also came via email which was monitored and requests logged into system. It was publicised that urgent after hours requests should be called through to the centre.

K Galloway asked whether he should receive a reply when he used snap/send/solve. M Harris noted a call back option could be requested. She would look to see if that option was available in snap/send/solve.

C Prickett expressed concern that snap/send/solve was not monitored after hours as those sending may be unaware it was not monitored. He asked if that information was clear to those sending in a request. He asked if the app was generic or in house and if it could be changed if required. M Harris replied it was generic and could not be changed easily.

P Williams appreciated getting the information. He asked was it possible if a service request was not followed up there be a note given to the person putting in the request to say why it wasn’t followed up or happening immediately. M Harris replied she would think that would be happening in longer cases.

D Lundy asked if there was a policy regarding a number of requests in a certain time, for example for a pothole. He gave the example of three requests over a year for a pothole, there had been delays and the service requests had not been replied to. M Harris replied she could not guarantee that all people making requests received a reply.

D Gordon commented that he was impressed with the snap/send/solve and service request system and he had had good feedback. He was surprised that service requests were not being monitored on weekends. If Council was directing people to use the system in this day and age then there should be the ability to triage urgent requests and action. He asked if the terms of contract for after-hours could be reconsidered.

J Hoult commented that her experience of the system had been very good and she had been kept informed. It was worthwhile getting the reports and she asked if they were available to the community as well so they could see the Council was working for them. M Harris commented she could make them available to the Communications team.

K Barnett commented it was a good report, she asked about the status of the linkage to My Council. M Harris replied that it could be entered on My Council now. Staff were using the activity around bins to test the efficiency of the system. K Barnett asked if that eservice was monitored 7days and M Harris replied no. J Millward commented that a priority project was eservices, looking at how to improve systems 24/7. That project had just started and improvements should be seen in 5-6 months. There was some website development to be done.

C Prickett asked if it was possible to filter requests if 100 had been sent on an issue already. M Harris replied that in the group category panel similar requests would be displayed underneath, the service request had not been committed to be send at that point. From a customer point of view if each customer wanted a follow-up it was important to link to names.

K Galloway asked what My Council was. M Harris replied it was an eservices package in Tech1. It was a line of business portal that required a better connection to the website.
Moved P Williams seconded K Galloway

THAT the Rangiora Ashley Community Board:

(a) Receives report No: 181026126020.

(b) Notes that all Boards will receive quarterly reports.

(c) Notes the importance to ensuring service requests are lodged in the Technology One computer system to enable effective response management and monitoring.

CARRIED

7.3 ‘Koura Creek’ – North Brook Springhead Safety Enhancements – Sophie Allen (Water Environment Advisor)

S Allen spoke to the report regarding enhancements at the Koura Creek Springhead. There had been recent urbanisation around the springhead including a new playground. Concerns around the springhead had been raised by community members. There was currently riparian planting around the springhead, however there were gaps. The proposed enhancements were a good location to celebrate the ecological and cultural significance of springheads.

The cost of fencing installation was $5,800 which would be covered under existing drainage budgets. Since the report had been written the idea of a concrete border had been raised, it would not add significant cost. The proposed extension to the native planting would fill in gaps and deter children getting through. S Allen noted an interpretation panel could be installed at a later date, it was believed safety should be addressed before the signage.

G Miller asked how long the playground had been operational and S Allen advised it was one year old. K Simpson advised the planting around the springhead was 2-3years, prior to that there had been a hawthorn hedge.

D Gordon raised concerns that there not be a blanket approach to the budget. K Simpson advised that the budget in the recommendation was $6,800 the concrete would add around $500. He said that if it was higher they could come back to the Board however the total cost would definitely not exceed $10,000.

G Miller asked if an ‘ugly’ fence was really necessary as it would detract from the natural beauty of the area. The playground was a new addition. He asked if there had been incidents of children getting into the springhead. Water was also flowing at a distance away where children could enter. K Simpson commented it was a good point across the district there were similar stormwater management areas. K Simpson believed there was a need long term for the fence, even once the vegetation had established, due to the installation of the sign. The sign was encouraging people to go close to the springhead therefore there needed to be appropriate health and safety provisions. He understood what G Miller was saying and advised that staff were currently looking at stormwater management and WorkSafe guidance documents to develop a strategy.
Moved D Gordon seconded C Prickett

THAT the Rangiora Ashley Community Board:

(a) Receives report No. 180925111216.

(b) Approves fencing installation ($5,800 excl. GST), and native plantings at an estimated total cost of $1,000 (excl. GST) from existing Drainage budgets.

(c) Notes that an interpretation panel about spring water, ecological and cultural values could be installed at a future date.

CARRIED

G Miller against

D Gordon supported staff and was satisfied on the balance of ecological and cultural values and regeneration work.

C Prickett agreed with G Miller’s comments however on balance he noted the presence of the playground and educational promotion. There was a need to address safety.

S Lewis agreed the fence was ugly and hoped the planting would be disguised. An option would be to fence the playground.

K Barnett commented on the effect of rural environment changing to urban. The level of service would not allow a fenced playground. She believed the measures were appropriate to keep children safe.

G Miller would vote against the motion, he did not believe the fence was necessary as there were open drains everywhere and the situation was no different. The planting of the springhead assisted with safety.

7.4 Proposed Closure of Stockwater Race R3Q-5 – Owen Davies (Drainage Asset Manager) and Libica Hurley (Technical Administrator)

L Hurley spoke to the report which was an application for closure of stock water race R3Q-5. L Hurley referred to the location map noting the race ran along Dalziels Road and private property. All residents affected had provided written support. The race was already dry and the recommendation to the Utilities and Roading Committee formalised a diversion already in place.

L Hurley advised the reason for the application was debris blocking the race and causing nuisance flooding. The rating impact was a loss of $381.

C Prickett asked about maintenance of the empty drain going forward. O Davies advised that maintenance was outlined in the stock water race bylaw, landowners were responsible to maintain an empty drain.

P Williams asked if lack of maintenance the reason the race was not used properly? L Hurley replied that the stock water race ran through farm and intercepted rural residential/lifestyle property. Those did no use the stock water. The farms losing access to R3Q-5 had access to other parts of the scheme.

P Williams asked if the race was close could it be resurrected. L Hurley replied that if the lifestyle blocks were sold and their use was changed they would not have access to that water.

P Williams asked about the usefulness of the race to alleviate flooding. O Davies replied that staff had walked the potential overland flood path. It was believed the closure would not impact. K Simpson advised that the culverts under the road would remain.
P Williams asked if the closure would impact on the trees. L Hurley replied the large gum on the edge of the race was large and healthy and the race had been diverted for some time. The flow during flood events would continue.

K Galloway asked about flow between Mertons and Lehmans Roads and K Simpson advised this was the flood path that was walked, they were not concerned about the closure in relation to that flood path.

Moved R Brine seconded C Prickett

THAT the Rangiora–Ashley Community Board recommends:

THAT the Utilities and Roading Committee:

(a) Receives report no. 180926111437

(b) Approves the closure of Stockwater Race R3Q-5.

(c) Notes that, following the closure of R3Q-5, Council staff will discuss maintenance arrangements and possible filling in of sections of the race with the affected property owners.

(d) Notes that, following approval to close R3Q-5, the Council may be required to apply for an Archaeological Authority as per requirements of Heritage New Zealand Pouhere Toanga Act 2014, in order to authorise earthworks associated with possible filling in of sections.

CARRIED

P Williams against
K Galloway abstain

R Brine commented it was a comprehensive report and the questions had been asked and answered to his satisfaction.

C Prickett agreed with the comments of R Brine.

P Williams would oppose the motion. Water races did a lot of good and once they were gone they were gone forever. The water race had been put in for a reason. The future use of the property was uncertain. There was not a cost to retaining the race. He was concerned about flood events.

K Galloway supported the comments of P Williams.

J Gerard supported the motion, in the history of the district as land changes were made races were turned off. Races were difficult to maintain by cleaning and mowing. There were alternative arrangements such as piped schemes.

K Barnett referred to race areas attracting feral pests such as rats unless they were maintained. She was pleased the landowners were on board.

R Brine concurred with a number of the comments. He referred to Item 4.5 which addressed flooding.

7.5 Proposed Construction of Cricket Nets with Artificial Turf in Dudley Park – Ed Sard (Green Space Community Assets Officer)

C Brown spoke briefly to the report regarding approval for replacement cricket nets. Rangiora Cricket Club (RCC) had sought funding from a number of different organisations and would be fulling funding the project. Council would be assisting with Health and Safety. The nets would be open to the general public and were a good asset for Dudley Park.

K Galloway asked about Council maintenance costs. C Brown advised that RCC would be responsible for maintenance. If there was a requirement for Council to take over responsibility they were a useful asset. There were no capital or operating costs associated.
K Barnett asked if the noise from the nets would be greater than the hockey turf. C Brown commented he would suggest there would be less due to the ball. Also the hockey turf was used extensively.

K Barnett asked if there was a comprehensive development plan for Dudley Park and C Brown replied there was no recent concept plan for Dudley Park. In the future they were looking to install lights to take pressure off other fields. The nets would not be taking space used for much else and they would be close to the cricket activity.

Moved C Prickett  seconded D Gordon

THAT the Rangiora Ashley Community Board:

(a) Receives report no. 181024124395

(b) Notes that the construction of new cricket nets with artificial turf aligns with the Waimakariri District Council Sports Facilities Plan 2017 – 2027 and Community Facilities and Greenspace Activity Management Plan 2018.

(c) Approves the Rangiora Cricket Club constructing replacement cricket nets with artificial turf wickets in Dudley Park at the location identified on the plan included as Attachment (i).

(d) Notes that the cost of the cricket nets will be fully funded by the Rangiora Cricket Club

(e) Notes that the cricket nets will be fully available for public use.

CARRIED

C Prickett commented the recommendation was a no brainer and he was glad to see the nets available for public use.

D Gordon agreed with C Prickett.

7.6 Applications to the Rangiora-Ashley Community Board's Discretionary Grant Fund 2018/2019 – Edwina Cordwell (Governance Team Leader)

E Cordwell advised she would take the report as read.

Community Wellbeing North Canterbury Trust

K Barnett asked how the Family Care Whanau Care workshop knew they would have 100% Rangiora-Ashley ward attendees. E Cordwell noted the event had been chosen to run in Rangiora and was likely to be targeting those residents in particular with transport issues. K Galloway explained they knew who would be attending the course.

Moved K Galloway seconded K Barnett

THAT the Rangiora-Ashley Community Board:

(a) Receives report No. 181031127495.

(b) Approves a grant of $480 to Community Wellbeing North Canterbury Trust towards the cost of booklet guides for participants of the Our Family Whanau Care parenting course.

CARRIED

Cust Tennis Club

R Brine asked if they had funded balls for clubs in the past and E Cordwell advised that requests for sports equipment was included in the criteria.

P Williams asked how many balls $500 would be purchased. E Cordwell advised that the club had used the previous year as a comparison. She could
request that information as part of the accountability report if the Board was supportive.

Moved K Galloway

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

(a) **Declines** the application from Cust Tennis Club.

LAPSED

Moved D Gordon seconded K Barnett

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

(a) **Approves** a grant of $500 to Cust Tennis Club towards the costs of tennis balls.

CARRIED

K Galloway against

G Miller noted that this was the first application from Cust Tennis Club.

R Brine commented that the Board should be aware other clubs would follow this precedent.

D Gordon commented a group could put in a discretionary grant application and it was up to the board to make decision. The Board had not granted a lot in this area.

**Rangiora Croquet Club**

Moved G Miller seconded D Lundy

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

(a) **Approves** a grant of $400 to Rangiora Croquet Club towards the cost of installation of an electricity cable and purchase of an air compressor for the mower shed.

CARRIED

G Miller commented it would be of good benefit to the club.

D Lundy commented the club had shown initiative over the years. The recommendation for $400 reflected the trend of the debate.

**Rangiora High School Nursery School**

Moved G Miller seconded C Prickett

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

(a) **Approves** a grant of $500 to Rangiora High School Nursery School towards the cost of specialised sensory equipment.

CARRIED

G Miller supported the application which benefited children now and for the future.

C Prickett agreed with G Miller, spending money on younger children was worth double in later life.
Rangiora Toy Library

Moved D Gordon seconded R Brine

THAT the Rangiora-Ashley Community Board:

(a) Approves a grant of $500 to Rangiora Toy Library towards the cost of a new bike and trike.

CARRIED

D Gordon commented he had visited the group on a number of occasions and they were a group of well organised volunteers. The toys went into the community to be reused.

7.7 Meeting Dates from February 2019 to October 2019 – Edwina Cordwell (Governance Team Leader)

E Cordwell spoke briefly to the report noting that September would be the last month for meetings for all Boards in 2019 before the elections.

D Gordon commented that the recommendation did not include Cust or Loburn which was something the Board wanted to have. Was there a reason why staff did not recommend those venues?

