

Waimakariri District Council

Agenda

Tuesday 4 November 2025

9.00am

Council Chamber
215 High Street
Rangiora

Members:

Mayor Dan Gordon

Deputy Mayor Philip Redmond

Cr Tim Bartle

Cr Brent Cairns

Cr Wendy Doody

Cr Tim Fulton

Cr Jason Goldsworthy

Cr Bruce McLaren

Cr Niki Mealings

Cr Shona Powell

Cr Joan Ward



WAIMAKARIRI
DISTRICT COUNCIL

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An ordinary meeting of the Waimakariri District Council will be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora, on **Tuesday 4 November 2025** commencing at 9am.

Sarah Nichols
GOVERNANCE MANAGER

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

BUSINESS

Page No

1. **APOLOGIES**

2. **CONFLICTS OF INTEREST**

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

3. **ACKNOWLEDGEMENTS**

4. **CONFIRMATION OF MINUTES**

4.1 **Minutes of a meeting of the Waimakariri District Council held on Wednesday 29 October 2025**

18 – 27

RECOMMENDATION

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Wednesday 29 October 2025

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

Nil.

7. **REPORTS**

7.1 **Governance Arrangements for Waimakariri Water Services Unit** – Gerard Cleary (General Manager Utilities and Roading), Kalley Simpson (3 Waters Manager) and Hariette Davies (Special Projects Team Leader)

RECOMMENDATION

28 – 33

THAT the Council:

- (a) **Receives** Report No. 251017197594.
(b) **Approves** the establishment of a dedicated Water Services section (Part B) within the:

- Council agenda to provide strategic governance and oversight of the new Waimakariri Water Services Unit (WWSU).
 - Utilities & Roading Committee agenda to ensure clear functional separation and enhanced visibility.
- (c) **Notes** that these arrangements will ensure the Council meets its regulatory obligations by providing both strategic oversight and operational separation of water services, as required under the LWDW programme.
- (d) **Note** that Report No. 250723135093 was previously approved by the outgoing Council on 30 September 2025, which recommended that the incoming Council endorse the proposed governance structure following the elections.
- (e) **Notes** that a separate Report No. 250909171402 was also previously approved by the outgoing Council on 30 September, which outlines a list of governance matters, with recommendations to be made to the incoming Council. This includes arrangements for ensuring separation on Water Services matters.
- (f) **Notes** that Water Services matters will be considered within a sectionalised portion of the full Council agenda (Part B), with full Council delegations applying to these matters. It is proposed that Part B may also consider matters outside of Water Services when presented within a combined report that includes both Water Services and non-Water Services content, to avoid duplication.
- (g) **Notes** that the Water Services section (Part B) will be implemented from the start of the new Council term. While the transition to a new Water Services governance arrangement is not required until July 2027, early adoption demonstrates Council's commitment and allows time to identify and resolve any minor operational issues.
- (h) **Notes** that the Utilities & Roading and Audit & Risk Committees will continue to hold their standard delegations.
- (i) **Notes** that the Council's in-house water services delivery model is backed by strong community support and delivers excellent value through lower overheads and low cost loans, when compared to other models such as a CCO. With the third lowest average water rate in New Zealand, the model enables affordable infrastructure investment for ratepayers. Council was the second entity overall to be approved by the Department of Internal Affairs, and the first to be approved as an in-house water services business unit, enabling internal synergies with both explicit and implicit benefits to the community.

7.2 **Approval of Subdivision Contribution Programme for 2025/26** – Joanne McBride (Roading and Transport Manager) and Kieran Straw (Civil Projects Team Leader)

RECOMMENDATION

34 – 41

THAT the Council:

- (a) **Receives** Report No. 250623113115.
- (b) **Approves** staff progressing with the following development related Council led projects, subject to normal procurement approvals:
- i. Stopforth / Parsonage Intersection Realignment.
 - ii. Removal of South Belt Street Lighting.
- (c) **Approves** the scheme design of River Road Urbanisation, as per attachment i of this report.
- (d) **Notes** that Council has previously approved the following works being undertaken:
- i. Decommissioning of Kippenberger Ave Underpass.
 - ii. Removal of Silverstream Speed Tables on Silverstream Boulevard.

- (e) **Notes** that it is anticipated the following Developments will proceed and require a Council contribution towards upgrading:
 - i. River Road Urbanisation (Enverton Dr to Cones Rd).
 - ii. Pentecost Road Upgrade (South of School).
- (f) **Notes** that the current budget of \$879,077 is unlikely to be sufficient to meet Council's share of costs associated with development and urbanisation costs, and as such this budget is likely to be overspent if all projects were to proceed, with an overspend of \$242,188 currently predicted.
- (g) **Notes** the updated commitments are summarised in Table One of this report.
- (h) **Notes** that funding for growth areas is budgeted to allow "unders and overs" and as such it is proposed to accept the over expenditure in the short term.
- (i) **Notes** that staff will review the Subdivision Contribution budgets as part of the next Long Term Plan and recommend a budget that better matches the average subdivision requirement in recent years.
- (j) **Notes** that over the last 7 years the budget has typically been sufficient to fund the works, with the 2024/25 year being overspent by \$617,000.
- (k) **Notes** the River Road Stage 2 design has been based on the wider design implemented following feedback on Stage One and is wider than the current carriageway.
- (l) **Notes** that an allowance has been made to fund urbanisation on River Road between Enverton Drive and previously completed Stage One (outside no. 69). The sections outside of the development frontage will be fully funded through the Subdivision Contribution area.
- (m) **Circulates** this report to the Community Boards for information.

7.3 **Request to Bring Forward Budget for Fernside Road / Todds Road Intersection Improvement Project** – Joanne McBride (Riding and Transport Manager) and Kieran Starw (Civil Projects Team Leader)

RECOMMENDATION

42 – 47

THAT the Council:

- (a) **Receives** Report No. 251020198856.
- (b) **Approves** bringing forward budget of \$66,000 in PJ 102135.000.5135 (Fernside Rd / Todds Rd budget) from the 2026/27 financial year, into the 2025/26 financial year to provide a total budget of \$226,000 (PJ 102135.000.5135)
- (c) **Notes** that the budget is funded from the District Wide Riding account.
- (d) **Notes** that the remainder of the enabling works will be funded from the West Rangiora Route Improvements budget which has funding available in the 2025/26 financial year of \$85,000 (PJ 101101.000.5135), and therefore the total budget across these two budget areas for completion of the enabling works this financial year is \$311,000.
- (e) **Notes** that it is anticipated that there will be sufficient budget of \$434,000 in 2026/27 to complete the construction works which are estimated at \$426,000.
- (f) **Notes** that across both the two financial years (2025/26 and 2026/27), this project has a combined total budget of \$745,000, and an expected total cost of \$737,000.
- (g) **Notes** that land purchase costs will be funded separately from the Land Purchases – Growth budget (PJ101556.000.5135).

7.4 **Procurement and Contract Management Policy Review 2025** – Colin Roxburgh (Project Delivery Manager) and Ryan Bailey (Procurement Specialist)

RECOMMENDATION

48 – 93

THAT the Council:

- (a) **Receives** Report No. 241017180389.
- (b) **Approves** the updated Procurement and Contract Management Policy to be effective from 1 December 2025, noting that the lead in time between adoption of this report and the new Policy becoming effective is to allow time for supporting documentation and systems to be updated to align with the updated Policy.
- (c) **Notes** that the current update is considered a relatively minor update, and over the coming three years, it is proposed to undertake a more comprehensive review of the Council's overall procurement framework, starting with the Procurement Strategy in 2026, followed by a further potentially more comprehensive Procurement Policy review in 2027, followed by updates to process and guidance documentation to reflect the updated Strategy and Policy in 2028.

7.5 **Councillor Remuneration** – Sarah Nichols (Governance Manager)

RECOMMENDATION

94 – 151

THAT the Council:

- (a) **Receives** Report No. 251031207023.
- (b) **Notes** the Mayoral remuneration is set by the Remuneration Authority at \$164,728pa from 17 October 2025 to 30 June 2026.
- (c) **Approves** the Deputy Mayor (Philip Redmond), receiving remuneration of \$91,271pa from 17 October 2025 to 30 June 2026.
- (d) **Approves** all nine Councillors receiving remuneration in line with their portfolio responsibilities of \$71,026pa from 17 October 2025 to 30 June 2026.

7.6 **Appointments to Working Groups** – Sarah Nichols (Governance Manager)

Please note that a supplementary agenda will be circulated with this report.

8. **HEALTH, SAFETY AND WELLBEING**

8.1 **Health, Safety and Wellbeing Report September 2025 to Current** - Jeff Millward (Chief Executive)

RECOMMENDATION

152 – 163

THAT the Council:

- (a) **Receives** Report No 251022201638
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

9. MATTERS REFERRED FROM COMMUNITY BOARDS

- 9.1 **School Variable Speed Limits Proposal** – Joanne McBride (Roading and Transport Manager) and Peter Daly (Road Safety Coordinator/Journey Planner)
(Refer to the attached copy of report Trim no. 250821155069 to the Oxford-Ohoka Community Board Meeting of 3 September 2025).

RECOMMENDATION

164 – 177

THAT the Council

- (a) **Approves** the following Variable Speed Limits for the schools in the Oxford-Ohoka Community Board area:

School and location of Proposed Variable Speed Limit	School Category	Proposed Variable Speed Limit	Time Zone	Signage Type
Ohoka School <u>Jacksons Road</u> <i>From 40m south of Mill Road to 115m north of Birchdale Place</i> <i>(RP 2.171 to RP 2.775)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs
Oxford Area School <u>Bay Road</u> <i>From 100m south of Bush Road to 20m north of Dohrmans Road.</i> <i>(RP 0.720 to RP 0.200)</i> And; <u>Showgate Drive</u> <i>The full length from Bay Road to the end.</i>	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs
Swannanoa School <u>Tram Road</u> <i>From 150m west of the school access (driveway) to 300m east of the access.</i> <i>(RP 13.432 to RP 12.994)</i>	2	60km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Existing electronic signs
View Hill School <u>Bay Road</u> <i>For a distance of 270m to the west and 270m to the east of the school gate.</i> <i>(RP 4.789 to RP 5.173)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs
West Eyreton School <u>North Eyre Road</u> <i>For 120m west of School Road to 350m east of School Road.</i> <i>(RP 16.682 to 16.200)</i> And	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs

<u>School Road</u> From 85m north of North Eyre Road to 230m south of North Eyre Road. (RP 1.672 to RP 1.349)				
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- (b) **Notes** that the National Speed Limit Register (NSLR) will only be updated to include the variable speed limits following approval by Council to implement the changes.
- (c) **Notes** that the Land Transport Rule: Setting of Speed Limits 2024 does not require a cost benefit calculation or public consultation when setting variable speed limits outside schools.
- (d) **Notes** that key stakeholders including the Police and NZ Transport Agency will be notified prior to the variable speed limits being implemented.
- (e) **Notes** that at the time of writing this report, co-funding for the installation of the variable speed signs has been requested but not yet approved. Staff will provide an update to the In-coming Council when the report is presented.