E Cordwell replied that it was up to the Board’s consideration, holding meetings in the same venue ensured consistency – same day, same time, and same place. The agenda tonight had a local flavour however that did not always occur. The meeting venue had been chosen purely for consistency however she understood the desire to be in local venues.

Moved D Gordon seconded J Hoult

THAT the Rangiora-Ashley Community Board:

(a) Receives report No. 181030127297.

(b) Resolves to hold Board meetings at the Council Chambers, Rangiora Service Centre, 215 High Street, Rangiora, commencing at 7.00pm, on the following dates:

- Wednesday 13 February 2019
- Wednesday 13 March 2019
- Wednesday 10 April 2019
- Wednesday 15 May 2019
- Wednesday 12 June 2019
- Wednesday 10 July 2019
- Wednesday 14 August 2019
- Wednesday 11 September 2019.

(c) Resolves to hold one meeting in Loburn and one meeting in Cust, at dates to be determined depending on availability.

CARRIED

D Gordon commented there had been a good turnout of people for the local flavour agenda. The Communications team could highlight meetings in different areas. He was happy to leave the timing of those meetings to staff.

J Hoult supported the recommendation as it was important to get out into the community which could be achieved by going to other venues.

C Prickett was sceptical about holding meetings at different venues. If the public had an interest in a topic they would travel.

K Barnett referred to the change of date required to hold a meeting at Cust and noted Cust School had offered their facilities as a possible venue. She was supportive of the motion as the Board needed to respond to the makeup
of its area. It was important to see the facilities in person rather than just in a report.

P Williams’ supported different venues. Personally it was his first time to the CCC and it was a great venue. He suggested venues could be selected around the agendas.

7.8 **Submissions on the Draft Zone Implementation Programme Addendum and Greater Christchurch Element of the Draft Regional Public Transport Strategy – Edwina Cordwell (Governance Team Leader)**

Moved D Gordon seconded R Brine

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

(a) **Receives** report No. 181030127313.

(b) **Notes** the Board’s submissions to the Draft Zone Implementation Programme Addendum and Greater Christchurch Element of the Draft Regional Public Transport Strategy.

CARRIED

8 **CORRESPONDENCE**

There was no correspondence.

9 **CHAIRPERSON’S REPORT**

9.1 **Chair’s Diary for October 2018**

J Gerard advised that the Youth Development Grant had been awarded to exceptional young students from Kaiapoi High School who were wanting to set up a Student Army and hoped to spread the group to other schools in the district.

Moved J Gerard seconded K Barnett

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

(a) **Receives** report No. 181106130293.

CARRIED

10 **MATTERS FOR INFORMATION**

10.1 **Oxford-Ohoka Community Board meeting minutes – 3 October 2018** (Trim No. 180928111501).

10.2 **Woodend-Sefton Community Board meeting minutes – 8 October 2018** (Trim No. 181003114663).

10.3 **Kaiapoi Tuahiwi Community Board meeting minutes – 15 October 2018** (Trim No. 181010118122).


10.5 **Review of Water Supply Bylaw 2012 – report to Utilities and Roading Committee 16 October 2018** (Trim No. 180910103408).

10.6 **Annual Compliance Report for Waimakariri District Council owned Drinking-Water Supplies with the Drinking Water Standards for New Zealand – report to Utilities and Roading Committee 16 October 2018** (Trim No. 181002113999).
Moved D Lundy seconded S Lewis

THAT the Rangiora-Ashley Community Board receives the information in items 10.1-10.6.

CARRIED

R Brine left at 9pm during Item 11.

11 MEMBERS’ INFORMATION EXCHANGE

11.1 S Lewis
- Attended Soroptomist Annual fundraising Fair.
- Attended te Kohaka o Tuhaitara Trust annual open day. Noted potential for artist trail on Tuahiwi Road.

11.2 D Gordon
- Congratulated C Brown on his new role as Manager Community and Recreation.
- Attended Soroptomist Annual Craft Fair.
- Attended re-opening of Rangiora RSA. Fantastic facility with foresight to look at wider needs of community and future of the club. Noted 28 community groups were housed at the RSA as regular users of facility.
- Attended Rangiora Tennis Club meeting who were looking to relocate to the multisport facility.
- Noted the opening of Ivory Bar.
- Attended Armistice Day commemorations.
- Attended Rangiora Racecourse meeting.
- Attended Fonterra Open Gates event at Claxby Farm, impressive operation.
- Met with croquet club, they were looking to extend their greens. A lot of growth in the club.

11.3 K Barnett
- Attended a number of events already mentioned.
- Was a judge at Centre Stage and noted the talent was to a very high standard.
- Noted upcoming hearing for new bus shelter.
- Noted PGA event to be held at Pegasus Golf Club.

11.4 K Galloway
- Complimented Chief Executive on the Christmas lights.
- Attended Soroptomist Fair.
- Attended Rangiora A&P show.
- Noted historical video developed by the Rangiora Museum showcasing amazing history.
- Commented the Blake Street market required promotion.

11.5 G Miller
- Attended community service provider’s regular network meeting.
- Attended ECan and WDC tour of source of the Cam River looking at potential enhancements. Noted fish used to be present in the past.
- Keep Rangiora Beautiful – noted upcoming planting along Milton Avenue.

11.6 J Hoult
- Timebank – at the stage of signing up members. COGs funding for coordinator for first six month project, project was now underway.
- Continuing te Reo lessons.
- Provided an update on the Road Naming Committee meeting. The Townsend Road developers had a strong art connection. The road names approved for the subdivision were the surnames of famous New Zealand artists.

11.7 **M Clarke**
- Attended Rangiora A&P show.
- Helping with organisation of Community Watch 20 year Celebration.

11.8 **P Williams**
- Attended Community Service Awards – a well organised night with worthy recipients.
- Laid wreath for Armistice Day commemorations at Cenotaph.
- Attended Rangiora A&P show in Councillors’ tent, was disappointed that he was the only member present to answer questions from the public. There was good feedback from the public and a good initiative with community watering trees outside their homes with free buckets. D Gordon noted he was in China at the time.
- Dog Park – required water on the main side.
- Had a number of complaints regarding roading, including drainage and potholes on Milton Avenue following developments.

11.9 **D Lundy**
- Busy with the Rangiora A&P Show.
- Noted discussion at Road Naming Committee regarding use of first and surname for road names.
- Attended Loburn Pet Show as judge.
- Loburn Domain – the lighting issues were being resolved. Path forward with memorial and construction would begin in February. Noted pressure for a further rugby field at the grounds. Highlighted there were less younger members coming through to lead the club to provide the same support to the Domain in the future.
- The Garrymere Working Party would be starting soon.
- Congratulated C Brown on his new role as Manager Community and Recreation.

11.10 **C Prickett**
- Noted flooding at Milton Avenue and commented he had been impressed with the response of the roading manager.

12 **CONSULTATION PROJECTS**

**Our Space 2018-2048 Greater Christchurch Settlement Pattern Update**

Consultation closes Friday 30 November 2018.


E Cordwell noted that there had been an application for a new off license that she wished to bring to the Board’s attention. She asked if the Board wished to make a submission. As part of the DLC, P Williams and J Gerard would not be involved.
It was agreed a submission would be made. E Cordwell and D Lundy would coordinate.

13 BOARD FUNDING UPDATE

13.1 Board Discretionary Grant

Balance as at 2 October September 2018: $7,803.36 plus estimated carry forward of $1451.

13.2 General Landscaping Fund

Balance as at 2 October 2018: $26,160 (including carry forward).

14 MEDIA ITEMS

15 QUESTIONS UNDER STANDING ORDERS

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 12 December 2018 in the Council Chambers at the Rangiora Service Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.20pm.

CONFIRMED

________________
Chairperson

________________
Date

Workshop

- Bill Rice (Senior Roading Engineer) – Cycleways and Walkways.
  Members discussed various proposals for a District wide integrated cycle and walkway network.

- Simon Hart (Business and Centres Manager) – Rangiora Town Centre Plan
  Staff provide an update on the proposed review and outline timetable for this major project.

- Members Forum
MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD
HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KAIAPOI ON MONDAY 19 NOVEMBER 2018
COMMENCING AT 4.00PM.

PRESENT
J Watson (Chairperson), R Blair, M Pinkham and P Redmond.

IN ATTENDANCE
Councillor A Blackie
J Palmer (Chief Executive), Mayor D Ayers, C Brown (Manager - Community and
Recreation), J McBride (Roading and Transport Manager), B Rice (Senior Transport
Engineer), K Straw (Civil Projects Team Leader) and E Cordwell (Governance Team
Leader).

1 APOLOGIES
Moved J Watson Seconded P Redmond
THAT apologies be received and sustained from C Greengrass, S Stewart and N
Atkinson.
CARRIED

2 CONFLICTS OF INTEREST
M Pinkham for Item 15.2 as a member of the Kaiapoi Promotions Association.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 15 October 2018
Moved J Watson Seconded P Redmond
THAT the Kaiapoi-Tuahiwi Community Board:
(a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community
Board meeting, held 15 October 2018, as a true and accurate record.
CARRIED

4 MATTERS ARISING
P Redmond noted that the sundial had been installed.
Approximately 20 camellias and rhododendrons had been collected by the
community via You Me We Us.
5 DEPUTATIONS AND PRESENTATIONS

Tracy Doe and Cat Hannah of Neighbourhood Support were again unable to attend. E Cordwell provided members with the material that had been provided by Neighbourhood Support to the other Community Boards.

6 ADJOURNED BUSINESS

There was no adjourned business.

7 REPORTS

7.1 Service Request Information – Maree Harris (Customer Services Manager)

J Palmer provided members with an overview of the report and statistical graphs. It is proposed to present a report on a quarterly basis to each of the Boards and staff are seeking feedback on any additional areas for reporting that would be helpful.

WDC is working hard to ensure that customer service performance is much more visible to all concerned.

R Blair felt that it was important for the customer to receive feedback on the progress of their request and how this occurred.

J Palmer replied that he wished to see more consistency in the tracking of progress and feedback. Some residents seek feedback and others are content to have logged the call. Staff are seeking new ways to interact and communicate with customers.

P Redmond queried the best way to record problems and mentioned the Snap Send Solve (SSS) App which he has used and whether this is the best mechanism.

J Palmer said that staff encourage residents to use phone, email, SSS, visit or any other form of communication. All are processed and logged the same way once they are received.

M Pinkham queried the typical response time. J Palmer advised that each business area has different response times according to the nature of the issue. For example under one hour for a dog attack or water outage. Others can be a matter of days or included in a future project or at the right time of year/seasonal.

Categories and response times had been set in 2014 and were now under review.

M Pinkham also queried the % of SSS and J Palmer believed it was approximately 10% of the total requests received.

P Redmond found the report useful noting that parks and greenspace seemed to have an increasing number of issues. C Brown advised that staff and contractors are now using the service request system themselves to monitor their own responses and work and that was a contributing factor.

J Palmer added that the drier winter had also impacted on some services such as drainage.
THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No: 181026126010.
(b) Notes that all Boards will receive quarterly reports.
(c) Notes the importance of ensuring service requests are lodged in the Technology One computer system to enable effective response management and monitoring.

CARRIED

7.2 Kairaki Reserve Redevelopment Draft Concept Plan – Dan Cameron, (Community Engagement Officer)

C Brown provided an overview of the report. He noted that there had been Public Toilet and Play Strategy Reviews and that the recommendations took account of these.

The toilets at Kairaki Reserve are some of the worst in the district and the proposal is to replace them. There is also funding to replace the playground equipment.

Staff have undertaken preliminary consultation and developed a concept plan which and now wish to go to wider formal public consultation with users of the space. It is currently proposed to move the playground nearer to the car park. The location of the toilets is limited to the availability of water and other services but also need to be on higher ground if possible to prevent flooding. The half basketball court will be retained. There is also a proposal for a sealed path and some seating.

A Blackie expressed support for the whole concept and the work staff had done to develop the concept. C Brown agreed and hoped that there would be few changes identified due to the work already undertaken. It would be good to ensure engagement and feedback from all users of the area and any further suitable suggestions.

A Blackie noted the poor state of the car park surface and that there was no budget assigned under the LTP until 2021. He asked if the council should be spending money on the other facilities if the car park was so poor. He also queried if it was feasible to tar seal the area given the low lying nature and flood prone aspect of the land. C Brown advised that 50% of the funding for the car park area would be available in 2020. The top car park was poor but the bottom car park was only protected by stop banks. The pot holes are regularly maintained but it does present a challenge.

J Watson asked for further clarity on car park maintenance as she had also noted a significant deterioration. C Brown advised that it was ongoing and usually twice a year for potholes but additional work was undertaken sometimes and that he would organise this again.

Sealing would be considered in 2019/20. J Watson asked if this would align with the playground installation and C Brown said that it would.

M Pinkham queried whether the toilets could be located on a raised platform top prevent flooding. C Brown said that the proposed new site is slightly higher than current and that the advice of drainage staff will be sought on its construction.

The toilets cannot be located on the top terrace as there are no services and it would be too costly to install such connections.
Moved J Watson seconded R Blair

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No. 181025125234

(b) Approves staff to undertake public consultation on the proposed Draft Concept Plan for Kairaki Reserve

(c) Notes that staff will bring a further report to the Board on the outcome of the public consultation.

CARRIED

7.3 Meeting Dates from February 2019 to October 2019 – Edwina Cordwell (Governance Team Leader)

The report was taken as read.

Moved J Watson Seconded P Redmond

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No. 181030127236.

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

- Monday 18 February 2019
- Monday 18 March 2019
- Monday 15 April 2019
- Monday 20 May 2019
- Monday 17 June 2019
- Monday 15 July 2019
- Monday 19 August 2019
- Monday 16 September 2019.

CARRIED

7.4 Submissions on the Draft Zone Implementation Programme Addendum and Greater Christchurch Element of the Draft Regional Public Transport Strategy – Edwina Cordwell (Governance Team Leader)

E Cordwell advised that the report was to formally ensure that the Board’s submissions were a matter of public record.

Moved J Watson Seconded M Pinkham

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No. 181030127314.

(b) Notes the Board’s submissions to the Draft Zone Implementation Programme Addendum and Greater Christchurch Element of the Draft Regional Public Transport Strategy.

CARRIED
8 MATTERS REFERRED FROM THE REGENERATION STEERING GROUP

8.1 Kaiapoi Reserves Master Plan – Sarah Lodge (Communications Advisor – District Regeneration) and Michelle Flanagan (Landscape Planner – District Regeneration)

C Brown took the report as read.

P Redmond queried an entry on Page 118 regarding the softball diamond and location of the car park and overflow car parking.

There was also a query on connecting walkways. C Brown outlined previous discussions on the matter and the various paths and cycle ways that had resulted from these. He also advised that overflow parking is needed very occasionally and could be addressed in the future if this became an issue. He felt that once users of the area had a chance to get to know the various new sports and reserve areas as well as car parks and walkways things would soon settle into a pattern.

J Palmer provided further reassurance on options should the need arise.

P Redmond asked if the ‘overflow’ area could have some shingle and J Palmer agreed that it could and also a chain and padlock to manage appropriate usage.

C Brown also advised that softball is currently a popular and growing sport but it is not yet clear whether this will be ongoing.

P Redmond had further queries on various aspects of the maps presented in the report, including the proposed dog park and how this would be accessed. J Palmer provided responses.

P Redmond advised that he had attended the Drop In Session at Paris for the Weekend and that the Coastguard had mentioned access by the public to the boat ramp and the possibility of access over the stop bank.

There was a variety of discussion of this as well as the Askeaton boat ramp. C Brown advised that from the outset there had been public support for improvements to the Askeaton boat ramp rather than the Coastguard ramp for public boat launching. There was overwhelming preference for Askeaton as being easier to access and park trailers etc.

M Pinkham was supportive of the Askeaton ramp and that funds should be allocated to this in preference.

M Pinkham also queried the nature of the shared walkway/cycleway and the widths as defined on the indicative maps. C Brown advised of the various key linkage and recreational routes with regard to the sports grounds, surrounding roads and stormwater area.

A Blackie also observed that at various CERA and Regeneration working parties, Environment Canterbury were not in favour of access over the stopbank to the boat ramp and that there would be significant cost. This was why it had not been included.

P Redmond also supported the Askeaton boat ramp.
THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No. 181011118491.
(b) Approves the Reserves Master Plan for the Kaiapoi East Regeneration Areas.
(c) Notes that $18.6 million has been allocated for the implementation of the Recovery Plan, and this includes the development of the new reserves in the Kaiapoi Regeneration Areas.
(d) Notes that staff will progress with the design and development of the sports fields, softball diamonds, dog park, community BMX track, and stormwater management area, and recreation and ecological linkages without further community consultation.
(e) Notes that the Reserves Master Plan will be updated once the new reserve names are adopted.
(f) Circulates this report to the Community and Recreation Committee for their information.

CARRIED

J Watson stated that she felt the proposals would work well.

9 CORRESPONDENCE
J Watson noted the invitation to the Te Kohaka o Tuhaitara Trust End of Year Function on Wednesday 5 December at 5pm.

10 CHAIRPERSON’S REPORT
10.1 Chair's Diary for October-November 2018

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No. 181113133573.

CARRIED

11 MATTERS REFERRED FOR INFORMATION
11.1 Oxford-Ohoka Community Board meeting minutes – 3 October 2018 (Trim No. 180926111501).
11.2 Rangiora-Ashley Community Board meeting minutes – 10 October 2018 (Trim No. 181003114872).
11.3 Woodend-Seton Community Board meeting minutes – 8 October 2018 (Trim No. 181003114663).
11.4 Review of Water Supply Bylaw 2012 – report to Utilities and Roading Committee 16 October 2018 (Trim No 180910103408).
11.5 Annual Compliance Report for Waimakariri District Council owned Drinking-Water Supplies with the Drinking Water Standards for New Zealand – report to Utilities and Roading Committee 16 October 2018 (Trim No 181002113999).
11.6 Adoption of Reviewed Kaiapoi Town Centre Plan – 2028 and Beyond – report to Council 6 November 2018 (Trim No 181001113553).
Moved R Blair   Seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 11.1-11.6.

CARRIED

Note: Items were circulated to Board members separately.

12 MEMBERS’ INFORMATION EXCHANGE

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

P Redmond

24 October   Attended Wellbeing North Canterbury AGM and 30th Anniversary.
19 October   NZTA Drop In regarding Woodend traffic and pedestrian safety.
5 November   Greater Christchurch Transport Strategy hearing at Environment Canterbury. Attended in support of J Watson and M Pinkham presenting the Board’s submission.
6 November   Reserve Master Plan Drop In session at Paris for the Weekend. Noted few attended.
             Regeneration Steering Group meeting.
11 November  Armistice Commemoration Service in Kaiapoi with J Watson and C Greengrass.
12 November  Mix n Mingle. M Pinkham also attended.
19 November  Kaiapoi North School morning tea ‘shouted’ by the Community Board. Principal very appreciative of the support.

M Pinkham

31 October  Wellbeing North Canterbury AGM.
            Rangiora Promotions Association meeting.
5 November   Greater Christchurch Transport Strategy hearing to present the Board’s submission and a personal submission.
            Regeneration Steering Group meeting.
6 November   Kaiapoi Promotions Association (KPA) meeting with WDC staff re Kaiapoi Christmas Carnival. Very impressed with the support from WDC.
11 November  Armistice Commemoration Service.
12 November  Wellbeing North Canterbury hosted session with KPA.
15 November  KPA Committee meeting to finalise Carnival arrangements.

A Blackie

- Attended event at Kairaki Beach aimed at increasing awareness of the Northern Pegasus Bay bylaw. WDC staff, ECAN Ranger, BBQ and Kairaki beach Fire Fighters all there. Little awareness of the bylaw or that driving was not permitted on the beach. Low turnout as the weather had been poor.
- Advised that the potential Kaiapoi Off Road event had been cancelled.
- Query raised over potential old Pa site on Courtenay Drive. J Palmer to follow up.
• Update on trenching project on S Eyre road and whether this had any beneficial impact on prevention of nitrate leaching. Results were awaited but some issues encountered with trench collapse.

R Blair
• Had also attended the Wellbeing North Canterbury AGM.
• Advised of Darnley Club Christmas events.

J Watson
• J Watson advised members of the Pines Beach Gala on 25 November and the Tuahiwi fair on 24 November.
• Expressed her thanks to all WDC staff involved in organising the morning tea for the staff of Kaiapoi North School.

13 CONSULTATION PROJECTS
Our Space 2018-2048 Greater Christchurch Settlement Pattern Update
Consultation closes Friday 30 November 2018.
http://www.greaterchristchurch.org.nz/ourspace

14 REGENERATION PROJECTS
14.1 Town Centre, Kaiapoi
Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:

14.2 Kaiapoi Regeneration Steering Group
The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 3 December 2018. This meeting is open to the public.

15 BOARD FUNDING UPDATE
15.1 Board Discretionary Grant
Balance as at 9 October 2018: $4,048 (including carry forward).

15.2 Retrospective Approval of Discretionary Grant Application.
E Cordwell advised of a late report to ratify the Board’s prior decision (via email) to award a Discretionary Grant and sought the Board's approval to consider this.

Moved J Watson Seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

Agree to receive and consider the report – ‘Ratification of Approval of Urgent Discretionary Grant Application’ (TRIM No. 181119135222).

CARRIED
E Cordwell presented the report advising that the Board’s decision had been taken under urgency in view of the specific and unique circumstances surrounding the fire at Kaiapoi North School.

The Board had approved via email a fully completed and valid application for funding from the Kaiapoi Promotions Association to enable the children to continue to take part in the Santa Parade on 1 December 2018. The funds would be used to create the float static display and a range costumes including fairy wings for the 51 children at the school. This report was to ratify the decision and ensure that the decision was in the public arena and formally recorded.

Moved P Redmond seconded J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 181119135222.

(b) Notes the application for funding from the Kaiapoi Promotions Association (Trim No. 181112133268).

(c) Ratifies the Board’s decision, via email on 13 November 2018, to grant $500 to the Kaiapoi Promotions Association to enable 51 children at Kaiapoi North School to continue to be part of the Kaiapoi Carnival and Santa Parade on 1 December 2018.

CARRIED

M Pinkham sat back from the table and took no part in the voting thereon.

J Watson thanked staff and Board members for all their work to enable the grant to be approved in these unique circumstances.

15.3 General Landscaping Budget

Balance as at 12 September 2018: $46,420 (including carry forward).

16 MEDIA ITEMS

None.

17 QUESTIONS UNDER STANDING ORDERS

None.

18 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

None.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 17 December 2018 at the Ruataniwha Kaiapoi Civic Centre.

The meeting closed at 5.05pm
CONFIRMED

__________________________________________
Chairperson

__________________________________________
Date

Workshop

- *Walkways and Cycleways – Bill Rice (Senior Roading Engineer)*

Members discussed various potential walkways and cycleways across the district and connecting the various townships.

- *Members Forum*
MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD
HELD IN THE OHOKA COMMUNITY HALL, MILL ROAD, OHOKA ON THURSDAY
6 DECEMBER 2018 AT 7.00M.

PRESENT
D Nicholl (Chair), M Brown, W Doody, J Ensor, S Farrell, K Felstead, J Lynn and T Robson.

IN ATTENDANCE
S Markham (Manager Strategy & Engagement), B Rice (Senior Transport Engineer), K Straw (Civil Projects Team Leader), C Brown (Community and Recreation Manager), D Lewis (Construction Management Engineer), E Cordwell (Governance Team Leader), and E Stubbs (Governance Support Officer).

1 APOLOGIES
There were no apologies.

2 CONFLICTS OF INTEREST
Item 7.1 J Lynn as a member of the Ohoka Gate Keepers Lodge Committee.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Oxford-Ohoka Community Board – 8 November 2018
Moved J Ensor seconded S Farrell
(a) THAT the Oxford-Ohoka Community Board:

   Confirms the circulated minutes of the Oxford-Ohoka Community Board meeting, held 8 November 2018, as a true and accurate record.

   CARRIED

4 MATTERS ARISING
An update on the Ohoka Water supply chlorination was requested. E Cordwell advised that a separate meeting had been arranged with the concerned residents, C Roxburgh, D Nicholl, K Felstead and W Doody on 17 December.

An update was requested on the Meyer Place safety barrier as it had not yet been installed. K Felstead advised he had requested an update from J McBride and G Cleary.

5 DEPUTATIONS AND PRESENTATIONS
5.1 Emily Chapman and colleague from the Oxford Community Trust thanked the Board for its assistance with funding and commented that the funding helped with extras for the holiday programme. E Chapman gave an update on the services the Trust provided to the community. The Trust worked with agencies such as Oranga Tamariki, Youth Programmes and Foodbank. They had 60 volunteers working in different areas. They also worked with the North Canterbury Mini Bus Trust to assist older residents travelling for appointments.

They advised that two years ago they arranged with Satisfy for a regular food parcel. It was offered at a set weekly time and worked well as a method of regularly checking in and catching up with members of the community.
E Chapman advised that another area where they helped in the community was the U Drive programme which was a youth mentor driving program. A group of volunteer mentors took young people to practice their driving once a week. The mentors also underwent training.

W Doody asked if the Trust benefited from the ‘Toot for Tucker’ event. E Chapman replied that everything collected in Oxford would be distributed in Oxford.

J Lynn asked about funding and E Chapman advised they received funding from COGs, Lotteries, Rata, WDC and United Way. They needed to apply annually for funding however Rata had now approved a three yearly grant.

Dave Trayner from Bay Road, Oxford provided a handout (Trim 181210145551). He spoke to the Board about the proposed changes to Bay Road Footpath. He advised that the existing footpath is 3.16m wide and that the footpath is recognised as high-volume pedestrian particularly with the school and showgrounds and oval traffic. Residents had received notice that the Council intended to replace the footpath and as there was an issue with tree roots from house number 14, it proposed the new footpath should have a width of 1.8m with a grass berm along property boundaries.