- 9.2 **School Variable Speed Limits Proposal** – Joanne McBride (Riding and Transport Manager) and Peter Daly (Road Safety Coordinator/Journey Planner)
(Refer to the attached copy of report Trim no. 250826157319 to the Woodend-Sefton Community Board Meeting of 8 September 2025).

RECOMMENDATION

178 – 189

THAT the Council

- (a) **Approves** the following Variable Speed Limits for the schools in the Woodend-Sefton Community Board area:

School and location of Proposed Variable Speed Limit	School Category	Proposed Variable Speed Limit	Time Zone	Signage Type
<u>Pegasus Bay School</u> Solander Road/ Murfitt Street 20 metres south of Awarua Road to 20 metres north of Tahuna Street (Solander Road RP 0.350 to Murfitt Street RP 0.196) Whakatipu Street 25 metres west of Te Pakiaka Road to 20 metres north of Pegasus Boulevard (RP 0.020 to RP 0.430) Pegasus Boulevard 70 metres west of Solander Road to 60 metres east of Solander Road (RP 1.789 to RP 1.923) Mary Ellen Street Solander Road to 20 metres east of Solander Road (RP 0.000 to RP 0.020)	1	30km/h		Electronic signs on Whakatipu Street. Static signs on remaining sites

<u>Hikurangi Street</u> <i>Whakatipu Street to 20 metres west of Whakatipu Street</i> <i>(RP 0.000 to RP 0.020)</i> <u>Awarua Road</u> <i>Whakatipu Street to 20 metres north of Whakatipu Street</i> <i>(RP 0.000 to RP 0.020)</i>			Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	
Sefton School <u>Upper Sefton Road</u> <i>10 metres west of Buller Street to 335 metres east of Buller Street</i> <i>(RP 7.037 to RP 6.680)</i> <u>Cross Street</u> <i>20 metres east of Buller Street to 320 metres east of Buller Street</i> <i>(RP 0.130 to RP 0.444)</i> <u>Buller Street</u> <i>Upper Sefton Road to 20 metres north of Upper Sefton Road</i> <i>(RP 0.000 to RP 0.020)</i>	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs on Upper Sefton Road Static signs on remaining sites.
Woodend School <u>Main North Road</u> <i>Main North Road extent of existing VSL north and south (managed by NZTA).</i> <u>Rangiora Woodend Road</u> <i>140 metres north of School Road to 445 metres south of School Road</i> <i>(RP 0.740 to RP 0.156)</i> <u>School Road</u> <i>Main North Road to Rangiora-Woodend Road.</i> <i>(RP 0.000 to RP 0.299)</i> <u>Gibbs Drive</u> <i>From School Road to 73 metres north of School Road</i> <i>(RP 0.000 to RP 0.073)</i> <u>Gladstone Road</u> <i>Main North Road to 39 metres east of Main North Road</i> <i>(RP 0.000 to RP 0.039)</i> <u>Petries Road</u> <i>Main North Road to 39 metres east of Main North Road</i> <i>(RP 0.000 to RP 0.039)</i>	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs on Main North Road, provided and managed by NZTA. Static signs on remaining sites.

- (b) **Notes** that the National Speed Limit Register (NSLR) will only be updated to include the variable speed limits following approval by Council to implement the changes.
- (c) **Notes** that the Land Transport Rule: Setting of Speed Limits 2024 does not require a cost benefit calculation or public consultation when setting variable speed limits outside schools.
- (d) **Notes** that key stakeholders including the Police and NZ Transport Agency will be notified prior to the variable speed limits being implemented.

- (e) **Notes** that at the time of writing this report, co-funding for the installation of the variable speed signs has been requested but not yet approved. Staff will provide an update to the In-coming Council when the report is presented.

- 9.3 **School Variable Speed Limits Proposal** – Joanne McBride (Roading and Transport Manager) and Peter Daly (Road Safety Coordinator/Journey Planner)
(Refer to the attached copy of report Trim no. 250826157522 to the Rangiora-Ashley Community Board Meeting of 10 September 2025).

RECOMMENDATION

190 – 216

THAT the Council

- (a) **Receives** Report No. 250826157522.
- (b) **Approves** the following Variable Speed Limits for the schools in the Rangiora-Ashley Community Board area:

School and location of Proposed Variable Speed Limit	School Category	Proposed Variable Speed Limit	Time Zone	Signage Type
<p>Tutira Ashgrove School</p> <p><u>Kingsbury Avenue</u> 70 metres east of Regent Avenue to 20 metres west of White Street (RP 1.230 to RP 0.907)</p> <p><u>Regent Avenue</u> Kingsbury Avenue to 20 metres north of Kingsbury Avenue. (RP 0.001 to RP 0.021)</p> <p><u>Windsor Court</u> Kingsbury Avenue to 20 metres north of Kingsbury Avenue. (RP 0.001 to RP 0.021)</p> <p><u>Kinley Street</u> From north end of Kinley Street to 40 metres south of Seddon Street (RP 0.580 to RP 0.250)</p> <p><u>Seddon Street</u> 20 metres east of Ashgrove Street to 43 metres east of Kinley Street (RP 0.800 to RP 0.463)</p> <p><u>McKenzie Place/Keldon Avenue</u> On Keldon Avenue 82 metres south of Seddon Street to the north end of McKenzie Place (McKenzie Place RP 0.105 to Keldon Avenue RP 0.260)</p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	Static signs at all sites.

<p>Ashley Rakahuri School <u>Fawcetts Road/ Upper Sefton Road</u> <i>Existing VSL. Fawcetts Road 165 metres west of Boundary Road to Upper Sefton Road 70 metres east of High Street (Fawcetts Road RP 0.960 to Upper Sefton Road RP 0.054)</i></p> <p><u>Boundary Road</u> <i>20 metres north of Fawcetts Road to 210 metres north of Fawcetts Road (RP 0.268 to RP 0.098)</i></p> <p><u>Marshmans Road</u> <i>20 metres north of Fawcetts Road to 170 metres north of Fawcetts Road (RP 0.172 to RP 0.031)</i></p> <p><u>High Street</u> <i>20 metres south of Fawcetts Road to 20 metres north of Canterbury Street (RP 0.395 to RP 0.256)</i></p>	2	<p>60 km/h Fawcetts Road</p> <p>30km/h other roads</p>	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Fawcetts Road.</p> <p>Static signs at all sites.</p>
<p>Cust School <u>Earlys Road</u> <i>Cust Road to 260 metres south of Cust Road (RP 4.570 to RP 4.798)</i></p> <p><u>Cust Road</u> <i>40 metres west of Earlys Road to 45 metres east of Cust Road (RP 16.355 to RP 16.265)</i></p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic sign on east approach, Cust Road, and on Earlys Road.</p> <p>Static sign on west approach, Cust Road.</p>
<p>Fernside School <u>Swannanoa Road</u> <i>65 metres south of Oxford Road to 325 metres south of Oxford Road (RP 2.898 to RP 2.631)</i></p> <p><u>O’Roarkes Road</u> <i>75 metres south of Swannanoa Road to north end of O’Roarkes Road (RP 0.000 to RP 0.189)</i></p>	2	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Swannanoa Road</p> <p>Static signs on O’Roarkes Road.</p>
<p>Loburn School <u>Hodgsons Road</u> <i>375 metres west of Loburn Whiterock Road to 920 metres west of Loburn Whiterock Road (RP 1.085 to RP 0.402)</i></p>	2	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Swannanoa Road</p> <p>Static signs on O’Roarkes Road.</p>

North Loburn School <u>Loburn Whiterock Road</u> 190 metres north of Bradys Road to (RP 8.480 to RP 7.906) <u>Bradys Road</u> Loburn Whiterock Road to 20 metres east of Loburn Whiterock Road (RP 0.000 to RP 0.020)	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs.
One School Global <u>Lehmans Road</u> 20 metres south of Johns Road to 330 metres south of Johns Road (RP 0.912 to RP 0.587)	2	60km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs.
Rangiora Borough School <u>Church Street</u> 20 metres south of High Street to 65 metres south of Queen Street (RP 0.805 to RP 0.507) <u>King Street</u> 20 metres south of High Street to 65 metres south of Queen Street (RP 1.608 to RP 1.311) <u>Queen Street</u> 20 metres east of King Street to Church Street (RP 0.632 to RP 0.486)	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs Church Street and King Street. Additional electronic on Queen Street to facilitate 10-minute periods on Church Street. Other Queen Street sign static.
Rangiora High School <u>East Belt</u> 110 metres north of Keir Street to 180 metres north of Wales Street (RP 1.169 to RP 1.739) <u>Wales Street</u> From East Belt to 20 metres west of Edward Street. (Wales Street RP 0.251 to RP 0.271 and Wales Street RP 0.225 to RP 0.005) <u>Edward Street</u> 38 metres north of Duke Street to 120 metres north of Duke Street (RP 0.509 to RP 0.594)		30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs on East Belt. Additional electronic sign on Wales Street to facilitate 10-minute use on East Belt. Other Wales Street sign static, Edward Street signs static.
Rangiora New Life School / Southbrook School <u>Southbrook Road</u> 56 metres north of Pearson Lane to 53 metres south of Coronation Street (RP 0.628 to RP 0.318)	1	30km/h	Morning – 8.20am to 9.20am.	Electronic signs Southbrook Road

<p><u>Marshall Street</u> From Denchs Road to 48 metres south of Torlesse Street (RP 0.230 to RP 0.001)</p> <p><u>Railway Road</u> From Gefkins Road to 48 metres south of Torlesse Street (RP 0.603 to RP 0.740)</p> <p><u>Coronation Street/Torlesse Street</u> From Railway Road to 48 metres west of Southbrook Road. (Coronation Street RP 0.044 to Torlesse Street RP 0.003)</p> <p><u>Denchs Road</u> From Southbrook Road to east end of Denchs Road (RP 0.005 to RP 0.207)</p> <p><u>Pearson Lane</u> From Southbrook Road to 30 metres west of Southbrook Road (RP 0.033 to RP 0.001)</p>			Afternoon – 2.30pm to 3.30pm	Static signs all other sites
<p>St Josephs School, Rangiora</p> <p><u>Victoria Street</u> 150 metres north of Buckham Street to 150 metres south of Buckham Street (RP 0.609 to RP 0.304)</p> <p><u>Percival Street</u> 55 metres south of George Street to 95 metres north of Scott Street (RP 1.145 to RP 1.013)</p> <p><u>George Street</u> Victoria Street to 46 metres west of Percival Street (RP 0.200 to RP 0.005)</p> <p><u>Scott Street</u> 20 metres east of Murray Street to Percival Street (RP 0.089 to RP 0.003)</p> <p><u>Buckham Street</u> 20 metres west of Ivory Street to Victoria Street (RP 0.020 to RP 0.118)</p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs Victoria Street and Percival Street</p> <p>Static signs all other sites</p>
<p>Te Matauru Primary School</p> <p><u>Pentecost Road</u> 90 metres south of Charles Street to Johns Road (RP 0.799 to RP 0.424)</p>	1	30km/h	Morning – 8.20am to 9.20am.	Electronic signs Townsend Road and Johns Road.