D Trayner noted that the NZTA Guide for design of Pedestrian Network recommended a minimum width of 2.4m for major pedestrian footpaths. New Zealand Standard 4121:2001 recommended the minimum clear width of 1200mm. D Trayner noted that when recycling and rubbish bins were on the path the 1.8m would be further reduced to 1.07m. The width of 1.8m was the minimum width given by the NZTA guide for the design Pedestrian Network for wheelchair users however it did not take into account space taken up by driveways.

D Trayner respectfully asked the Council to reconsider the proposed changes. He referred to the photo on the last page of the handout which showed a footpath with grass berms and asked if this was the visual appearance people wanted for Oxford.

W Doody asked if Karadean Court facility had been consulted and it was noted they had not provided a response.

There was some discussion about the previous upgrade to parts of Bay Road which was completed in March 2017 at a cost of $30,000.

M Brown asked if there had been a response from the school. D Trayner was not sure if they had made a submission. He noted that close to the school, in place of grass, there was shingle and asked if that was acceptable.

K Straw was invited to the table to speak to the Board to assist with the comments made via the deputation.

K Straw advised that the footpath on Bay Road was part of the kerb and channel renewal programme and was coming to the end of its life. He advised that reducing the paved width to 1.8m was not governed by the effect of tree roots as noted by D Trayner, rather it was based on code of practice. The minimum required width was 1.5m, this was not acceptable for motorised scooters and therefore 1.8m was used. 1.8m was the width used throughout the district including around schools in Rangiora and Victoria Street. Staff had received no negative feedback on that. A grass verge rather than paved was generally accepted.

D Nicholl asked if trip hazards at vehicle entrance ways could be addressed. K Straw commented there were pros and cons regarding the location of kerb/footpath, the aim was to have footpath down the centre with a berm either side.
M Brown asked how many households were affected and how they felt about maintaining a grass berm. D Trayner advised that he understood that it was 9 to 11 households, and they were opposed to looking after a berm.

J Lynn asked about variation of the footpath along the road. K Straw advised that in places the footpath was only 2.1m therefore was left as is. K Straw commented that in September there had been a notice to residents directly affected and there had been no response in terms of maintenance of the grass berm. He noted the information may also have been circulated via social media. D Trayner commented that the consultation document went out during the school holidays, also it was not circulated to users such as the school, A&P show or rugby club.

M Brown asked if the reason for the work was to repair damage from tree roots at one property. K Straw replied no, the work was part of footpath and kerb renewal, the tree roots were an onsite observation.

K Felstead asked if it was a problem to build the footpath to 3.16m. K Straw replied that the cost was similar, engineering advice was that for a footpath over 2.5m a berm should be installed. The existing footpath was being brought into line with recommendations.

W Doody asked if K Straw believed there should have been wider consultation. K Straw commented there were two issues, firstly the desired footpath width and secondly the maintenance of the proposed grass berm.

There was some discussion about the correct engineering standards to be applied.

S Markham commented that with regard to the September consultation there were possibly some other interested parties and consideration should be given whether those views should be included. He suggested that such feedback could be brought together and reflected to the Community Board early in the New Year.

S Markham commented from a staff point of view they needed to consider the precedent effect and variations to the code they followed. In the future how would they deal with requests as renewal projects came up? With more variation there was more cost added across the district.

S Farrell asked if the 1.8m was adequate for people to go down, and why there was a need for a grass berm when it was not down the rest of the street. K Straw reiterated that at greater than 2.5m, Council tried to incorporate a berm, ideally it would be split in two, however the minimum berm width was 0.7m. K Straw advised that residents were expected to maintain a berm, however not all the street was residential.

M Brown noted he agreed with the comments from S Markham and asked about timing if further consultation was undertaken and brought back to the Community Board. K Straw advised that it would delay the work as the tender for five sites had closed and been awarded and work would begin in early January. However it was possible that if Bay Road was placed at the end of that sequence it would provide an opportunity for further thought.

D Trayner commented that, in his view, if the width was below code of practice there was the potential for Council to be liable for accidents.

T Robson asked about how footpath traffic would be managed during construction. K Straw advised that had been part of awarding the contract. The traffic management plan would have pedestrians on a path on the same side of road.

K Straw advised he would circulate a copy of the notice emailed to residents.
moved M Brown seconded S Farrell

THAT the Oxford-Ohoka Community Board:

(a) Receives the Oxford Residents’ Petition regarding the proposed Bay Road kerb and channel renewal.

CARRIED

6 ADJOURNED BUSINESS

There was no adjourned business.

7 REPORTS

7.1 General Landscaping Budget – Grant Stephens (Green Space Community Engagement Officer)

C Brown spoke to the report noting that the topic had been workshopped with the Board and the Board had requested staff take a number of options away to investigate further.

The recommendation was to allocate $1,778 to the Ohoka Gate Keeper’s Lodge and spend the remaining in the Oaks Reserve dog park.

The option of tidying up the car park for Pearson Park had been investigated. An option that was within the General Landscaping budget, was to seal a partial section down the centre of the carpark. Staff were concerned that a single strip would be undermined over time and need repair.

C Brown advised that tree work in the proposed dog park was already scheduled and in the maintenance budget. Other items to be funded were fencing, signage, rubbish bins and dog bag dispenser. The mowing contractor could be requested to mow a ‘track’.

C Brown commented that there were several possible ways the dog park could be configured and there were a couple of examples in the report. As it was not normal for dogs to be allowed in a cemetery then a pedestrian link to Oxford Road for dogs could be created.

C Brown commented that there was a lot of machinery on the land that would need to be removed, in addition the land was currently being leased on a month by month basis.

C Brown noted that there was currently $13,938 available to allocate toward landscape projects, there had been a further $2,530 allocated to the budget than the previous year.

S Farrell asked if it was possible to ‘square off’ the cemetery shape. C Brown replied there was no reason why not.

M Brown asked if there would be ongoing costs. C Brown replied bin emptying would be $500-$1,000 annually. There would also be mowing costs of around $80 annually. The track could be moved to grade 3 and the rest grade 4.

M Brown asked how many people would potentially use the park and C Brown replied that there had been a good response to consultation on the reserve and a lot of that had referred to the dog park. Judging from feedback it was potentially good. There was some risk regarding expectations around path, fencing, lighting and water.

M Brown asked where people would potentially park and C Brown replied along the road, same as for a sports field, there was no money for a carpark. A lot of people had indicated they would walk to the reserve however the
experience in Rangiora was that people drove to the dog park. It provided a social place for people to meet, greet and talk.

M Brown asked if the dog park improvements were approved, would there be an expectation to spend money on it in the future. C Brown replied yes, based on experience in Rangiora, however it was a good problem to have as it was a result of people being active in a community space. E Cordwell commented that in Rangiora the Lions Club had donated shelters and it was not all the result of Council funding. C Brown noted the assistance of the Lions Club in West Oxford Reserve.

D Nicholl commented that it could be used by a lot of people who had not paid for it. C Brown noted that the recreational budget was district wide rated.

S Farrell asked if the whole of the Reserve would be mowed as there were bluebells and daffodils. C Brown replied that the contractors would leave those.

M Brown asked what other projects on the list had staff been requested to investigate. C Brown replied it was seating at the Ohoka Domain and a project at View Hill.

T Robson asked if the Pearson Park Advisory Group were aware they had $31,000 available to allocate to projects within the park. C Brown replied they should be as staff reported to them regularly. It was money remaining from previous unspent budget.

W Doody commented that with the dog park there was an expectation from the community that it would happen. If it did not go ahead was Council going against what ratepayers requested. C Brown commented that the improvements were in the LTP year 9 or 10. While there were people in the community that wanted the dog park no one had approached staff. W Doody advised she had received requests from the community on the park. D Nicholl commented it had been on the agenda for many years.

J Lynn asked whose cost was it to remove the machinery in the Reserve. C Brown replied it was the leaseholders, however it would not be an easy task. An option may be to fence off some of that area with the machinery within existing budgets. It was the same situation when any lease came to an end. Anything left behind was the ownership of the Council.

T Robson requested clarification on the dog bag dispenser, C Brown replied there was a cost of $1,200 for two.

K Felstead asked if the extra $2,530 should be allocated to the Gatekeeper’s Lodge or dog park budget. C Brown commented the funds did not need to be spent in the current recommendation.

There was some discussion around options around layout of the dog park. T Robson commented he liked the link through the centre. C Brown noted that dogs should not walk through the cemetery which was why there was the option of the pedestrian link to Oxford Road, both options were possible. A layout ‘2a’ was described as desirable, this had both a pedestrian link from Oxford Road and a link through the cemetery (no dogs), also the cemetery was ‘squared off’.

S Farrell asked about fencing the pedestrian link through the cometary with leasehold land on either side, and stock. C Brown noted it was not desirable to graze sheep and walk dogs together, it was possible to modify fences to make the proposal work.

J Lynn asked if it was possible for people to currently walk in the reserve. C Brown replied yes, the proposal was more lifting the level of service. Currently the reserve was rough, once the work was completed, people would be aware
that they could go there and the dog bag collection and mown track would lift the level of service.

Moved M Brown seconded S Farrell

THAT the Oxford - Ohoka Community Board:

(a) Receives report No. 181122137381.

(b) Notes the Board currently has $12,038.00 available to allocate to general landscape projects within the Oxford Ohoka ward.

(c) Approves the allocation of $1,778.00 towards general landscaping around the Ohoka Gate keepers Lodge in Ohoka Domain.

CARRIED

THAT the Oxford - Ohoka Community Board:

Moved T Robson seconded K Felstead

(a) Approves the allocation of $9,200.00 towards projects within The Oaks Reserve in line with Option 2a (and the minuted comments of the Board members) to make it friendlier to dog walkers.

CARRIED

M Brown, J Lynn against

T Robson noted that currently the reserve looked like someone’s property, not a place the public could walk. Signage was necessary to show people it was useable. It was a nice spot and it would be good to see it maintained and used.

M Brown was against the recommendation. He did not believe the parking situation on the road was resolved and a project in View Hill had not been investigated.

J Lynn concurred with M Brown, half of the money was to be spent on signage when it was already being used. He was not convinced of the need.

S Farrell commented that if it removed dog walkers from the Pearson Park area it would be an improvement.

8 CORRESPONDENCE

M Brown advised he had received a letter as a member of the Community Board regarding the need for a bridge crossing at a local ford. This had been passed on to staff.

9 CHAIRPERSON’S REPORT

9.1 Chairperson’s Report for November 2018

D Nicholl added that the Community Board Chairs had had a meeting with the recipients of the Youth Development Grant and commented that they were switched on well organised young people.

Moved M Brown seconded W Doody

THAT the Oxford-Ohoka Community Board:

(a) Receives report No 181128139705.

CARRIED
The meeting adjourned for a workshop from 8.19pm to 8.45pm.

10 MATTERS FOR INFORMATION

10.1 Youth Council meeting minutes – 25 September 2018.
10.2 Adoption of Reviewed Kaiapoi Town Centre Plan – 2028 and Beyond – report to Council 6 November 2018 (Trim No 181001113553).
10.4 Annual Report for Te Kōhaka o Tūhaitara Trust for the Year Ended 30 June 2018 – report to Audit and Risk Committee 20 November 2018 (Trim No 181109132152).
10.5 Capital Projects Report for the period ended 30 September 2018 – report to Audit and Risk Committee 20 November 2018 (Trim No 181101128611).
10.6 Community Facilities – User applications for exemption from fees – report to Community and Recreation Committee 20 November 2018 (Trim No 181109132237).
10.7 Library Update to 31 October 2018 – report to Community and Recreation Committee 20 November 2018 (Trim No 181108131993).

S Farrell asked K Straw about the issues with LED lights in Oxford. K Straw noted that there had been a preliminary investigation. Mainpower had advised there was insufficient space. He was writing a memo to the Community Board looking at possible steps to remedy.

S Farrell asked if the old bulbs could be replaced, K Straw commented the majority of old bulbs had been scrapped however some in good condition had been retained for spares. The cost was $530 to switch to LED, half of which was labour cost. It was potentially feasible to replace.

W Doody asked if bigger LED bulbs could be used. K Straw commented the light behaved differently from LED as there was not the same spill light. Light levels in the street were comparable. The issue was with the pole spacing which had not been flagged by Mainpower.

It was noted a memo would be going to the Community Board.

Moved J Lynn seconded M Brown

THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.7

CARRIED

11 MEMBERS’ INFORMATION EXCHANGE

J Lynn

- Attended All Boards - was interested to hear about the number of social services agencies in the Waimakariri.
- Attended North Canterbury Neighbourhood Support monthly meeting.
- Commented the Swannanoa Cricket Pavilion looked amazing.
• Gatekeepers Lodge Open Day was successful.

T Robson
• Attended Community Board workshop.
• Attended Pearson Park meeting.