<u>Townsend Road / West Belt</u> 100 metres south of McCahon Drive to 35 metres north of Johns Road (Townsend Road RP 1.606 to West Belt RP 0.035) <u>Johns Road</u> 27 metres east of Pentecost Road to 35 metres west of Townsend Road (RP 1.276 to RP 1.044) <u>Charles Street</u> Pentecost Road to 67 metres east of Pentecost Road (RP 1.131 to RP 1.069) <u>McCahon Drive</u> Townsend Road to 30 metres west of Townsend Road (RP 0.005 to RP 0.035)			Afternoon – 2.30pm to 3.30pm	Static signs all other sites
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- (c) **Notes** that the National Speed Limit Register (NSLR) will only be updated to include the variable speed limits following approval by Council to implement the changes.
- (d) **Notes** that the Land Transport Rule: Setting of Speed Limits 2024 does not require a cost benefit calculation or public consultation when setting variable speed limits outside schools.
- (e) **Notes** that key stakeholders including the Police and NZ Transport Agency will be notified prior to the variable speed limits being implemented.
- (f) **Notes** that at the time of writing this report, co-funding for the installation of the variable speed signs has been requested but not yet approved. Staff will provide an update to the In-coming Council when the report is presented.

- 9.4 **School Variable Speed Limits Proposal** – Joanne McBride (Roading and Transport Manager) and Peter Daly (Road Safety Coordinator/Journey Planner)
(Refer to the attached copy of report Trim no. 250825156613 to the Kaiapoi-Tuahiwi Community Board Meeting of 15 September 2025).

RECOMMENDATION

217 – 232

THAT the Council

- (a) **Approves** the following Variable Speed Limits for the schools in the Kaiapoi-Tuahiwi Community Board area:

School and location of Proposed Variable Speed Limit	School Category	Proposed Variable Speed Limit	Time Zone	Signage Type
Clarkville School <u>Heywards Road</u> From 30m south of Tram Road to 320m south of Tram Road RP 0.030 to RP 0.320	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs

<p>Kaiapoi Borough School</p> <p><u>Hilton Street</u></p> <p>105 metres south of Rich Street to the north end of Hilton Street (RP 0.030 to RP 0.320)</p> <p><u>Raven Quay</u></p> <p>62 metres south of Rich Street to the north end of Raven Quay (RP 0.246 to RP 0.000)</p> <p><u>Rich Street / Revell Street</u></p> <p>From Hilton Street, through the Raven Quay intersection, 12 metres into Revell Street. <i>Rich Street RP 0.005 to</i> <i>Revell Street RP 0.012</i></p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	Static signs
<p>Kaiapoi High School</p> <p><u>Ohoka Road / Ohoka Road Overpass</u></p> <p>From 45 metres west of Akaroa Street to 40 metres west of Robert Coup Road <i>Ohoka Road RP 0.556 to Ohoka Road Overpass RP 0.426</i></p> <p><u>Robert Coup Road</u></p> <p>From 88 metres south of Glenvale Drive to Ohoka Road, 15 metres north of the first Ohoka Road intersection <i>Robert Coup Road RP 0.319 to Ohoka Road RP 0.216</i></p> <p><u>Glenvale Drive</u></p> <p>From Robert Coup Road, 20 metres into Glenvale Drive <i>Glenvale Drive RP 0.000 to RP 0.020</i></p> <p><u>McDougall Place</u></p> <p>From Robert Coup Road, 20 metres into McDougall Place <i>McDougall Place RP 0.000 to RP 0.020</i></p> <p><u>Otaki Street</u></p> <p>From Ohoka Road, 50 metres into McDougall Place <i>Otaki Street RP 0.000 to RP 0.050</i></p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Ohoka Road</p> <p>Static signs in remaining sites.</p>
<p>Kaiapoi North School</p> <p><u>Williams Street</u></p> <p>88 metres north of the Smith Street roundabout, to 80 metres north of Sims Road <i>Williams Street RP 2.107 to RP 2.496</i></p>				Electronic signs on Williams Street

<p><u>Coups Terrace</u> 20 metres into Coups Terrace from Williams Street <i>Coups Terrace RP 0.000 to RP 0.020</i></p> <p><u>Sims Road</u> 20 metres into Sims Road from Williams Street <i>Sims Road RP 0.000 to RP 0.020</i></p> <p><u>Allison Place</u> From 20 metres south of Forest Lane to 200 metres south of Magnolia Boulevard <i>Allison Place RP 0.556 to RP 0.253</i></p> <p><u>Heney Street / Ranginui Drive</u> Heney Street 15 metres in from Ngahau Street to Ranginui Drive, 15 metres west of Ngahau Street <i>Heney Street RP 0.134 to Ranginui Drive RP 0.146</i></p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	Static signs in remaining sites.
<p>St Patricks School, Kaiapoi</p> <p><u>Fuller Street</u> Fuller Street 40 metres in from Williams Street to 40 metres west of Peraki Street <i>Fuller Street RP 0.953 to RP 0.663</i></p> <p><u>Peraki Street</u> Peraki Street 30 metres north of Carew Street to 30 metres north of Fuller Street <i>Peraki Street RP 0.282 to RP 0.0.583</i></p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Fuller Street</p> <p>Static signs on Peraki Street</p>
<p>Te Kura o Tuahiwi</p> <p>Tuahiwi Road 220 metres south of Pitama Drive to 85 metres north of Pitama Drive <i>Tuahiwi Road RP 1.930 to RP 1.591</i></p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	Electronic signs on Tuahiwi Road.

- (b) **Notes** that the National Speed Limit Register (NSLR) will only be updated to include the variable speed limits following approval by Council to implement the changes.
- (c) **Notes** that the Land Transport Rule: Setting of Speed Limits 2024 does not require a cost benefit calculation or public consultation when setting variable speed limits outside schools.
- (d) **Notes** that key stakeholders including the Police and NZ Transport Agency will be notified prior to the variable speed limits being implemented.
- (e) **Notes** that at the time of writing this report, co-funding for the installation of the variable speed signs has been requested but not yet approved. Staff will provide an update to the In-coming Council when the report is presented.

13. QUESTIONS

(under Standing Orders)

14. URGENT GENERAL BUSINESS

(under Standing Orders)

16. NEXT MEETING

The next meeting of the Council is scheduled for Tuesday 2 December 2025, commencing at 9am to be held in the Council Chamber, 215 High Street, Rangiora.

MINUTES OF THE INAUGURAL MEETING OF THE 13TH TERM OF WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON WEDNESDAY 29 OCTOBER 2025, COMMENCING AT 9AM.

PRESENT

Mayor D Gordon (Chairperson), Councillors T Bartle, B Cairns, W Doody, T Fulton, J Goldsworthy, B McLaren, N Mealings, S Powell, P Redmond and J Ward.

IN ATTENDANCE

J Millward (Chief Executive), S Nichols (Governance Manager), C Fowler-Jenkins (Governance Support Officer).

Approximately 40 family members and friends of the elected members, as well as members of the public, were present.

Tiaroa (Hipi) Reuben from Te Taumata o Ngāi Tūāhuriri extended a warm welcome to the Council and members of the public with a blessing and Waiata, to which the Council's Waiata Group responded with the Waimakariri District Council's Waiata. The Chief Executive then formally opened the meeting, acknowledging the significance of Ngāi Tūāhuriri's presence and blessing, which marked a meaningful and memorable commencement to the 13th term of the Waimakariri District Council.

1. APOLOGIES

Nil.

2. MAYORAL DECLARATION

The Chief Executive invited Mayor-Elect D Gordon to read and sign the Mayoral declaration, as required by the Local Government Act 2002, Schedule 7, which was witnessed and signed by the Chief Executive.

Declaration by the Mayor:

"I, Daniel Bruce Gordon, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of Waimakariri District, the powers, authorities, and duties vested in, or imposed upon, me as [mayor or member] of the Waimakariri District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

The Chief Executive vacated the chair, presented the Mayoral Chains and invited Mayor Gordon to chair the balance of the meeting.

MAYORAL COMMENT

Mayor Gordon expressed his gratitude to Te Taumata o Ngāi Tūāhuriri for their special welcome, noting the significance of the relationship between Ngāi Tūāhuriri and the Council, both institutionally and personally. He acknowledged the Council's Waiata Group and the Council Waiata, originally written and gifted by Ruahine Crofts in 2008.

Recognising the importance of the occasion, Mayor Gordon extended thanks to family members and friends in attendance, as well as members of his campaign team for their dedication during the election. He made special mention of Jim and Mary Gerard, acknowledging them as close personal friends and mentors.

Mayor Gordon paid tribute to those who had passed, reflecting that they would be proud of the newly elected Council's achievements. He shared that, in his 30 years of public service, this campaign had been among the most challenging and emphasised the need to move beyond campaign politics to focus on serving the best interests of the Waimakariri community.

He acknowledged J Millward for outstanding service to the district and thanked Council staff for their contributions. Mayor Gordon reaffirmed his commitment to working diligently for the community, remaining open and accessible, and striving for consensus among elected members. He expressed enthusiasm for building strong relationships around the Council table and acknowledged the Governance Team for their support preparing for the day's proceedings.

3. **COUNCILLORS' DECLARATIONS**

Mayor Gordon invited the Councillors to read and sign the Councillor declaration individually, as required by the Local Government Act 2002, Schedule 7, which was witnessed and signed by the Mayor.

Declaration by Council members:

"I, (name), declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of Waimakariri District, the powers, authorities, and duties vested in, or imposed upon, me as Councillor of the Waimakariri District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act."

Dated at: Rangiora on 29 October 2025

Signature:

Signed in the presence of:

[Mayor D Gordon].

The Councillors who read the oath were Tim Bartle, Brent Cairns, Wendy Doody, Tim Fulton, Jason Goldsworthy, Bruce McLaren, Niki Mealings, Shona Powell, Philip Redmond and Joan Ward.

4. **CONFLICTS OF INTEREST**

Nil.

5. **REPORTS**

5.1 **Local Government Act – First Meeting Following the Triennial General Election Requirements** – J Millward (Chief Executive)

J Millward took the report as read, and there were no questions from elected members.

Moved: Councillor Goldsworthy

Seconded: Councillor Doody

THAT the Council:

- (a) **Receives** report No. 250805143520.

- (b) **Receives** legislative material in relation to the explanation of Statutory Requirements of an elected member, which has been circulated.
- (c) **Notes** that, under the Health and Safety at Work Act 2015, Officers (Councillors and the Chief Executive) are required to undertake due diligence activities to discharge their responsibilities under the Act and to ensure the Council has effective health and safety processes, procedures and culture in place.

CARRIED

5.2 **Elected Members Code of Conduct and Standing Orders** – S Nichols (Governance Manager)

S Nichols took the report as read, and there were no questions from elected members.