S Farrell
• Looking into charging station for Oxford Town Centre.
• Attended Museum meeting – they would be getting keys shortly. Looking at options around lowering trees in front.
• Attended Pearson Park Advisory Group meeting, commented members of the Oxford Farmers would like a representative however had been told that was unnecessary.
• Expressed concerns regarding monitoring at CLS composting site. The consent was very 'loose' on requirements. There was uncertainty around the fire plan. Residents had provided a map showing concerns.

M Brown
• Commented the lights installed at a Tram Road intersection were fantastic.
• Attended a joint meeting of Summerhill and Poyntz Road Advisory Groups. Concerns were raised regarding nitrate levels and there was a request for data on the last round of scientific testing for nitrate levels.
• Asked if there was an update on the Forestry reserve – C Brown would update the Board in February.

K Felstead
Noted Council agenda:
• Deputation M Bate on herbicide spraying.
• Deputation J Holcroft on 5 crossroads concerns.
• Notice of Motion raised by Councilor Williams regarding ban on fireworks. Commented it would be a difficult bylaw to enforce.
• Funding for earthquake repairs
• Additional budget for upgrade of water reservoirs in Kaiapoi.
• Commented Earthquake Prone Buildings were a minimal issue in the Waimakariri District. There were 9 buildings identified with 7 already being worked on.
• Reduced speed limits Rangiora Woodend Road area approved.
• Site layout for Multi-Use stadium approved.
• Adopted ZIPA with some controversy. Some considered rules were not not far enough fast enough.
• Local Alcohol Policy approved with few changes to the precious policy.
• Rating proposal to aggregate costs of water supply. Treatment was expensive and for example Garrymere scheme had very few ratepayers. The approval to aggregate costs to go forward the Annual Plan was not unanimous.
• Waimakariri / Passchendaele Advisory Group formalised.
• Register of Interests Policy to be updated.
• H & S – no issues to report.
• Regeneration committee would continue to Local Government elections.

W Doody
Tabled her Councilor’s Report (Trim No 181210145547). Points noted were:
• Raised Lime scooters as an upcoming issue.
• Commented on the issues with flooding in Oxford during the recent wet weather. Had met with staff and local residents.
• Commented on the importance of the Used Car Safety Rating Guide.

Members also discussed the low light levels of the LED street lighting.
K Straw was able to respond.

S Farrell asked K Straw about the issue of low light levels from the LED street lights in Oxford. K Straw noted that there had been a preliminary investigation and that advice had been received from Mainpower.

S Farrell asked if the old bulbs could be restored. K Straw commented the majority of old bulbs had been scrapped however some in good condition had been retained for spares. The cost was $530 to switch to LED, half of which was labour cost. It was potentially feasible to replace.

W Doody asked if bigger LED bulbs could be used. K Straw commented the light behaved differently from LED as there was not the same spill light. Light levels in the street were comparable. The issue was associated with the pole spacing.

It was noted a memo would be going to the Community Board with further details of the issues and options to resolve the situation.

12 CONSULTATION PROJECTS

13 BOARD FUNDING UPDATE

13.1 Board Discretionary Grant
Balance as at 31 October 2018: $1,727.

13.2 General Landscaping Fund
Balance as at 31 October 2018: $12,038.

14 MEDIA ITEMS
Allocated General Landscape funds and Oxford Community Trust attendance.

15 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987
Moved W Doody seconded M Brown
THAT the public be excluded from the following parts of the proceedings of this meeting.

CARRIED

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, are as follows:
<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.1</td>
<td>Minutes of the Public Excluded Portion of a meeting of the Oxford Ohoka Community Board 8 November 2018 meeting.</td>
<td>Confirmation of Minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.1</td>
<td>Protection of privacy of natural persons</td>
<td>A2(a)</td>
</tr>
</tbody>
</table>

**CLOSE MEETING**

See Public Excluded Agenda (blue papers)

**OPEN MEETING**

16 **QUESTIONS UNDER STANDING ORDERS**

17 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for Thursday 7 February 2019 commencing at 7.00pm, in the Ohoka Community Hall.

**THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.25pm.**
CONFIRMED

________________
Chairperson

________________
Date

Workshop
- Bill Rice (Senior Roading Engineer) – Cycleways and Walkways
- Members Forum
MINUTES OF THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN THE PEGASUS COMMUNITY CENTRE, MAIN STREET, PEGASUS ON MONDAY 10 DECEMBER 2018 AT 7.00PM.

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

IN ATTENDANCE
C Brown (Community and Recreation Manager), S Nichols (Governance Manager), K Rabe (Governance Advisor) and E Stubbs (Governance Support Officer).

Twenty members of the public were present in the gallery during item 5.1

1 APOLOGIES
There were no apologies.

2 CONFLICTS OF INTEREST
There were no conflicts of interest

3 CONFIRMATION MINUTES
3.1 Minutes of the Woodend-Sefton Community Board – 12 November 2018
Moved J Meyer seconded R Mather
THAT the Woodend-Sefton Community Board:
(a) Confirms the circulated minutes of the Woodend-Sefton Community Board meeting, held 12 November 2018, as a true and accurate record.

CARRIED

4 MATTERS ARISING
4.1 In response to a previous request by members regarding the recent interrupted water supply for Waikuku residents, members noted the information presented in C Roxburgh’s memorandum (181129140568) which was separately circulated, detailing the causes and the time lapse for each instance.

R Mather left the table at 7.03pm to participate in the Deputation by Pegasus Residents’ Group.

5 DEPUTATIONS
5.1 Roger Rule (Vice President, Pegasus Residents’ Group) and Rhonda Mather (Secretary, Pegasus Residents’ Group) spoke to the Board about the Group’s concerns regarding the entrances to Pegasus.

R Mather advised that during 2017 the Developers of Ravenswood had dug up the roadsides (and some sections of road) along Pegasus Boulevard to install utilities. During that time regular maintenance of the complete length of this area could not be undertaken. Once completed, the Developer’s efforts at remediation was considered less than satisfactory. The result was a much scruffier appearance, a significant increase in weeds and damage to the roadsides leaving ruts and bare patches.

At that time the Pegasus Developers (Todd Property) owned the golf course complex and undertook regular maintenance of the area surrounds including the berms outside its boundaries.
In October 2017 Todd Property sold the Pegasus Golf and Sports Club. The Pegasus Residents’ Group (PRG) believe that the new owners, who have the responsibility to maintain the berms do not do this to the same standard as the previous owners. Soon after this change of ownership concerns were raised by residents about the lack of maintenance along the entrance to Pegasus running from SH1 to Infinity Drive roundabout.

The Pegasus Residents’ Group began correspondence with WDC over its concerns in January 2018, in particular with Gerard Cleary, Manager Utilities and Roadong and with Aidan Berry, General Manager of the Pegasus Golf and Sports Club. A joint meeting involving the PRG was suggested by the Group.

This was not pursued as the WDC and Golf Club were continuing their discussions which led to an agreement in February 2018 that the WDC contractors would undertake the maintenance of the golf club berms.

The PRG remains concerned and advised that it had written to the golf club in October 2018. R Mather read out an extract from the letter (Trim Ref 181213147614) advising that no response had been received.

However the PRG then sought to raise the issue via the Community Board and also conducted a short survey to provide more evidence.

The PRG survey asked:

a) Satisfied with current standard of presentation/maintenance
b) Unsatisfied with current standard of presentation/maintenance
c) Don’t care

Out of 275 responses, 268 of them said option B, unsatisfied with the current standard of presentation/maintenance along Pegasus Boulevard outside the golf course (97% of responses).

R Mather stated that, in her opinion, the remediation done along Pegasus Boulevard was below standard and the infestation of weeds unacceptable and requested staff to work with the new owners of the golf club to remedy the situation. There was a desire to see the area classed as park and reserve rather than road reserve.

J Archer asked what the golf club’s responsibilities were in regard to keeping the berm outside its fence neat and who was responsible for weed control.

C Brown outlined the current Council position, commenting on level of service, co-ordination of the area and weed control.

The previous Sicon contract had been for two mowings per year but had been increased to twelve. Tree maintenance was undertaken by Delta Contractors. C Brown also informed members that the Council contractors did not undertake weed control maintenance.

A Allen suggested that staff, club representatives and the residents group have an open conversation regarding expectations of maintenance standards required for the berms along Pegasus Boulevard and to encourage the owners of the golf club to commit, as a business in the town, to regular maintenance so as to encourage economic growth by bringing more people into the area.

R Mather queried if the Ravenswood developers had any further responsibility to further remediate the area that was dug up along Pegasus Boulevard. C Brown confirmed that Ravenswood’s commitment had been concluded and the area returned to Council care.

R Rule requested that the contract for mowing be removed from the roading budget and transferred to the greenspace budget so as to simplify matters when dealing with issues regarding ground maintenance. C Brown agreed to investigate the options and report back to the Board and the Secretary of the PRG early in 2019.
J Meyer was concerned with setting a precedent and asked if the PRG believed that residents would be willing to pay an increased rate in order to receive a higher level of service than is provided elsewhere in the district.

A Allen suggested that it might be possible for the Pegasus Residents’ Group to investigate the possibility of becoming associated with the Keep New Zealand Beautiful organisation.

R Mather returned to the table at 7.28pm.

6 ADJOURNED BUSINESS
There was no adjourned business.

7 REPORTS
7.1 General Landscaping Budget – G Stephens (Greenspace Community Engagement Officer)

C Brown spoke to the report, and took it as read.

R Mather queried the high cost of the welcome town signs and asked if other quotes had been obtained. C Brown explained that the cost included design and installation costs.

A Allen asked for clarification of public consultation timelines. Staff confirmed that this would be held at the end of January 2019 and beginning of February to ensure all residents would have the opportunity to be engaged.

S Powell queried the possible wind shelter design and the possibility of sating options and was assured that the design would be brought to the Board for feedback and sign off.

R Mather and A Thompson supported the proposal of using unspent funds (from private fundraising) for the Karen Eastwood memorial being a mature tree.

S Powell confirmed that the funds for the ‘memorial tree’ would not be included in the landscape budget and that any unspent fund for the 2018-19 financial year would be carried forward.

S Powell confirmed that the General Landscaping budget was $12,160 and not $9,402 as stated in the report.

Moved R Mather seconded A Thompson

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 181129140502.

(b) Notes the Board currently has $12,160 available to allocate to general landscape projects within the Woodend-Sefton Community Board’s community area.

(c) Approves the allocation of $4,300 towards an entrance sign for the Waikuku Beach Community and notes that the Board will choose a location with the help of the Council Roading Team.

(d) Approves staff taking the three sign concepts to the community for public consultation.

(e) Approves the allocation of $2,600 as a grant to the Te Kōhaka o Tūhaitara Trust towards the installation of a seat beside the storm water ponds on the western ridge.

(f) Approves the remaining funds of $1,800 from the private fundraising for the Karen Eastwood Memorial be spent on the supply and installation of a large...
established tree in the location presented within this report (No. 181129140502).

(g) **Approves** the remaining General Landscaping Budget be carried over into the following 2019/20 financial year with the idea of it being used along with part of the 2019/20 budget to implement a wind shelter at the Karen Eastwood Playground.

**CARRIED**

Staff clarified that $5,260 would remain in the budget. The Board would consider further landscaping projects at its March meeting and potential allocation of remaining funds.

Members complimented G Stephens on a very informative concise report.

### 7.2 Ratification of the Board’s Submission to NZTA regarding Woodend Safety Improvement: E Cordwell (Governance Team Leader)

Moved S Powell seconded R Mather

A Thomson queried the timing of the safety audit.

S Powell advised it was anticipated in late January early February 2019.

**THAT** the Woodend-Sefton Community Board:

(a) **Receives** report No. 181126138542

(b) **Retrospectively ratifies** the Board’s submission to the NZTA on Woodend Safety Improvements (Trim No. 181113133832).

**CARRIED**

R Mather congratulated S Powell on an excellent submission.

### 8 CORRESPONDENCE

There was no correspondence.

### 9 CHAIRPERSON’S REPORT

#### 9.1 Chairperson’s Report for November 2018

Moved S Powell seconded A Allen

**THAT** the Woodend-Sefton Community Board:

(a) **Receives** report No. 181203141938.

**CARRIED**

### 10 MATTERS FOR INFORMATION

10.1 **Oxford-Ohoka Community Board meeting minutes – 8 November 2018** (Trim No. 1810311127749).

10.2 **Youth Council meeting minutes – 25 September 2018.**

10.3 **Adoption of Reviewed Kaiapoi Town Centre Plan – 2028 and Beyond – report to Council 6 November 2018** (Trim No 181001113553).

10.4 **Annual Report for Enterprise North Canterbury for the Year Ended 30 June 2018 – report to Audit and Risk Committee 20 November 2018** (Trim No 181109132111).
10.5 Annual Report for Te Kōhaka o Tūhaitara Trust for the Year Ended 30 June 2018 – report to Audit and Risk Committee 20 November 2018 (Trim No 181109132152).

10.6 Capital Projects Report for the period ended 30 September 2018 – report to Audit and Risk Committee 20 November 2018 (Trim No 181101128611).

10.7 Community Facilities – User applications for exemption from fees – report to Community and Recreation Committee 20 November 2018 (Trim No 181109132237).

10.8 Library Update to 31 October 2018 – report to Community and Recreation Committee 20 November 2018 (Trim No 181108131993).

Moved J Meyer seconded A Blackie

THAT the Woodend-Sefton Community Board receives the information in items 10.1-10.8.

CARRIED

11 MEMBERS’ INFORMATION EXCHANGE

11.1 November Diary for J Archer, R Mather and A Thompson (Trim No. 181203141957)

11.2 J Archer
- Toot for Tucker - successful.
- Concern regarding drivers distracted with cell phones especially when driving near school zones.

11.3 A Allen
- Successful community BBQ.
- Attended All Boards Briefing.

11.4 R Mather
- Successful Pegasus Christmas on the Lake event
- Attended Neighbourhood Watch end of year function.

11.5 J Meyer
- Rangiora West roading works going well.
- Concern regarding earthworks causing dust.
- Speed limit on Rangiora/Woodend Road (at the Woodend end) approved by the Council at 50kph.

11.6 A Blackie
- Work going well on drainage in Kaiapoi’s regeneration land area.
- Kaiapoi Community BMX track coming together well.
- Banning of fireworks debate occurred at Council – likely to be no progress until a definitive decision from the Government.

12 CONSULTATION PROJECTS

There are no current consultations.

13 FOSTERING COMMUNITIES

Nil.
14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant
Balance as at 7 November 2018: $2,627.45.

14.2 General Landscaping Fund
Balance as at 5 September 2018 $12,160.

15 MEDIA ITEMS
Nil.

16 QUESTIONS UNDER STANDING ORDERS
Nil.

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS
Nil.

NEXT MEETING
The next meeting of the Woodend-Sefton Community Board is scheduled for 7pm, Monday 11 February 2019 at the Pegasus Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.12pm.
CONFIRMED

__________________
Chairperson

__________________
Date
MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD
HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, RANGIORA SERVICE
CENTRE, 215 HIGH STREET, RANGIORA ON WEDNESDAY 12 DECEMBER 2018 AT
7PM.

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

IN ATTENDANCE
J Millward (Manager Finance and Business Support), K Straw (Civil Projects Team
Leader), D Ayers (Mayor), E Cordwell (Governance Adviser) and E Stubbs (Governance
Support Officer).

1 APOLOGIES
Moved P Williams seconded D Lundy
Apologies for absence were received and sustained from K Barnett and C Prickett.
CARRIED

2 CONFLICTS OF INTEREST
Item 7.2 b and c J Gerard
Item 7.2 b and c J Hoult

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Rangiora-Ashley Community Board – 13 November 2018
and the Rangiora-Ashley Road and Reserve Naming Committee - 25
October 2018
Moved G Miller seconded M Clarke
THAT the Rangiora-Ashley Community Board:
(a) Amends the circulated minutes of the Rangiora-Ashley Community
Board meeting, held on 13 November 2018. Item 11.6 TimeBank
project funding was received from the Community Organisation Grants
Scheme (COGS) not Rata Foundation.
(b) Confirms the circulated minutes of the Rangiora-Ashley Community
Board meeting, held on 13 November 2018, as a true and accurate
record.
(c) Receives the circulated minutes of the Rangiora-Ashley Road and
Reserve Naming Committee meeting, held on 25 October 2018.
CARRIED

4 MATTERS ARISING
There were no matters arising.
DEPUTATIONS AND PRESENTATIONS

Enterprise North Canterbury

Heather Warwick (Chief Executive, Enterprise North Canterbury) spoke to a PowerPoint Presentation (Trim 181219150836) about the role of Enterprise North Canterbury (ENC) in the district. It was noted that H Warwick had spoken to the Woodend-Setton Community Board and would be speaking to the other boards in the future.

H Warwick noted that ENC was set up as a Council Controlled Organisation (CCO) and Not For Profit (NFP) Trust in 2002 and had been contracted by WDC to promote the Waimakariri District since 2005. H Warwick advised that the Councils appointed all ENC Trustees and recently there had been a recommendation for a new Trustee to Council. Mainpower was the major cooperate sponsor, and there were a number of other smaller sponsors for a total of $69,000, however ENC was owned 50:50 by HDC and WDC. In Hurunui, ENC was not responsible for District promotion like it was in the Waimakariri.

H Warwick described the work streams of ENC which were Business Support and District Promotion and the funding for those. She noted that a large proportion of funding was leveraged from outside sources. It was noted that the Business Awards included a Social Enterprises Award funded through PaknSave.

H Warwick noted that the number of businesses in Waimakariri had been relatively consistent over the last number of years however the number of employees had risen as businesses expand. She noted that ENC had worked with over 3,000 businesses to date across the two districts.

H Warwick advised that ENC was contracted to provide capability assessments (CA) to local businesses and issue vouchers $1 for $1. Last year there were 115 one on one CA’s, $100,000 in vouchers and 200 businesses met with. ENC also assisted with online resources for businesses.

A number of training and networking events were held during the year including training courses the WDC staff attended. The last networking event had been a tour of Misco Joinery which 120 people attended. ENC offered a free ‘talk with the experts session’.

ENC ran the North Canterbury Business Awards, this year they had a record number of entries.

In terms of Business attraction, ENC was the first point of call for a start-up business with Council directing enquiries of that nature to ENC. They worked with business wanting to expand in the district rather than relocate. They made introductions and linkages with existing developers, welcomed and promoted new businesses who opened through Facebook and newsletters. They worked alongside the Council’s Business Centres and Communications teams.

H Warwick commented that visitor numbers were growing and were up 18% from the previous year. There were over 100 Airbnb’s in the district.

H Warwick outlined product development including:

- Development of an off-road cycle trail in district – within a year and fully promoted to Christchurch residents (1-2 years)
- Development of an off-road cycle trail through the district with first night in Kaiapoi and Surrounds (2-5 years). Working title – Wheels to Waipara.
- In discussions with developers regarding hotel and conference facilities in the District.

H Warwick commented that ENC was a busy team of five full time and five part time staff. Much of their interaction with businesses was at a time of change and they worked closely with business mentors. ENC saw their role in facilitation, collaboration and connections.
P Williams commented on the Business Awards Gala selling out in 24 hours. H Warwick believed they could sell 600 tickets however there was not currently a suitable venue for an event that size. A marquee in winter did not work well and was expensive however the multi-use stadium was a potential option for the future.

**TimeBank**

Ruth Zahner (Chair, TimeBank) and Martin Pugh (Secretary, TimeBank) spoke to a PowerPoint presentation (Trim 181219150837) in support of the TimeBank discretionary funding application (Item 7.2).

R Zahner outlined what TimeBank was and noted that it used time as a currency, members shared skills and time, members earned/spent time credits, everyone contributed, everyone benefited and everyone’s time was of equal value.

Benefits of a TimeBank were that it helped build stronger communities, provided opportunities for people to connect with each other, valued everyone equally and allowed people to give and receive.

R Zahner explained that there had been a public meeting in February 2017 which included the WDC Community Team and Councillor Peter Allen as a passionate supporter. A steering group was established in March 2017 and looked at vision, mission, objectives, studied other TimeBanks, determined interest/support from local community organisations, looked at a strategic framework, policy and membership processes, and software. The group developed branding had a logo and leaflet designed with services kindly donated from Create, Design Studio Printing.com. A copy of the brochure was distributed to members.

R Zahner explained that in 2018 a working relationship (MOU) was established with Presbyterian Support (PSUSI) who provided free office, IT support and laptop for the coordinator. In addition funding options were explored, legal and financial advice sought (Williams McKenzie and Prosser Quirke) and the constitution developed.

2018 milestones included;

- July - Community Organisation Grant Scheme funding success $8,000 received for six month pilot project.
- August - TimeBank Waimakariri Incorporated (TBW).
- September - Official TBW public launch and management committee formalised.
- October - Coordinator appointed. Pilot started in greater Rangiora area.

R Zahner explained how the system worked and noted that there were currently well over there target of 30 people signed up for the pilot project and there was an interest from the community. Organisations were also enquiring if they could sign up, with R Zahner noting they were looking to grow the scope of timebanking within wider Waimakariri district. In 2019 there were planned funding applications to Rata Foundation and others. TimeBank was looking to develop a relationship with a local, community-minded business for sponsorship. TimeBank would be promoted at community events. There were few community classes the Learning Exchange would help fill that gap.

M Pugh outlined his experience with TimeBank in Hurunui. He had initially joined after moving back to Canterbury as a way of connecting with the community. He commented that his experience so far had been eye opening.

P Williams queried tax liability for members. R Zahner explained that issue had been looked at with strict rules which were explained during the required orientation and signup sessions. Any skills could be traded as long as they were not skills you earnt a living with. For example a retired plumber could trade on plumbing but not one currently in business.
G Miller commented he had attended a learning exchange session in Hurunui where non-members provided a cash donation. R Zahner advised that was the kind of model they hoped to introduce in the Waimakariri. The seeds were there however the membership needed to be grown first.

D Gordon commented he had attended the launch and had been impressed with the enthusiasm and passion and asked about membership so far. R Zahner advised there were 22 signed up and 17 waiting to attend an orientation session.

In relation to funding, K Galloway asked if TimeBank would become self-funding. R Zahner explained due to the nature of TimeBank they would always need to rely on grants and donations. It was important to have someone employed as a coordinator. Next year's budget was not yet set however it was likely to be $25,000 at least for a coordinator.

6 ADJOURNED BUSINESS
There was no adjourned business.

7 REPORTS
7.1 Request for Loading Zone alterations and carpark removal – Good Street and Gables Arcade, Rangiora – G Kempton (Engineering Technician), K Straw (Civil Projects Team Leader) and J McBride (Roading and Transport Manager)

K Straw spoke to the report which was seeking approval from the Community Board to remove three existing carparks on Good Street, alteration of an existing loading zone and installation of a new loading zone on Good Street. The concept design had been approved by the former Rangiora Community Board in May 2016.

P Williams commented that the area at the back of New World was a mess and asked if it was New World or Council land. S Hart advised that Council had entered into an arrangement to purchase three pieces of land which would allow the improvements to take place. In the interim they were working with New World regarding the unloading area. J Gerard commented that there was a major issue around safety and the land had been acquired to make the area safer.

P Williams asked if it was not better to have a business plan from New World first, before spending money on altering carparks as there was a lot of land available however it was unorganised with pallets taking up space. S Hart advised that the design had been brought to the Community Board in 2016. It included engineering reports and surveys to illustrate the design including the number of people moving in that space and the space required for larger trucks. There were three activities in that space; east bound traffic, pedestrians and deliveries and there was no way to facilitate that concurrently without widening. In 2016 the budget for the project had been approved, however the majority of funding was coming from New World.

P Williams asked should that information not have been provided in this report so that Board members had the full information as to what was happening and should they not have a business plan from New World. K Straw commented that the design had been approved by the previous Community Board, and this report was a further iteration formally ratifying the specific car parking changes. He was happy to provide the information retrospectively.

K Galloway asked how many trucks that removing the three carparks would allow. K Straw advised the proposed loading zone on Good Street was 9m. It was too small for the likes of a semi-trailer however they could turn into the
gated compound to be completely separated from pedestrians. S Hart described how the new loading zone would accommodate trucks.

K Galloway asked if trucks would be unloaded in the carpark and K Straw replied no. K Galloway noted that removing the three carparks would remove the ability of 24 cars to park and asked would the business community accept that. S Hart noted that car park surveys at peak times showed car parking to be 80% full. He believed that it was better that the considerable hazard was removed. Car parking in Rangiora was being addressed as a wider strategy.

K Galloway commented the changes were beneficial to one retailer and costly to others. S Hart referred to the safety and linkages provided by the acquired land. There were potential future projects to increase car parking. K Galloway requested S Hart to meet him to observe available car parks.

D Gordon referred to the comments of P Williams and asked what the level of consultation with the Board had been. S Hart commented that the previous Community Board had approved the concept design and there had been a number of other meetings and updates with the Community Board and Council regarding design and budget. None of those meetings had secured approval for the carparks so this report dealt with that formal request. He noted that the work was due to start at the end of January 2019.

D Gordon referred to para 5.3 and 5.4 and related to consultation and asked about when information would go to businesses regarding details of the work to be completed. K Straw advised staff would go door to door around the Gables Arcade and businesses that backed onto the laneway in the new year. They would refer to the management of traffic once the project was underway.

D Gordon referred to the reorganisation of the carpark behind the Gables and removal of the toilet - was there a partnership with New World to provide a toilet for the public within their complex. That was the understanding of S Hart and J Gerard.

R Brine asked if staff had been requested to provide copies of previous reports prior to the meeting would that have been possible for them to circulate. S Hart replied yes and noted that questions asked tonight about the design had been covered in previous reports.