Moved: Councillor Redmond

Seconded: Councillor Cairns

THAT the Council:

- (a) **Receives** report No. 250805143556.
- (b) **Receives and Adopts** the Elected Members Code of Conduct document (Trim 230918145779).
- (c) **Receives and Adopts** the 2025 Council Standing Orders (Trim 250818151937).
- (d) **Notes** that the Council will review both the Code of Conduct and Standing Orders during 2026, subject to legislative changes.

CARRIED

5.3 **Appointment of Deputy Mayor** – Mayor D Gordon

Mayor Gordon noted that it was proposed that the role of Deputy Mayor be shared across the term through two separate appointments, each serving 18 months: first, Councillor Redmond, and then Councillor Mealings.

There were no questions from elected members.

Moved: Councillor Bartle

Seconded: Councillor McLaren

THAT the Council:

- (a) **Receives** report No 250805143652.
- (b) **Appoints** Councillor Philip Redmond as Deputy Mayor of the Waimakariri District Council from 29 October 2025 to 30 April 2027.
- (c) **Appoints** Councillor Niki Mealings as Deputy Mayor of the Waimakariri District Council from 1 May 2027 to 14 October 2028, being the end of the 2025-28 triennium.

CARRIED

5.4 **Ward Appointments to Rangiora-Ashley, Oxford-Ohoka, Woodend-Sefton and Kaiapoi-Tuahiwi Community Boards** – J Millward (Chief Executive)

J Millward took the report as read, and there were no questions from elected members.

Moved: Councillor Doody

Seconded: Councillor McLaren

THAT the Council:

- (a) **Receives** report No. 250805143711.
- (b) **Appoints** Councillors Wendy Doody, Jason Goldsworthy, Bruce McLaren and Joan Ward to the Rangiora-Ashley Community Board in accordance with Section 19F of the Local Electoral Act 2001.
- (c) **Appoints** Councillors Tim Fulton and Niki Mealings to the Oxford-Ohoka Community Board in accordance with Section 19F of the Local Electoral Act 2001.
- (d) **Appoints** Councillors Brent Cairns and Shona Powell to the Woodend-Sefton Community Board in accordance with Section 19F of the Local Electoral Act 2001.
- (e) **Appoints** Councillors Tim Bartle and Philip Redmond to the Kaiapoi-Tuahiwi Community Board in accordance with Section 19F of the Local Electoral Act 2001.
- (f) **Approves** the delegations for the Community Boards (S-DM 1041), (Trim 191017145497).
- (g) **Notes** that the Council can further review the delegations for Community Boards in the future.

CARRIED

5.5 **Committee Structure and Appointments** – Mayor Dan Gordon

Mayor Gordon acknowledged the challenge of balancing Councillors' requests and expressed appreciation to J Millward for his support throughout the process. Mayor Gordon also noted that each Councillor would have the opportunity to chair one of the standing committees during the term.

There were no questions from elected members.

Moved: Councillor Redmond

Seconded: Councillor Bartle

THAT the Council:

- (a) **Receives** report No. 250805143732.
- (b) **Notes** under section 41A of the Local Government Act, the Mayor has the power to establish Committees of the Council and to appoint the Chairperson of each Committee and may make the appointment before the other members of the Committee are determined and may nominate him/herself.
- (c) **Notes** Mayor Gordon is ex-officio on all committees and sub-committees of the Council pursuant to the Local Government 2002 Act.
- (d) **Establishes** the following Standing Committees:
 - (i) Audit and Risk (Standing Committee)
 - (ii) Community and Recreation (Standing Committee)
 - (iii) District Planning and Regulation (Standing Committee)
 - (iv) Utilities and Roading (Standing Committee)

- (e) **Approves** the delegations for the following Committees:
 - (i) Audit and Risk (Trim 190828120273)
 - (ii) District Planning and Regulation (Trim 190828120276)
 - (iii) Community and Recreation (Trim 190828120296)
 - (iv) Utilities and Roading (Trim 190828120303)
 - (v) District Licensing Committee (Trim 190828120307)
- (f) **Retains** the rotation of Chairperson for the Audit and Risk, Community and Recreation, District Planning and Regulation, and the Utilities and Roading Committees.
- (g) **Appoints** six (6) Councillors T Bartle, W Doody, T Fulton, J Goldsworthy, B McLaren and J Ward to the Audit and Risk Committee.
- (h) **Appoints** six (6) Councillors B Cairns, W Doody, B McLaren, N Mealings, S Powell, and P Redmond to the Community and Recreation Committee.
- (i) **Appoints** five (5) Councillors B Cairns, T Fulton, J Goldsworthy, N Mealings and P Redmond to the District Planning and Regulation Committee.
- (j) **Appoints five** (5) Councillors T Bartle, T Fulton, N Mealings, P Redmond and J Ward to the Utilities and Roading Committee.
- (k) **Appoints** Councillor J Goldsworthy as the First Chair of the Audit and Risk Committee to 31 October 2026.
- (l) **Appoints** Councillor B McLaren as Second Chair of the Audit and Risk Committee from 1 November 2026 to 31 October 2027.
- (m) **Appoints** Councillor J Ward as Third Chair of the Audit and Risk Committee from 1 November 2027 to 14 October 2028 being the end of the triennium term.
- (n) **Appoints** Councillor B Cairns as First Chair of the Community and Recreation Committee to 31 October 2026.
- (o) **Appoints** Councillor S Powell as Second Chair of the Community and Recreation Committee from 1 November 2026 to 31 October 2027.
- (p) **Appoints** Councillor W Doody as Third Chair of the Community and Recreation Committee from 1 November 2027 to 14 October 2028 being the end of the triennium term.
- (q) **Appoints** Councillor N Mealings as First Chair of the District Planning and Regulation Committee to 30 April 2027.
- (r) **Appoints** Councillor T Fulton as Second Chair of the District Planning and Regulation Committee from 1 May 2027 to the end of the triennium term on 14 October 2028.
- (s) **Appoints** Councillor P Redmond as First Chair of the Utilities and Roading Committee to 30 April 2027.
- (t) **Appoints** Councillor T Bartle as Second Chair of the Utilities and Roading Committee from 1 May 2027 to 14 October 2028, being the end of the triennium term.

- (u) **Establishes** the following Committees:
 - (i) Hearings Committee for Hearings, other than RMA Hearings
 - (ii) Code of Conduct Committee
 - (iii) Chief Executive Review Committee
 - (iv) District Licensing Committee
- (v) **Appoints** Councillors T Bartle, B Cairns, W Doody, T Fulton, J Goldsworthy, B McLaren, N Mealings, S Powell, P Redmond and J Ward to the Hearings Committee (other than RMA Hearings).
- (w) **Appoints** Councillor P Redmond as Chairperson, and Councillors B Cairns, W Doody, N Mealings and J Ward to the Code of Conduct Committee.
- (x) **Appoints** Mayor D Gordon as Chairperson, and Councillors J Goldsworthy, N Mealings, P Redmond and J Ward to the Chief Executive Review Committee.
- (y) **Notes** the Council decision of 3 September 2024 to reappoint Neville Atkinson as Commissioner and Deputy Chairperson to the District Licensing Committee (DLC), and to reappoint Councillors Philip Redmond Deputy Chairperson and Mr Jim Gerard as Commissioners.
- (z) **Notes** that the Commissioners' appointments are for five years or a lesser time by Council resolution at any time. Therefore, the District Licensing Committee will continue with membership of Commissioners until review in mid-2027.
- (aa) **Notes** the resignation of Paul Williams from the District Licensing Committee, effective from 21 October 2025 and acknowledges his contribution to the Committee.
- (bb) **Appoints** Councillors T Bartle, W Doody, J Goldsworthy, B McLaren, N Mealings to the District Licensing Committee.
- (cc) **Appoints** Mayor D Gordon to the Canterbury Civil Defence Emergency Management Group (CDEM) Joint Standing Committee.
- (dd) **Appoints** Mayor D Gordon, Councillors N Mealings and P Redmond to the Greater Christchurch Partnership.
- (ee) **Appoints** Mayor D Gordon to the Greater Christchurch Public Transport Joint Committee.
- (ff) **Appoints** Mayor D Gordon, Councillors N Mealings and P Redmond to Whakawhanake Kainga Committee, Urban Growth Partnership for Greater Christchurch.
- (gg) **Notes** Council-appointed Trustee positions remain in place for the balance of their term.
- (hh) **Notes** Membership to outside council groups, advisory and working parties will be subject to a separate report to Council in November/December 2025.

CARRIED

5.6 **Appointment of Portfolio Holders** – Mayor Dan Gordon

Mayor Gordon noted that he had carefully considered each Councillor's individual requests. Two new portfolios had been established as part of the process. He commented that the portfolio system had proven effective, enabling members to take leadership in specific areas and collaborate closely with staff. Mayor Gordon concluded by wishing his colleagues all the best for the upcoming term.

There were no questions from elected members.

Moved: Councillor Mealings

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** report No. 251024203467.
- (b) **Establishes** Portfolios for Councillors and **notes** the generic Portfolio Holder Role Description, with specific parameters to be defined by February 2026.
- (c) **Appoints** Mayor Gordon as Portfolio Holder of Iwi Relationships.
- (d) **Appoints** Mayor Gordon as Portfolio Holder of Government Reform.
- (e) **Appoints** Mayor Gordon as Portfolio Holder of Greater Christchurch Partnership.
- (f) **Appoints** Mayor Gordon as Portfolio Holder of Transport.
- (g) **Appoints** Councillor P Redmond as Portfolio Holder of Property.
- (h) **Appoints** Councillor W Doody as Portfolio of Housing.
- (i) **Appoints** the Deputy Mayor of the time as Portfolio Holder of International Relationships.
- (j) **Appoints** Councillor B Cairns as Portfolio Holder of Arts and Culture.
- (k) **Appoints** Councillor Mealings as Portfolio Holder of Climate Change and Sustainability.
- (l) **Appoints** Councillor N Mealings as Portfolio Holder of Solid Waste.
- (m) **Appoints** Councillor J Ward as Portfolio Holder of Audit, Risk, Annual/Long Term Plans.
- (n) **Appoints** Councillor S Powell as Portfolio Holder of Communications.
- (o) **Appoints** Councillor W Doody as Portfolio Holder of Customer Service.
- (p) **Appoints** Councillor B Cairns as Portfolio Holder of Greenspace (Parks, Reserves and Sports Grounds).
- (q) **Appoints** Councillor B McLaren as Portfolio Holder of Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls, and Museums).
- (r) **Appoints** Councillor S Powell as Portfolio Holder of Community Development and Wellbeing.
- (s) **Appoints** Councillor B Cairns as Portfolio Holder of Business, Promotion and Town Centres.

- (t) **Appoints** Councillor T Bartle as Portfolio Holder of Mixed use and Business and Kaiapoi Development.
- (u) **Appoints** Councillor N Mealings as Portfolio Holder of District Planning.
- (v) **Appoints** Councillor J Goldsworthy as Portfolio Holder of Civil Defence and Regulation.
- (w) **Appoints** Councillor P Redmond as Portfolio Holder of Roothing.
- (x) **Appoints** Councillor T Fulton as Portfolio Holder of Drainage and Stockwater and Three Waters (Drinking Water, Sewer and Stormwater).
- (y) Appoints Councillor T Bartle as Portfolio Holder of Procurement (Efficiencies and Savings).
- (z) **Notes** that appointments and portfolios may be reviewed in November 2026 by the Council or at the discretion of the Mayor.
- (aa) **Circulates** a copy the outcome of this report to the Community Boards for their reference.