R Brine asked if it was requested to lay the report on the table until February would that impact on the work; K Straw replied yes it would, it had been their understanding that the concept had been approved and this report was a formalisation to allow the loading zones to be enforced. There had been no intention to change the design.

Moved J Gerard seconded G Miller

THAT the Rangiora-Ashley Community Board:

(a) Receives report No. 181026125716 and

that the District Planning and Regulation Committee:

(b) Approves the removal of three existing carparks and loading zone as shown in Figure 1 of the report 181026125716.

(c) Approves the time limit reduction for parking within the 16m loading zone shown in Figure 1 from 20 minutes to 5 minutes.

(d) Approves the installation of a new approximately 9m long loading zone on Good Street as shown in Figure 1 of the report 181026125716.

CARRIED

J Gerard commented that the matter had been before the Council and Board for some time. To hold up the project at this stage was foolhardy in his opinion. Property owners had made it clear that it was an unsafe area. He agreed
there was a cost to the loss of three carparks but believed the gated compound which could take two trucks with one waiting was a better solution. It was a difficult area however he believed it was better to proceed after contracts had been tendered and following decisions of the previous Community Board.

G Miller advised he had been involved in the previous decision to proceed and the Community Board had been behind the project due to the current shambles of the area. He was in favour of proceeding due to concerns about safety.

R Brine completely agreed with the previous comments. He had asked the question with respect to previous reports to show that they are accessible. It was important to read the agenda and give staff an opportunity to answer questions before the meeting. The question could then be repeated at the meeting for the record. He believed the Board needed to support an important project that addressed a safety issue. With respect to the number of carparks he noted the ongoing work trying to increase the number of car parks.

P Williams commented that it was the first time it had been brought to his attention that they would be losing car parks. He believed the area at the back of New World was a mess and believed that with a business plan the area could be better managed by New World, for example removing pallets to create more room. He asked would that area be cleaned up following the changes. With regard to trucks waiting to unload that could be managed via use of a cell phone with trucks waiting away from site. He believed more information was required. He was disappointed that the work was commencing in January as it forced the Community Board to approve this evening.

D Gordon commented that he did not feel forced. There had been a lot of process up to this point and he commended staff with coming to an agreement with all parties to purchase land and get on with the development. Like others he was also concerned with the loss of carparks however felt there was a greater good around the issue of safety. Progress was being made on car parking strategies. Removing toilets from the carpark in the past had increased the number of parks available and New World had incorporated toilets in their building at no cost to ratepayers. He was sure feedback on the business plan could be fed back to New World. Issues with the back of New World were fair comment for a town centre however they also had to function.

7.2 Applications to the Rangiora-Ashley Community Board’s Discretionary Grant Fund 2018/2019: – E Cordwell (Governance Team Leader)

J Gerard and J Hoult sat back from the table and D Lundy took the role of chair.

E Cordwell spoke briefly to the report commenting the applications were self-explanatory.

THAT the Rangiora Ashley Community Board:

(a) Receives report No. 181128139669.

(b) Approves a grant of $500 to TimeBank Waimakariri Inc. towards the cost of promotional material.

CARRIED

G Miller believed it was a very worthwhile project. The work completed so far had created an excellent platform which he would like to see move forward.

D Gordon commented he was involved in the original Time Exchange and was pleased to see where this project had got to and acknowledged the work of the committee. It was a worthwhile cause he wholeheartedly supported.
D Lundy thanked R Zahner and M Pugh for a well presented deputation.

E Cordwell explained that the grant would assist with keeping the children safe while allowing the Garden to Table programme to flourish.

Moved K Galloway seconded G Miller

(c) Approves a grant of $500 to North Loburn School towards the purchase of a small garden shed.

CARRIED

K Galloway commented that having visited the school on a Board visit and seen what they were doing he couldn’t think of a more worthy cause

G Miller echoed K Galloways comment and noted their enthusiasm for environmental projects.

8 CORRESPONDENCE

E Cordwell advised that Loburn School had sent a letter of thanks to the Community Board for funds towards the William Pike Challenge.

9 CHAIRPERSON’S REPORT

9.1 Chair’s Diary for November 2018

Moved J Gerard seconded R Brine

THAT the Rangiora-Ashley Community Board:

(a) Receives report No. 181204142444.

CARRIED

10 MATTERS FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 8 November 2018 (Trim No. 181031127749).

10.2 Woodend-Sefton Community Board meeting minutes – 12 November 2018 (Trim No. 181122137148).

10.3 Request for three elected members to be appointed to a hearing panel to consider objections to a new bus shelter installation adjacent to 321 High Street, Rangiora – report to Council 6 November 2018 (Trim 181024124226)

10.4 Youth Council meeting minutes – 25 September 2018.

10.5 Adoption of Reviewed Kaiapoi Town Centre Plan – 2028 and Beyond – report to Council 6 November 2018 (Trim No 181001113553).


10.7 Annual Report for Te Kōhaka o Tūhaitara Trust for the Year Ended 30 June 2018 – report to Audit and Risk Committee 20 November 2018 (Trim No 181109132152).

10.8 Capital Projects Report for the period ended 30 September 2018 – report to Audit and Risk Committee 20 November 2018 (Trim No 181101128611).
10.9 **Community Facilities – User applications for exemption from fees – report to Community and Recreation Committee 20 November 2018** (Trim No 181109132237).

10.10 **Library Update to 31 October 2018 – report to Community and Recreation Committee 20 November 2018** (Trim No 181108131993).

Moved J Gerard seconded G Miller

**THAT** the Rangiora-Ashley Community Board receives the information in items 10.1-10.10.

CARRIED

11 **MEMBERS’ INFORMATION EXCHANGE**

11.1 **M Clarke**
- Assisted with residents concerned over works at West Belt /Johns Road.
- Notified Council of issues following receiving complaints over South Belt. Received good answer from staff. The ditch was to be filled in to allow cars to park further off the road.

11.2 **J Hoult**
- Attended North Canterbury Neighbourhood Support meeting, some engagement with Communications Team over proposed parties in parks / reserves.
- Attended All Boards meeting.
- TimeBank meeting – members were signing up and engaging with each other.

11.3 **S Lewis**
- Commented the Christmas Celebration night was a great night.
- Attended Fernside Gardens fundraiser and visited stunning properties.
- Attended All Boards meeting.
- Attended Ashgrove School Gala.
- Attended Riding for Disabled fundraiser.
- Attended Twilight Fete in Rangiora Showgrounds.
- Advised she had been given a tour of the new North Canterbury Sport and Recreation Trust Fitness centre in Flaxton Road and commented that it was a fantastic facility that she would recommend.

11.4 **G Miller**
- Attended All Boards meeting.

11.5 **P Williams**
- Attended a number of meetings including Rangiora Airfield, ECan, Garrymere Water Advisory Group and West Eyreton Summerhill Water Advisory Group.
- Attended fireworks display in Victoria Park which was well supported.
- Attended the Rangiora Christmas Parade.
- Attended Oxford Rural No1 opening with the Minister and noted that it may be a political nightmare to chlorinate Rangiora water.
- Thanked K Galloway and C Prickett for the work at the dog park including hands on work to reduce cost to Council. It was great to see the community spirit.

11.6 **D Gordon**
- Attended a number of events previously mentioned.
- Attended White Ribbon Events at Rangiora High and New Life Schools.
- Attended Garrymere Water Advisory Group meeting with D Lundy and C Prickett and had been nominated as chair. Commented that initially they
would ensure all options had been investigated. A three hour meeting was scheduled the following week, a representative of Hurunui District Council would be attending to explain what they were doing in that district.

- Attended Rangiora Christmas Parade and commented that Rangiora Promotions had had a successful year. Noted that it had been agreed there would not be an event on High Street for Muscle Car Madness in January (MCM), it was not through lack of trying to negotiate with MCM organisers, and it was not due to compliance issues.
- Presented PepperTree preschool with their bronze Enviro School Award.
- Attended Good Street Park neighbourhood event where there was good attendance and encouraged other Board members to attend events where they could.
- Meeting with staff regarding issues with Cones Road seal issues.
- Noted issues with traffic management on Rangiora Woodend Road had been raised.
- Raised issue with NZTA requesting closure of Lineside Road for a whole day in the run-up to Christmas for reseal work. He had been approached by concerned business owners and spoken to staff at NZTA regarding consultation. NZTA had acknowledged they had not undertaken due process and had changed the proposed date of work to the new year. An alternative was for the work to be completed at night.

11.7 **D Lundy**

- Attended Garrymere Water Advisory Group meeting and was deputy chair. They would go over ground to make sure the best option was selected.
- Attended Bob Spark’s funeral.
- Attended All Boards meeting.
- Assisted with objection for an off-licence. E Cordwell advised the submission had been lodged and would come back to the Board for public record in February.

11.8 **K Galloway**

- Noted that since the November Board meeting he had lodged five Snap Send Solve requests and had not been advised on any of those request. E Cordwell would follow up.
- Party in the Park was amazing and congratulated Rangiora Promotions.
- Attended All Boards meeting.
- Congratulated the RSA on their lighting of the outside area.
- Assisted with getting water to the large dog park and gave particular thanks to John Nuku from Rangiora Hire who provided assistance free of charge.
- J Gerard commented on K Galloway passion for the dog park and thanked him for his work on behalf of the Board.

11.9 **R Brine**

- Commented on complaints from residents around long grass recently. It was not possible for contractors to retain the normal level of service due to the unusual weather meaning grass growth which quicker than normal.

12 **CONSULTATION PROJECTS**

**Residential 4 Zones & San Dona Olive Grove Area**

Consultation closes Friday 23 December 2018.


The Board noted the consultation.
13 **BOARD FUNDING UPDATE**

13.1 **Board Discretionary Grant**
Balance as at 5 December 2018: $5,423 plus estimated carry forward of $1,451.

13.2 **General Landscaping Fund**
Balance as at 5 December 2018: $26,160.

14 **MEDIA ITEMS**

Nii.

15 **QUESTIONS UNDER STANDING ORDERS**

Nii.

16 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nii.

**NEXT MEETING**
The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 13 February 2019 in the Council Chambers at the Rangiora Service Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.45pm

CONFIRMED

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Chairperson

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Date

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**Briefing**

- Simon Hart – update on Good Street
MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD
HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KAIAPOI ON MONDAY 17 DECEMBER 2018
COMMENCING AT 4.00PM.

PRESENT
J Watson (Chairperson), N Atkinson, R Blair, C Greengrass, M Pinkham, P Redmond and
S Stewart.

IN ATTENDANCE
Councillor J Meyer, J Palmer (Chief Executive), Mayor D Ayers, M Flanagan (Landscape
Planner) and K Rabe (Governance Adviser).

1 APOLOGIES
Moved J Watson seconded C Greengrass
An apology for absence was received and accepted from Al Blackie.
CARRIED

2 CONFLICTS OF INTEREST
J Watson and C Greengrass declared an interest in item 7.2, Application to the
Kaiapoi-Tuahiwi Board’s Discretionary Grant Fund 2018/19, as they are members of
the ‘You, Me, We, Us’ Committee.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 19 November 2018
Moved J Watson seconded P Redmond
THAT the Kaiapoi-Tuahiwi Community Board:
(a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community
Board meeting, held 19 November 2018, as a true and accurate record.
CARRIED

4 MATTERS ARISING
There were no matters arising from the minutes.

5 DEPUTATIONS AND PRESENTATIONS
There were no deputations or presentations.

6 ADJOURNED BUSINESS
There was no adjoumed business.

7 REPORTS
7.1 Approval of Terms of Reference for the Kaiapoi Signage Working Group – M Flanagan (Landscape Planner – District Regeneration) and R Ramsay (Project Administrator - District Regeneration)

M Flanagan spoke to the report and informed the Board that the Working Group had already met twice and were to meet again later in the week. All reporting to the Council would be done through the Board.

J Watson clarified that this Working Group was not responsible for the Kaiapoi entrance signage and only involved with the interpretive signage depicting the history of the area.

S Stewart enquired as to the scope of the Working Group as regards to the entry signage. The Board was informed that further work was being done to bring levels of service into line, including a consistent approach for all entry signage across the region.

Moved R Blair seconded C Greengrass

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No. 181029126592.

(b) Approves the Terms of Reference for the Kaiapoi Signage Working Group.

(c) Notes that the Kaiapoi Signage Working Group reports to the Kaiapoi-Tuahiwi Community Board.

CARRIED

R Blair commented that this was one of the most interesting Working Groups he had been on and found the area's history fascinating.

J Watson agreed and commended M Flanagan on an excellent report and her enthusiasm and ongoing work.

As both the Chair and Deputy Chair had declared an interest in the following item they left the table and took no part in the discussion or decision thereon.

P Redmond took the Chair.

7.2 Application to the Kaiapoi-Tuahiwi Community Board’s Discretionary Grant Fund 2018/19 – E Cordwell (Governance Team Leader)

P Redmond noted that this application was from ‘You, Me, We, Us’ for the cost towards Waitangi Day celebrations to be held on 6 February 2019.