CARRIED

5.7 **Council Meeting Schedule November 2025 – December 2026** – Sarah Nichols (Governance Manager)

S Nichols took the report as read, and there were no questions from elected members.

Moved: Councillor McLaren

Seconded: Councillor Cairns

THAT the Council:

- (a) **Receives** report No 251026203484.
- (b) **Adopts** the following meeting schedule for the period from 1 November 2025 to 22 December 2026 (as outlined in Trim 251018198430).
- (c) Ordinary Council Meeting Dates commencing at 9am, generally on the first Tuesday of the month:

4 November 2025	2 December 2025		
3 February 2026	3 March 2026	31 March 2026	5 May 2026
2 June 2026	7 July 2026	4 August 2026	1 September 2026
6 October 2026	3 November 2026	1 December 2026	

Council meetings relating to (Draft) Annual Plan and Annual Report, including submissions and hearings:

27 and 28 January 2026 (Budgets)	17 February 2026 (Approval to Consult)	6 and 7 May 2026 (Hearings)
26 and 27 May 2026 (Deliberations)	16 June 2026 (Adoption Annual Plan)	23 June 2026 (Reserve Adoption)
6 October 2026 (Annual Report)	20 October 2026 (Reserve Annual Report)	26-29 January 2027 (LTP Budget)

- (d) **Adopts** the following meeting schedule for the period from 1 November 2025 to 22 December 2026 for Committees:

- (i) Audit and Risk Committee commencing at 9am on Tuesdays:

18 November 2025		
17 February 2026	17 March 2026	19 May 2026
16 June 2026	18 August 2026	20 October 2026
15 December		

- (ii) Utilities and Roading Committee generally at 9am on Tuesdays:

25 November 2025	9 December 2025 (1pm)	
10 February 2026	10 March 2026	14 April 2026
12 May 2026	9 June 2026	14 July 2026
11 August 2026	8 September 2026	13 October 2026
17 November 2026	8 December 2026	

- (iii) District Planning and Regulation Committee generally at 1pm on Tuesdays:

25 November 2025	16 December 2025 (9am)	
10 February 2026	14 April 2026	9 June 2026
14 July 2026	11 August 2026	13 October 2026
15 December 2026		

- (iv) Community and Recreation Committee at 1pm on Tuesdays:

16 December 2025		
17 February 2026	21 April 2026	16 June 2026
18 August 2026	15 September 2026	24 November 2026

- (v) Waimakariri District Licensing Committee at 9am generally on Mondays

3 November 2025	1 December 2025		
2 February 2026	2 March 2026	30 March 2026	4 May 2026
29 June 2026	27 July 2026	31 August 2026	28 September 2026
2 November 2026	30 November 2026		

- (e) **Notes** that this timetable does not preclude additional meetings being scheduled if required for matters of urgency, which will be advertised on the Council website.
- (f) **Notes** that workshops will be scheduled during 2026, on Tuesdays each month, as required and will be advertised on the Council website. Furthermore, each Committee may hold workshops at the conclusion of its scheduled meeting, if required, with topics listed in the Committee agenda.
- (g) **Notes** the Community Boards will adopt their own timetable at their meetings held during their inaugural meetings in October/November 2025.
- (h) **Notes** that no formal meetings are currently scheduled for Councillors on the weeks of 3 to 12 April, 27 June to 5 July, 24 October to 1 November, 7 November to 15 November and from 18 December 2026 to 24 January 2027.
- (i) **Circulates** a copy of the finalised meeting times to Ngāi Tūāhuriri partners and the Community Boards for their reference.

CARRIED

6. **QUESTIONS**

None.

7. **URGENT GENERAL BUSINESS**

None.

8. **NEXT COUNCIL MEETING**

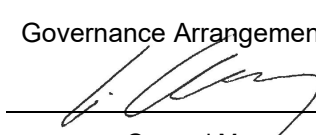
The next scheduled Council meeting will be held on Tuesday, 4 November 2025, commencing at 9am in the Council Chambers, Rangiora Service Centre, 215 High Street, Rangiora.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 9.45AM.

CONFIRMED

Chairperson
Mayor Dan Gordon

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** EXC-51-21/ 251017197594**REPORT TO:** COUNCIL**DATE OF MEETING:** 4 November 2025**AUTHOR(S):** Gerard Cleary – General Manager Utilities & Roading
Kalley Simpson – 3 Waters Manager
Harriette Davies – Special Projects Team Leader**SUBJECT:** Governance Arrangements for Waimakariri Water Services Unit**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to seek Council approval for the establishment of a dedicated Water Services section (Part B) within the Council agenda, to provide focused governance and oversight of the new Waimakariri Water Services Unit (WWSU). A previous report (Trim No. 250723135093) was approved by the outgoing Council on 30 September 2025, which recommended that the incoming Council endorse this proposed governance structure following the elections.
- 1.2. This report also seeks Council approval for the establishment of a dedicated Water Services section within the Utilities & Roading Committee agenda, to ensure clear functional separation, and enhanced visibility of Water Services related matters.
- 1.3. Following confirmation from Central Government on 21 July 2025 that the Council's Water Services Delivery Plan (WSDP) was accepted, Council has initiated key implementation steps, including the appointment of staff to a Water Services Transition Establishment Team and Steering Group. These groups are tasked with guiding the implementation of the new WWSU, in alignment with the Council's Implementation Plan.
- 1.4. A key early requirement within the Implementation Plan is to define the governance model that supports the new unit, including clear approval pathways and delegated authority.
- 1.5. It is proposed that Water Services related matters be clustered into a dedicated section (Part B) of the Council agenda, comprising all Councillors and the Mayor as voting members, with full delegated authority over Water Services. The reports would be considered in a sectionalised portion of the full Council agenda (Part B), separate from the standard Council agenda (Part A), in accordance with the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the Council's adopted Standing Orders (Trim 250818151937). This structure enables targeted focus on Water Services, with all reporting specific to this area flowing through Part B.
- 1.6. It is proposed that Water Services related reports which also cover broader matters may be considered under Part B of the Council agenda to avoid duplication. This ensures that the same report does not need to appear in both Part A (standard Council agenda) and Part B (Water Services section), given that the same elected members will be considering both.

- 1.7. These arrangements, along with the proposed agenda structure for the Utilities & Roading Committee, will ensure the Council meets its regulatory obligations by providing both strategic oversight and operational separation of water services, as required under the Local Water Done Well (LWDW) programme.
- 1.8. It is also noted that the Water Services section of the Council agenda (Part B) is planned to be implemented at the start of the new Council term. Although the transition to a new Water Services governance arrangement is not required until July 2027, early adoption demonstrates Council's commitment to the new structure and provides an opportunity to identify and resolve any minor operational issues ahead of time.

2. **RECOMMENDATION**

THAT the Council;

- (a) **Receives** Report No. 251017197594.
- (b) **Approves** the establishment of a dedicated Water Services section (Part B) within the:
 - Council agenda to provide strategic governance and oversight of the new Waimakariri Water Services Unit (WWSU).
 - Utilities & Roading Committee agenda to ensure clear functional separation and enhanced visibility.
- (c) **Notes** that these arrangements will ensure the Council meets its regulatory obligations by providing both strategic oversight and operational separation of water services, as required under the LWDW programme.
- (d) **Note** that Report No. 250723135093 was previously approved by the outgoing Council on 30 September 2025, which recommended that the incoming Council endorse the proposed governance structure following the elections.
- (e) **Notes** that a separate Report No. 250909171402 was also previously approved by the outgoing Council on 30 September, which outlines a list of governance matters, with recommendations to be made to the incoming Council. This includes arrangements for ensuring separation on Water Services matters.
- (f) **Notes** that Water Services matters will be considered within a sectionalised portion of the full Council agenda (Part B), with full Council delegations applying to these matters. It is proposed that Part B may also consider matters outside of Water Services when presented within a combined report that includes both Water Services and non-Water Services content, to avoid duplication.
- (g) **Notes** that the Water Services section (Part B) will be implemented from the start of the new Council term. While the transition to a new Water Services governance arrangement is not required until July 2027, early adoption demonstrates Council's commitment and allows time to identify and resolve any minor operational issues.
- (h) **Notes** that the Utilities & Roading and Audit & Risk Committees will continue to hold their standard delegations.
- (i) **Notes** that the Council's in-house water services delivery model is backed by strong community support and delivers excellent value through lower overheads and low cost loans, when compared to other models such as a CCO. With the third lowest average water rate in New Zealand, the model enables affordable infrastructure investment for ratepayers. Council was the second entity overall to be approved by the Department of Internal Affairs, and the first to be approved as an in-house water services business unit, enabling internal synergies with both explicit and implicit benefits to the community.

3. **BACKGROUND**

- 3.1. Council's WSDP outlines the strategic transition to an in-house delivery model for water services under the LWDW programme. This model builds on Council's existing approach to managing drinking water, wastewater, stormwater, rural land drainage, and stock water, but with increased financial ring-fencing and new regulatory requirements for drinking water and wastewater.
- 3.2. The Council's in-house water services delivery model is backed by strong community support and delivers excellent value through lower overheads and low cost loans, when compared to other models such as a CCO. With the third lowest average water rate in New Zealand, the model enables affordable infrastructure investment for ratepayers. Council was the second entity overall to be approved by the Department of Internal Affairs, and the first to be approved as an in-house water services business unit, enabling internal synergies with both explicit and implicit benefits to the community.
- 3.3. The Council must ensure financial sustainability of their water services by 30 June 2028. Economic regulation requirements for financial sustainability will only apply to drinking water and wastewater services.
- 3.4. On 21 July 2025, Council received confirmation from Central Government that the Council's Water Services Delivery Plan (WSDP) had been accepted. The approved WSDP commits Council to achieving economic regulation compliance by 2027/28, one year ahead of the legislative deadline.
- 3.5. Council has already begun its transition to the proposed in-house delivery model for water services under the LWDW programme. On 1 July 2025, the 3 Waters Unit was renamed the Waimakariri Water Services Unit (WWSU), marking the start of a two year transition toward the proposed model.
- 3.6. A dedicated Water Services Transition Establishment Team and Steering Group have been appointed to lead, coordinate and provide strategic oversight for the establishment of the new WWSU, as outlined in the Implementation Plan of the Council's WSDP.
- 3.7. A dedicated Water Services section within the Council agenda is critical to governance success, offering:
 - Dedicated and focused oversight for transition
 - Clear governance structure with full Council authority
 - Enhanced reporting mechanisms tailored to water services
 - Alignment with regulatory and financial imperatives.
- 3.8. It is proposed that Water Services matters be considered within a sectionalised portion of the full Council agenda (Part B) comprising all Councillors and the Mayor, with full delegated authority over Water Services. This structure, operating in accordance with the Local Government Official Information and Meetings Act 1987 (LGOIMA) and current adopted Standing Orders (Trim 250818151937), enables focused attention on Water Services while remaining integrated with standard Council processes. Reporting specific to Water Services would flow through this forum, with the WWSU providing monthly updates on capital expenditure and operational matters.
- 3.9. It is also proposed that the Utilities & Roading Committee also establish a dedicated Water Services section within their agenda to ensure clear functional separation, and enhanced

visibility of Water Services related matters, to further ensure compliance with regulatory requirements under the LWDW programme.

- 3.10. It is proposed that the Water Services section (Part B) be implemented from the beginning of the new Council term. While the transition to a new Water Services governance arrangement is not required until July 2027, early adoption demonstrates Council's commitment and allows time to identify and resolve any minor operational issues.
- 3.11. Note that Report No. 250909171402 was also previously approved by the outgoing Council on 30 September, which outlines a list of governance matters, with recommendations to be made to the incoming Council. This includes arrangements for ensuring separation on Water Services matters.
- 3.12. The introduction of a dedicated Water Services section (Part B) within the Council agenda is expected to enhance efficiency by providing dedicated focus and governance for water services. It is proposed that Part B may also consider matters outside of Water Services when presented within a combined report that includes both Water Services and non-Water Services content, to avoid duplication.
- 3.13. Establishing a dedicated Water Services section within the Council agenda, as well as within the Utilities & Roading Committee, under an in-house business unit model provides focused governance and streamlines decision making, ensuring water services are managed efficiently and in alignment with Council priorities. With dedicated oversight, the Council can respond quickly to emerging issues, reduce bureaucratic delays, and maintain clear accountability, which will intern lead to improved service delivery, efficiency gains and cost savings over time, when compared to other water service delivery models.
- 3.14. The Utilities & Roading and Audit & Risk Committees will continue to hold their standard delegations. Refer to the Council's Delegations Manual for further information on the current delegations and jurisdiction of these Committees (S-DM-1022 and S-DM-1024).
- 3.15. It is noted that these arrangements will still allow Council to continue to work with neighbouring councils, such as Hurunui District and Kaikoura District councils (or a future Hurunui/Kaikoura water services CCO). These will be through existing formal channels such as contract services from the WWSU or Project Delivery Unit (similar to what is currently occurring, such as modelling support which is provided to HDC).

4. **ISSUES AND OPTIONS**

- 4.1. Council has the following options available to them:

Option A:

- 4.1.1. Approves the establishment of a dedicated Water Services section (Part B) within the Council and Utilities & Roading Committee agendas.

This option provides focused governance, regulatory alignment, and transparency of water services related matters. **This is the recommended option.**

Please note that Report No. 250909171402 was also previously approved by the outgoing Council on 30 September, which outlines a list of matters, with recommendations to be made to the incoming Council. This includes arrangements for ensuring separation on Water Services matters. The current Standing Orders accommodates the anticipated sectionalised Water Services portion of the full Council agenda.

Option B:

- 4.1.2. Declines the establishment of a dedicated Water Services section (Part B) within the Council and Utilities & Roading Committee agendas and directs staff to explore alternate governance structures, such as a committee of the whole council

membership for Water Services. This is not the recommended option due to the following reasons:

- It would result in duplication of meeting times, resources, and reporting processes, making it more complex and less efficient than maintaining a single, integrated governance structure.
- It could delay implementation of the WSDP.
- It risks non-compliance with regulatory requirements and deadlines, as well as the Council's WSDP.

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

5. **Implications for Community Wellbeing**

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

6. **COMMUNITY VIEWS**

6.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū have an interest in water related issues. The WWSU will continue to proactively engage and consult with Te Ngāi Tūāhuriri and Ngāti Kurī hapū.

The Government's LWDW programme has reinforced the requirement for Territorial Authorities and Water Services Entities to actively engage with iwi as part of their planning and delivery processes. Council already has a robust on-going process in place where it engages Whitoria Centre Ltd to support its Mana Whenua engagement.

6.2. **Groups and Organisations**

There are no groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The WWSU will need to proactively engage with relevant stakeholders once fully established.

6.3. **Wider Community**

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

7. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

7.1. **Financial Implications**

There are no financial implications associated with the subject matter of this report.

One-off implementation costs are anticipated in the 2025/26 and 2026/27 financial years as part of the transition to an in-house water services business unit.

A request for two fixed-term staff members (2 FTE) over two years to support the Water Services Transition was approved by the Chief Executive in October 2025 (Report 250814150048). To fund this, additional budget allocations of \$150,000 in 2025/26, \$300,000 in 2026/27, and \$150,000 in 2027/28 will be sought through the Council's Annual Plan process in January 2026.

Consideration was given to whether the tasks required to implement the Waimakariri Water Services business unit and meet reporting requirements over the coming two years could be delivered by existing resources, however it has been concluded that the level of effort required exceeds the available capacity of existing staff.

In addition to the two new fixed term staff members highlighted above, further staffing costs will be required during this implementation phase, which includes continued support from the Project Delivery Unit, and existing Water Services Unit and Finance Team staff time. Further budget requirements will be identified through a comprehensive gap analysis

process and any additional budget required beyond the costs of the proposed new staff will also be addressed through the Annual Plan process in January 2026.

It is also noted that there are known regulatory costs under the LWDW programme, where Council must pay levies to the Water Services Authority - Taumata Arowai and the Commerce Commission.

The annual levies are estimated as follows:

Water Services Authority - Taumata Arowai	\$ 274,072
Commerce commission	\$ 86,120
Total	\$ 360,192

Council have already paid the first quarterly levy payment to the Water Services Authority - Taumata Arowai of \$68,517.

7.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts. However, Sustainability and Climate Change impacts of any water services projects will be considered as part of reporting through to the Utilities and Roading Committee or the Council (Part B).

7.3. **Risk Management**

There are further risks arising from the adoption/implementation of the recommendations in this report. If the recommendations are not supported, and there is not adequate governance of the WWSU, the transition may not be successful, and the Council may fail to meet its legislative requirements, or fulfil the commitments it has made to Central Government via the WSDP that has been submitted and approved.

7.4. **Health and Safety**

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

8. **CONTEXT**

8.1. **Consistency with Policy**

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

8.2. **Authorising Legislation**

The Local Government Act 2002 and Local Government (Water Services Preliminary Arrangements) Act are relevant in this matter.

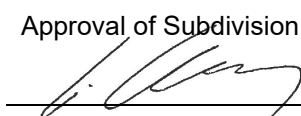
8.3. **Consistency with Community Outcomes**

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

- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.
- Infrastructure and services are sustainable, resilient and affordable.

8.4. **Authorising Delegations**

Council has the delegated authority to approve the recommendations in this report.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-11 / 250623113115**REPORT TO:** COUNCIL**DATE OF MEETING:** 4 November 2025**AUTHOR(S):** Joanne McBride – Roothing & Transportation Manager
Kieran Straw – Civil Project Team Leader**SUBJECT:** Approval of Subdivision Contribution Programme for 2025/26**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. This report is seeking Council approval of the Roothing Subdivision Contribution Programme for 2025/26, and associated budget over-spend, and also seeks approval for the Scheme Design for River Road Stage 2.
- 1.2. There are several developments around the district each year where Council contributes to the cost of upgrading Roothing infrastructure. These include housing and commercial developments, as well as requests for seal extensions in line with the Road Reserve Management Policy (Private Funding of Seal Extensions section).
- 1.3. As developments progress through the year and further information becomes available, the funding contributions required by Council are confirmed and updated.
- 1.4. A summary of likely commitments for the 2025/26 Year is included in the Financial Implications section as Table One.
- 1.5. There are several developments underway which require funding of Council commitment share. This will likely exceed the available budget if all projects are to proceed.
- 1.6. The full extent and timing of the commitments can be difficult to predict and as such any budget changes are only requested when there is certainty around the timing of projects.
- 1.7. Over the next 12 months there are a number of projects which have a high likelihood of proceeding. A contract has been prepared for the decommissioning of the Kippenberger Ave Stock Underpass, the development at River Road is currently underway and Browns Road Sealing has previously been complete as agreed to with Christchurch ReadyMix.
- 1.8. This budget is managed on an unders and overs basis, and the 2024/25 year was the first year in the past seven where the available budget was overspent.
- 1.9. A review of the future budget needs will be undertaken as part of the upcoming Long Term Plan process.

Attachments:

- i. River Road Urbanisation (Stage 2) Scheme Design (Trim No. 251028204049)

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** Report No. 250623113115.
- (b) **Approves** staff progressing with the following development related Council led projects, subject to normal procurement approvals:
 - i. Stopforth / Parsonage Intersection Realignment
 - ii. Removal of South Belt Street Lighting
- (c) **Approves** the scheme design of River Road Urbanisation, as per attachment i of this report.
- (d) **Notes** that Council has previously approved the following works being undertaken:
 - i. Decommissioning of Kippenberger Ave Underpass
 - ii. Removal of Silverstream Speed Tables on Silverstream Boulevard
- (e) **Notes** that it is anticipated the following Developments will proceed and require a Council contribution towards upgrading:
 - i. River Road Urbanisation (Enverton Dr to Cones Rd)
 - ii. Pentecost Road Upgrade (South of School)
- (f) **Notes** that the current budget of \$879,077 is unlikely to be sufficient to meet Council's share of costs associated with development and urbanisation costs, and as such this budget is likely to be overspent if all projects were to proceed, with an overspend of \$242,188 currently predicted.
- (g) **Notes** the updated commitments are summarised in Table One of this report.
- (h) **Notes** that funding for growth areas is budgeted to allow "unders and overs" and as such it is proposed to accept the over expenditure in the short term.
- (i) **Notes** that staff will review the Subdivision Contribution budgets as part of the next Long Term Plan and recommend a budget that better matches the average subdivision requirement in recent years.
- (j) **Notes** that over the last 7 years the budget has typically been sufficient to fund the works, with the 2024/25 year being overspent by \$617,000.
- (k) **Notes** the River Road Stage 2 design has been based on the wider design implemented following feedback on Stage One and is wider than the current carriageway.
- (l) **Notes** that an allowance has been made to fund urbanisation on River Road between Enverton Drive and previously completed Stage One (outside no. 69). The sections outside of the development frontage will be fully funded through the Subdivision Contribution area.
- (m) **Circulates** this report to the Community Boards for information.

3. **BACKGROUND**

- 3.1. The Roothing Subdivision Contribution Budget is the funding source for financial contribution driven seal extensions and for rural seal extensions. It also funds other cost share projects where existing roads need to be upgraded in response to development,

such as the urbanisation. The funding covers the cost of the benefit to existing ratepayers resulting from the work.