Moved P Redmond seconded R Blair

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No. 181204142498.

(b) Approves a grant of $500 to You Me We Us towards the cost of advertising a Waitangi Day community event.

CARRIED

J Watson resumed the Chair.

8 CORRESPONDENCE

There was no correspondence.

9 CHAIRPERSON’S REPORT

9.1 Chair’s Diary for November - December 2018
J Watson advised that she had attended a Skewbridge Planning meeting recently.

Moved J Watson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 181210145563.

CARRIED

10 MATTERS REFERRED FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 8 November 2018 (Trim No. 181031127749).

10.2 Woodend-Sefton Community Board meeting minutes – 12 November 2018 (Trim No 181122137148).

10.3 Rangiora-Ashley Community Board meeting minutes – 13 November 2018 (Trim No 181106130190).

10.4 Youth Council meeting minutes – 25 September 2018.


10.6 Annual Report for Te Kōhaka o Tūhaitara Trust for the Year Ended 30 June 2018 – report to Audit and Risk Committee 20 November 2018 (Trim No 181109132152).

10.7 Capital Projects Report for the period ended 30 September 2018 – report to Audit and Risk Committee 20 November 2018 (Trim No 181101128611).

10.8 Community Facilities – User applications for exemption from fees – report to Community and Recreation Committee 20 November 2018 (Trim No 181109132237).

10.9 Library Update to 31 October 2018 – report to Community and Recreation Committee 20 November 2018 (Trim No 18110813193).

10.10 Request for Funding to be brought forward for Raven Quay and Feldwick Stormwater Infrastructure Earthquake Repairs – report to Council 4 December 2018 (Trim No 181119135752).

10.11 Rangiora-Woodend Road, Gressons Road, Boys Road and Northbrook Road Speed Limit Review Consultation – report to Council 4 December 2018 (Trim No 181121136994).

Moved J Watson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.11.

CARRIED

11 MEMBERS’ INFORMATION EXCHANGE

S Stewart

S Stewart updated the Board on the adoption of the Zone Implementation Programme Addendum (ZIPA) by the Council and Environment Canterbury. She noted that, in her opinion, it did not go far enough and the planned implementation timeframe was too slow.

Canterbury was the only area looking at a strategic long term management of water.
There is concern regarding the possible changes to nitrate measurements which could impact on the type of farming traditionally, undertaken in North Canterbury in the future.

P Redmond
- Barkers Park Community BBQ – well attended
- All Board’s Briefing
- Blackwells Book launch
- Pankhurst Community BBQ – also well attended
- Kaiapoi, Rangiora and Oxford Carnival Parades
- Kaiapoi RSA Christmas function
- Regeneration Steering Group meeting
- Mayor’s Christmas Community Morning Tea
- Karanga Mai Prize Giving – very inspiring.

M Pinkham
- Regeneration Steering Group meeting
- Kaiapoi Carnival – the managing team will be doing a debrief and requested for feedback on the new format.

J Meyer
- Skew Bridge Planning meeting
- Darnly Club Christmas function
- Kaiapoi regeneration land area projects going well other than complaints about dust due to the earth moving activities.

C Greengrass
- A busy month with Christmas related functions
- Kaiapoi Signage Working Group meeting
- Blackwells Book launch
- Kaiapoi Carnival – congratulations on a successful event
- You, Me, We, Us arranging a lot of events at the beginning of 2019 including the judging of the garden competition, Amazing Race which was postponed due to weather, River Carnival, Waitangi Celebrations and Top Team.

R Blair
- Busy with Christmas related community events
- Mayor’s Community Morning Tea.

N Atkinson
- District Plan Changes – standard format and Board may be interested in submitting on the Biodiversity section
- Communications Review
- Alcohol Licensing for festive season – insufficient time for applicants to increase hours on New Year’s Eve as it requires a 90 day period prior to the change being implemented.

J Watson
- Youth Development Fund recipients had already implemented the Student Army and had helped with some events already.

12 CONSULTATION PROJECTS

Residential 4 Zones & San Dona Olive Grove Area
Consultation closes Sunday 23 December 2018.
13 REGENERATION PROJECTS

13.1 Town Centre, Kaiapoi
Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:

13.2 Kaiapoi Regeneration Steering Group
The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 4 February 2019. This meeting is open to the public.

14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant
Balance as at 10 December 2018: $3548 (including carry forward).

14.2 General Landscaping Budget
Balance as at 12 September 2018: $46,420 (including carry forward).

15 MEDIA ITEMS
Nill.

16 QUESTIONS UNDER STANDING ORDERS
Nill.

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS
Nill.

NEXT MEETING
The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 18 February 2019 at the Ruataniwha Kaiapoi Civic Centre.

There being no further business the meeting closed at 4.52pm.

CONFIRMED

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Chairperson
1. SUMMARY

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Tuesday 27 November</td>
<td>WDC and Ecan governance meeting</td>
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<td>Compass FM Interview</td>
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<td>Meeting with Kaiapoi High School regarding China Contacts</td>
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<td>ENC Trustee Interview</td>
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<td>Youth Council Meeting</td>
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<td>Wednesday 28 November</td>
<td>Arapata (Chair Te Ngāi Tūāhuriri) / WDC Catch up</td>
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<td>Annual Long Service Presentation Event</td>
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<td>ENC Board Meeting</td>
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<td>ENC Christmas Function with Sponsors</td>
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<td>Thursday 29-30 November</td>
<td>Attended launch of book on the history of the Blackwell business and family</td>
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<td>Thursday 29 November</td>
<td>Canterbury Earthquakes Whole-of-Recovery and Future Preparedness Symposium</td>
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<td>Friday 30 November</td>
<td>Rangiora Ashley Community Board Dinner</td>
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<td>Deputy Mayor Kevin Felstead attended Department of Corrections awards ceremony on my behalf</td>
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<td>Saturday 1 December</td>
<td>Visited Ashgrove School Santa Grotto</td>
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<td>Sunday 2 December</td>
<td>Kaiapoi Christmas Carnival and Parade</td>
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<td>Monday 3 December</td>
<td>Attended Kaiapoi RSA Christmas Function</td>
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<td>Interview with David Hill - North Canterbury News</td>
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<td>Waimakariri Age Friendly Steering Group meeting</td>
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<td></td>
<td>Met Dr Weidong Li from the Enshi Institute of Selenium Research</td>
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<tr>
<td></td>
<td>Regeneration Steering Group Meeting</td>
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<tr>
<td></td>
<td>Attended Rangiora HS Years 11-12 Prizegiving</td>
</tr>
<tr>
<td>Tuesday 4 December</td>
<td>Compass FM Interview</td>
</tr>
<tr>
<td>Wednesday 5 December</td>
<td>Attended Karanga Mai Young Parents’ College Prizegiving</td>
</tr>
<tr>
<td></td>
<td>Kaiapoi Library volunteers’ afternoon tea function</td>
</tr>
<tr>
<td></td>
<td>Te Kōhaka o Tuhaitara Trust End-of-Year function</td>
</tr>
<tr>
<td></td>
<td>Attended Rangiora High School Y13 Graduation</td>
</tr>
<tr>
<td>Thursday 6 December</td>
<td>Visited Science-Technology Roadshow, Kaiapoi North School</td>
</tr>
<tr>
<td></td>
<td>Meeting with Rūnanga</td>
</tr>
<tr>
<td></td>
<td>Talked to new employees re governance</td>
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<tr>
<td></td>
<td>Citizenship Ceremony</td>
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<td></td>
<td>Visited Community Barbecue, Good Street Reserve, Rangiora</td>
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<tr>
<td></td>
<td>Attended Kaiapoi High School Senior Prizegiving</td>
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<tr>
<td>Friday 7 December</td>
<td>Canterbury Mayoral Forum</td>
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<tr>
<td></td>
<td>Canterbury Civil Defence &amp; Emergency Management Group Joint Committee meeting</td>
</tr>
<tr>
<td></td>
<td>Interview with David Hill - North Canterbury News</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>Saturday 8 December</td>
<td>Meeting with Kaiapoi Croquet Club</td>
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<tr>
<td></td>
<td>Staff Christmas Fun Day - visited</td>
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<tr>
<td></td>
<td>Pegasus Christmas Event – brief visit</td>
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<tr>
<td></td>
<td>Woodend Methodist Church Reopening</td>
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<tr>
<td>Sunday 9 December</td>
<td>Rangiora Christmas Parade</td>
</tr>
<tr>
<td></td>
<td>Rangiora 88 Squadron, NZ Cadet Forces: Presenting Officer at end-of-year ceremony</td>
</tr>
<tr>
<td>Monday 10 December</td>
<td>Canterbury Museum Trust Board Meeting</td>
</tr>
<tr>
<td></td>
<td>Woodend-Sefton Community Board meeting</td>
</tr>
<tr>
<td>Tuesday 11 December</td>
<td>Compass FM Interview</td>
</tr>
<tr>
<td></td>
<td>Attended Oxford Area School Years 1-6 Prizegiving and, later the Years 7-10 Prizegiving</td>
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<tr>
<td></td>
<td>Councillors’ Christmas Dinner</td>
</tr>
<tr>
<td>Wednesday 12 December</td>
<td>Waimakariri Road Safety Co-ordinating Committee Meeting</td>
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<tr>
<td></td>
<td>Kaiapoi Community Garden - Community Morning Tea</td>
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<td></td>
<td>Rangiora Library Volunteer function</td>
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<td></td>
<td>Rangiora-Ashley Community Board meeting</td>
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<tr>
<td>Thursday 13 December</td>
<td>Community Team Christmas Morning Tea</td>
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<td></td>
<td>Department of Corrections Update</td>
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<td></td>
<td>Cadet Forces Parade, Wigram – Attended by Deputy Mayor Kevin Felstead in my place</td>
</tr>
<tr>
<td></td>
<td>Attended Rangiora High School Junior Prizegiving</td>
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<tr>
<td>Friday 14 December</td>
<td>Greater Christchurch Partnership Committee</td>
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<td></td>
<td>Interview with David Hill - North Canterbury News</td>
</tr>
<tr>
<td>Saturday 15 December</td>
<td>Attended opening of the Kura Pounamu Exhibition, Canterbury Museum</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>Sunday 16 December</td>
<td>Oxford Santa Parade</td>
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<tr>
<td></td>
<td>Attended Willows Cricket Club end-of-year charity event</td>
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<tr>
<td>Monday 17 December</td>
<td>Kaiapoi-Tuahiwi Community Board meeting</td>
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<tr>
<td>Tuesday 18 December</td>
<td>Meeting with Arapata Reuben</td>
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<td></td>
<td>Compass FM Interview</td>
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<td></td>
<td>International Migrants Day - Migrants &amp; Newcomers Group, Kaiapoi</td>
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<td></td>
<td>Community Garden</td>
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<td>Youth Council - End of Year Dinner</td>
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<tr>
<td>Wednesday 19 December</td>
<td>Attended View Hill School Prizegiving</td>
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<td></td>
<td>Spoke at Hugh Paterson’s Funeral</td>
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<td></td>
<td>Kaiapoi Tuahiwi Community Board Dinner</td>
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<tr>
<td>Thursday 20 December</td>
<td>Farewell Morning Tea – Ian Loffhagen</td>
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<td></td>
<td>Kaiapoi Croquet Club Meeting</td>
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<td></td>
<td>Art on the Quay Opening, Kaiapoi</td>
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<tr>
<td>Tuesday 25 December</td>
<td>Assisted at Community Christmas Dinner, Kaiapoi</td>
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<tr>
<td>Tuesday 22 January</td>
<td>Compass FM Interview</td>
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<tr>
<td></td>
<td>North Canterbury Youth Futures Initial Meeting, Rangiora High School</td>
</tr>
<tr>
<td>Wednesday 23 January</td>
<td>Library Pre-School Summer Reading Closing Event, Kaiapoi</td>
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<tr>
<td></td>
<td>Visited Silverstream Medical Centre, Kaiapoi</td>
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<tr>
<td>Thursday 24 January</td>
<td>Safe Networks Programme - briefing from NZTA (telephone conference)</td>
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<tr>
<td></td>
<td>Interview with Kim Nutbrown, Northern Outlook, regarding Pegasus</td>
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<td></td>
<td>emergency access</td>
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<tr>
<td>Friday 25 January</td>
<td>CDEM Thank-You Function. Rangiora</td>
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<tr>
<td>Saturday 26 January</td>
<td>Library Primary Summer Reading Closing Event, Rangiora</td>
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<td></td>
<td>Visited Muscle Car Madness, Rangiora</td>
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<tr>
<td>Sunday 27 January</td>
<td>Attended Rangiora Chamber Gallery Exhibition Opening</td>
</tr>
<tr>
<td>Monday 28 January</td>
<td>Interview with David Hill - North Canterbury News</td>
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<tr>
<td></td>
<td>All Boards Briefing</td>
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</tbody>
</table>

**THAT** the Council:

a) **Receives** report No. 190124007275

David Ayers  
MAYOR