- 3.2. As a large portion of this work is driven by developers it is difficult to predict projects accurately and in the past funding has not been expended at year end due to expected work not being completed by developers in the time anticipated.
- 3.3. Council typically doesn't have control over when this work is carried out. The exception is Council managed projects and that is normally where financial contributions have been taken and Council completes the work, such as seal extensions, in response to development.
- 3.4. In the 2025/26 year the commitments (confirmed and likely) are as follows:

3.4.1. Kippenberger Ave Urbanisation

A contract was let in February 2025 for the urbanisation of Kippenberger Ave. This contract included two separable portions of work, with one of those portions of works for the works at the eastern end of Kippenberger Ave being completed in July 2025. This work is complete and paid for from the 2025/26 budget.

3.4.2. Kippenberger Ave Underpass Decommissioning

The existing underpass on Kippenberger Ave was originally constructed as a stock underpass. The development of the area into urban housing means that this underpass is no longer required for stock. Council considered the option of altering the underpass to be a pedestrian underpass; however this option was not recommended for a number of reasons, including leaks in the underpass, high water table in the area and ongoing high maintenance costs. Council approved the underpass to be decommissioned.

3.4.3. Stopforth / Parsonage Road Intersection Realignment

Parsonage Road is one of the two main access roads to the developments of Woodend East. Parsonage Road intersects with Stopforth Road at a skewed angle and requires the primary traffic flow to give way. Staff are currently developing the design for a revised intersection layout that will be brought to the Community Board shortly for approval.

3.4.4. Silverstream Blvd – Removal of Raised Tables

Silverstream Blvd was constructed as a new Collector Road to connect Silverstream with Adderley Terrace. The development design included two raised tables to mitigate vehicle speeds in this area. Following complaints, the Kaiapoi-Tuahiwi Community Board and Council approved removal of these speed tables.

3.4.5. South Belt – Removal of redundant street lighting

The works associated with the Summerset Development was completed in the 2024 / 25 year, and this work included the installation of new street lighting to achieve V4 lighting levels on South Belt.

The lighting design did not take into account the existing lighting along South Belt. The existing lighting is 27 years old, and was lighting South Belt to a lower lighting standard. These lights are now redundant, and are scheduled to be removed.

3.4.6. River Road Urbanisation

This is for Stage 2 of this project, between Cones Road and Enverton Drive. The developer will shortly start development at No. 79 River Road, leaving a short length (approx. 50m on each side of the development) to be urbanised by Council in conjunction with the development works.

The Scheme Design for Stage 2 has been based on the wider design implemented following feedback on Stage One. The new road cross section proposed is 7.85m wide (excluding the concrete channel), which is 0.75m wider the current carriageway (which is 7.1m wide).

The proposed works include the area from Enverton Drive and the previously completed Stage One (outside no. 69). The sections outside of the immediate development frontage will be fully funded through the Subdivision Contribution area.

- 3.5. The sealing of Browns Road by Christchurch ReadyMix was approved by Council in 2023, and this is being funded over three years. Years one and two have been invoiced by Christchurch ReadyMix and paid in previous years. The year three invoice was received in July and has also been paid. This is the final instalment.
- 3.6. The South MUBA development is progressing, however at this time the consent is estimated to be issued November / December 2025, with agreements yet to formalised. Given there is significant milestones to be met, it is unlikely that Council funding will be required for this project until the 2026/27 year.

4. ISSUES AND OPTIONS

- 4.1. The Rooding Financial Contribution Budget is an allocation each year and as a high proportion of the work depends on developers and their timing, often budget needs to be carried over at year end. The 2024/25 year was an exception to this, as the available budget was exceeded for the first time in 7 years.
- 4.2. Updated estimates show the current budget is likely to be insufficient to cover the commitments for the 2025/26 financial year if all projects progress as expected, hence overspend in this area is anticipated.
- 4.3. Council has opted to budget an annual allocation each year based on knowledge and experience and accept that in some years the budget will be too high and in others it may be too low.
- 4.4. The approach taken previously has been to be conservative. This option is adopted to minimise unnecessary carry overs at year end. It may however result in funding having to be brought forward or adjusted, if projects or developments advance more quickly, requiring Council to respond with a contribution.
- 4.5. Due to the timing of the proposed development, there is insufficient time to allow the Scheme Design to be taken through the Community Board and Utilities & Rooding Committee.
- 4.6. There are not implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.7. The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū may be affected by, or have an interest in, the subject matter of specific projects within this report, and staff will liaise with Whitiara Ltd specifically in regard to individual projects.

5.2. Groups and Organisations

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

No specific consultation has been undertaken on this report, however the view of the community has been monitored through Service Requests and Long Term Plan submissions.

Staff work with developers and property owners where works are requested which may require a Council contribution towards the cost of upgrading a road.

5.3. Wider Community

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

It is noted that the Scheme Design for River Road Stage 2 is based on the wider design implemented following feedback on Stage One improvements. The current carriageway width is approximately 7.1m and is being widened to 7.85m (excluding the concrete channel).

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

The following table outlines the projects that have a very high likelihood of being completed in the 2025/26 year:

DESCRIPTION	TIMELINES		ESTIMATED COST (\$)
	2025 / 2026	Status	
Professional Fees	✓	On Track	\$50,000
ReadyMix Browns Road Seal Extension (Council 50% share only - Final instalment).	✓	Complete	\$117,391
Kippenberger Ave Urbanisation	✓	Complete	\$68,804
Decommissioning of Kippenberger Ave Underpass	✓	Currently to Tender	\$110,000
River Road Urbanisation (Stage 2)	✓	Detailed Design	\$350,000
River Road (No. 79)	✓	Detailed Design	\$100,000
Stopforth / Parsonage Road Intersection Realignment	✓	Detailed Design	\$100,000
Removal of Silverstream Raised Tables	✓	Completed. Costs to come	\$20,000
South Belt – Removal of redundant streetlights opposite Summerset	✓	Yet to Commence	\$20,000
Pentecost Road Upgrade – South of School	✓	Developer Led	\$100,000
Gladstone Road (No. 96 / Eders Rd)	✓	Developer Led	TBC*
Cambridge Estates Johns Road / Oxford Road Urbanisation	✓	Developer Led	\$85,000
Total (estimate) for 2025/26			\$1,121,195

Budget (2025/26)	\$879,077
Budget Shortfall (possible overspend if all projects proceed)	- \$242,188

Table One – Projects for 2025/26

** Likely cost is still to be determined.*

The overall Subdivision Contribution Area budget at the start of the year is \$877,077. This is made up from three areas:

- Design Fees & Misc – PJ 100360.000.5133 - \$41,861
- Council Performed Works – PJ 100361.000.5133 - \$418,608
- Direct Payment to Developers – PJ 100364.000.5133 - \$418,608

These two budgets then get further allocated to specific projects within this subdivision contribution area as required through the year.

The predicted expenditure for the financial year if all projects proceed and are claimed is \$1,121,195 as detailed in Table One above. This would result in a budget shortfall of \$242,118.

Funding for Roothing growth areas is budgeted to allow “unders and overs” due to the fluctuating nature of growth within the district and the fact growth assumptions and actual growth are likely to differ. Therefore, it is important to consider this budget as a whole over a longer period.

As such, it is proposed to accept the overspend in the short term and review budgets as part of the next Long Term Plan process.

6.2. Sustainability and Climate Change Impacts

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

Consideration will be given to specific sustainability actions within each individual project, where appropriate.

6.3 Risk Management

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

Normal construction risks will apply, and a contingency value is included in these estimates, where appropriate to do so.

There is a risk that development may occur either ahead or behind the anticipated programme. Staff frequently liaise with developers to understand timing of proposed developments with an aim to mitigate the risk around this issue.

6.4 Health and Safety

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

As part of any Council contracts, any contractor undertaking physicals works will be required to submit a Site-Specific Health & Safety Plan for approval, prior to work commencing on site.

Developments are inspected by Council staff during construction, and any Health & Safety concerns identified and escalated with the Developer.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

The Land Transport Management Act is the relevant legislation in this matter.

7.3. **Consistency with Community Outcomes**

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

The relevant community outcomes are:

Social:

A place where everyone can have a sense of belonging...

- Housing is available to match the changing needs and aspirations of our community.
- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

Environmental:

...that values and restores our environment...

- Our district is resilient and able to quickly respond to and recover from natural disasters and the effects of climate change.
- Our district transitions towards a reduced carbon and waste district.
- The natural and built environment in which people live is clean, healthy and safe.

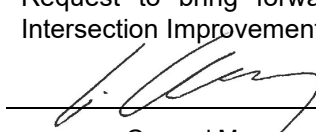
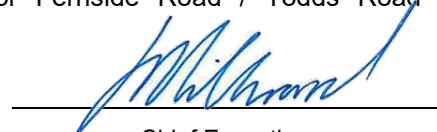
Economic:

...and is supported by a resilient and innovative economy.

- Infrastructure and services are sustainable, resilient, and affordable.

7.4. **Authorising Delegations**

The Council has authority to receive this report and make a decision on this matter.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-32-121 / 251020198856**REPORT TO:** COUNCIL**DATE OF MEETING:** 4 November 2025**AUTHOR(S):** Kieran Straw – Civil Project Team Leader
Joanne McBride – Roading & Transportation Manager**SUBJECT:** Request to bring forward budget for Fernside Road / Todds Road Intersection Improvement Project**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. This purpose of this report is:
 - 1.1.1. To provide an update to Council on the Fernside Road / Todds Rd intersection Project.
 - 1.1.2. Seek approval to bring forward \$66,000 of budget from the 2026/27 financial year into the current 2025/26 year, to allow enabling works to be carried out in advance of the planned intersection work in 2026/27.
- 1.2. Leading into the 2026 / 27 Annual Plan, the Council will be provided with a rescheduled work plan across all Council budgets with reduced capital expenditure overall.
- 1.3. This project involves the installation of a right turn lane on Fernside Road, at the Todds Road intersection to improve safety and to support increased traffic movements in this busy area. The detailed design for the intersection is largely complete, with construction planned for 2026/27.
- 1.4. In February 2024, Council approved commencing property purchase negotiations with the property owners. These negotiations have been progressing slowly and are currently ongoing.
- 1.5. There are a number of 'enabling works' which are proposed to be carried out in the 2025/26 financial year to ensure the site is ready in advance of the intersection works in 2026/27. These will take time to complete and as such it is recommended that they are undertaken ahead of the intersection works.
- 1.6. The total expected cost for these enabling works has increased to \$311,000, following confirmation of third-party costs (e.g. Mainpower) and therefore budget of \$66,000 is sought to be brought forward from the 2026/27 financial year to cover the cost of these works.
- 1.7. The Council has previously approved an increase in budget and there is currently budget available of \$245,000 in the 2025/26 financial year. This is made up of \$160,000 in the Fernside Rd / Townsend Rd budget (PJ 102135.000.5135) and \$85,000 in West Rangiora Route Improvements budget (PJ101101.000.5135).

- 1.8. The remaining works to complete the project will take place in 2026/27 and is estimated to cost \$426,000 (including priority A and B). The budget for next year is \$500,000, therefore if the \$66,000 is brought forward as recommended, then the budget will reduce to \$434,000. The estimated cost is \$426,000, and therefore there should be sufficient budget available for 2026/27
- 1.9. The enabling works required include:
 - 1.9.1. Tree felling
 - 1.9.2. Boundary fence replacement and associated 'on-property' costs
 - 1.9.3. Service relocations (MainPower, Chorus, Transpower etc)
 - 1.9.4. Provision for future street lighting (included with service relocations)

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** Report No. 251020198856.
- (b) **Approves** bringing forward budget of \$66,000 in PJ 102135.000.5135 (Fernside Rd / Todds Rd budget) from the 2026/27 financial year, into the 2025/26 financial year to provide a total budget of \$226,000 (PJ 102135.000.5135)
- (c) **Notes** that the budget is funded from the District Wide Roading account.
- (d) **Notes** that the remainder of the enabling works will be funded from the West Rangiora Route Improvements budget which has funding available in the 2025/26 financial year of \$85,000 (PJ 101101.000.5135), and therefore the total budget across these two budget areas for completion of the enabling works this financial year is \$311,000.
- (e) **Notes** that it is anticipated that there will be sufficient budget of \$434,000 in 2026/27 to complete the construction works which are estimated at \$426,000.
- (f) **Notes** that across both the two financial years (2025/26 and 2026/27), this project has a combined total budget of \$745,000, and an expected total cost of \$737,000.
- (g) **Notes** that land purchase costs will be funded separately from the Land Purchases – Growth budget (PJ101556.000.5135).

3. **BACKGROUND**

- 3.1. The West Rangiora structure plan was adopted by Council in August 2009 and set out the proposed urban boundaries for residential / commercial development. Under this plan, Fernside Road broadly formed the southern limit.
- 3.2. The Fernside Road / Todds Road Intersection upgrade project is a project identified through the West Rangiora Route Review and is intended to improve safety at the Todds Rd intersection, cater for anticipated growth in vehicle movements along the wider corridor and promote the Fernside Road as an alternative route to access Western Rangiora.
- 3.3. Road Designations (WDC-35) are currently included in the Proposed District Plan (PDP) over No. 7 Todds Road, and No. 245 Fernside Road. Report 230921148303 was approved in February 2024 to commence property purchase negotiations with the property owners at this intersection, and negotiations are currently ongoing.
- 3.4. There are a number of 'enabling works' which are proposed to be carried out in the 2025/26 financial year. This will ensure the site is ready for the physical works associated with the intersection widening to be carried out in 2026/27.

- 3.5. These works include relocating a Mainpower stay pole, installation of streetlights, installation of cabling and ducting, relocation of the boundary fence, and a number of associated works to ensure that the effect on the neighbouring properties is mitigated.
- 3.6. The total estimate cost to complete the enabling works is \$310,000 excluding the property purchase costs. The cost of the enabling works therefore exceeds the budget which is currently available within the 2025/26 financial year.

4. **ISSUES AND OPTIONS**

- 4.1. The current estimate to complete the project is \$737,000.
- 4.2. This estimate includes all enabling works, professional fees, contingency, and the Project Works.
- 4.3. The Project Works have been considered in two priorities; with Priority A being all works on the southern side of the road being the “must do”, and “Priority B” being all works on the northern side of the road, and into Todds Road (including the widening of the existing culvert). Priority B is not required in order to install the right turn lane, however there are safety and efficiency benefits with completing the “Priority B” works.
- 4.4. The table below shows the cost split between “Priority A” and Priority B”

Timing	Estimated Costs Priority A works \$	Estimated Costs Priority B works \$	Total Estimated Cost \$
2025/26 Financial Year <i>Enabling Works</i>	\$311,000	\$0	\$311,000
2026/27 Financial Year <i>Intersection Works</i>	\$320,000	\$106,000	\$426,000
Total	\$631,000	\$106,000	\$737,000

Table 1: Project split against “priority A & B”

- 4.5. The following options are available to Council:
- 4.5.1. Option One: Approve Bringing Budget Forward
- This option would approve bringing forward budget \$66,000 from the 2026/27 year into the 2025/26 financial year, to allow the required enabling works to be undertaken this financial year.
- This allows sufficient funds to complete both the works on the southern side (priority A) and the works on the northern side of the intersection (works considered “Priority B”).
- This option ensures that the intersection works can be completed in the 2026/27 year without delay, and that the intersection works is completed in its entirety. Therefore, this is the recommended option.
- 4.5.2. Option Two: Decline to Bring Budget Forward
- This option would decline the request to bring forward budget from the 2026/27 year into the 2025/26 financial year and would result in a carry over of funding from the current year and the need to complete all required enabling works within the 2026/27 financial year.

This is not the recommended option as declining to bring the budget forward creates a programme risk for delivery of all works in the 2026/27 year.

- 4.6. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The Rangiora Business Park on Todds Rd is filling up at the moment and delays in carrying out these works will impact on the safety and efficiency of the surrounding roading network.
- 4.7. The Management Team has reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report.

The culvert widening works will be undertaken in a manner which is sensitive to the waterways that exist on Todds Road and Fernside Road.

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. In particular the two local property owners have an expectation that the negotiations will lead to positive action in a timely manner.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report, as the project will assist in improving the intersection safety and benefits all road users.

Use of Fernside Road as an alternative route to access West Rangiora and the wider Southbrook Industrial / Commercial area will be enhanced through the planned safety improvements at the intersection.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

The current and proposed budgets are shown across the two financial years, on table 2 below:

Budget Area	2025/26 Budget \$	2026/27 Budget \$	TOTAL Budget \$
Current Budget			
Fernside Rd / Todds Rd budget PJ 102135.000.5135	160,000	500,000	660,000
West Rangiora Route Improvements (PJ 101101.000.5135),	85,000	0	85,000
TOTAL Current Budget	\$245,000	\$500,000	\$745,000
Proposed Updated Budget			
Fernside Rd / Todds Rd budget	226,000	434,000	660,000

PJ 102135.000.5135			
West Rangiora Route Improvements (PJ 101101.000.5135),	85,000	0	\$85,000
UPDATED BUDGET TOTALS (following changes)	\$311,000	\$434,000	\$745,000

Table 2: Current and Proposed Budgets

In order to complete all required enabling works, \$66,000 of budget needs to be moved forward into 2025/26 year, which will leave sufficient funds to complete the project in 2026/27, should all works be complete (Both Priority A & B).

It is noted that the table above excludes property purchase costs (land purchase compensation, survey, and legal fees). These costs are intended to be covered by the Land Purchases – Growth budget PJ101556.000.5135.

This budget is included in the Annual Plan/Long Term Plan. Leading into the 2026 / 27 Annual Plan, the Council will be provided with a rescheduled work plan across all Council budgets with reduced capital expenditure overall.

6.2. Sustainability and Climate Change Impacts

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

The planned intersection improvements will result in a safer roading network by reducing the impacts of accidents.

6.3 Risk Management

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

There is a risk that the property purchase negotiations will not be completed in the current financial year, which would result in the enabling works being delayed. This risk is currently being managed by the Councils property team and negotiations to date have been favourable.

6.4 Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. This project has health and safety benefits to the road users as it overall improves the intersection safety.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

The Local Government Act is applicable to this report.

7.3. Consistency with Community Outcomes

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

Social

A place where everyone can have a sense of belonging...

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

- *Council commits to promoting health and wellbeing and minimizing the risk of social harm to its communities.*

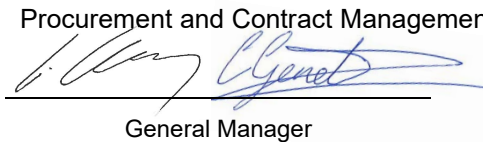
Economic

...and is supported by a resilient and innovative economy.

- *Infrastructure and services are sustainable, resilient, and affordable.*

7.4. **Authorising Delegations**

The Council has the authority to assign and move budgets.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** TSU-23 / 241017180389**REPORT TO:** COUNCIL**DATE OF MEETING:** 4 November 2025**AUTHOR(S):** Colin Roxburgh, Project Delivery Manager
Ryan Bailey, Procurement Specialist**SUBJECT:** Procurement and Contract Management Policy Review 2025**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. This report is to seek Council's approval for the updated version of the Procurement and Contract Management Policy to be adopted.
- 1.2. The Policy sets out requirements for staff to follow with regard to procurement and contract management. It includes minimum requirements for procurement planning, methods for seeking prices, approval levels and thresholds for different procurement types, and tender review and award.
- 1.3. In 2024 staff were requested by Management Team to start reviewing the Policy, noting it was due for review in August 2025. Key drivers of the review were to help simplify the Policy and make it more user friendly for staff. A key outcome sought is to ensure greater levels of efficiency within the business, a greater level of compliance with the Policy, and good procurement practices. This is intended to be achieved by ensuring the Policy that is in place to guide staff through this is easy to follow and aligned with established good practice.

Staff Feedback

- 1.4. A sub-group of the Procurement PCG has led the first stages of this review work. An early step was to seek feedback from the wider organisation on areas where improvements were sought. Key areas where improvements were sought are highlighted below:
 - Ensure procurement processes covered by the Policy covered the full spectrum of possible procurement types.
 - Ensure thresholds within the Policy are kept up to date with inflation.
 - Ensure alignment in thresholds within different parts of the Policy (i.e. try to line up financial thresholds within the Procurement Planning section with those in the Requesting Prices, and Evaluating Prices for example).
- 1.5. It is noted that some feedback was also received on the Procurement Software that is used by the Council (VendorPanel). As the particular software type is not dictated by the Policy, the specific functionality of the software is not within the scope of the Policy review. However, the feedback is still being taken on board and is being considered by the Procurement PCG outside of the Policy review.

- 1.6. The review has also been informed by comparison of the Council's thresholds for certain procurement types with those of other councils.

Key Changes Proposed

- 1.7. Taking on board the drivers for the review, and the key feedback received, a number of changes have been proposed. Key changes are listed below to give an overview, however further detail is provided within the body of the report:
- Increase of threshold whereby a minimum of 3 prices is required from \$20,000 to \$30,000 (with the exception of consultants). This is in recognition of inflationary changes since this amount is understood to have been introduced in 2009 (refer 8 May 2009 version of Policy, 090508013081). This also puts the Council at the lower end of the range of other councils that staff have compared against.
 - Reduce the threshold whereby a minimum of 3 prices is required from \$20,000 to \$15,000 for engagement of consultants, unless Management Team approval is obtained. This is to ensure a greater level of competitive tension is required when consultants are proposed to be used, or that there is a greater level of oversight from the Council's senior leadership team wherever there are exceptions to this.
 - Remove the previous requirement to forward the procurement plan to Management Team each time a consultant was engaged for more than \$5,000 on a 'for information' basis for each engagement. Instead, it is proposed to increase the overall reporting to Management Team by the Procurement Specialist to provide more full oversight of this and other types of expenditure. For clarity, the previous requirements outlined under form QP-C396 (External Consultant Request Form Information) are no longer applicable, as these related to the External Consultant Request Form process, that is no longer triggered under the current or proposed Policy.
 - Alignment of the threshold whereby a Procurement Plan is required to the minimum value whereby 3 prices are required (\$30,000). Again, the exception to this is consultants, where this threshold is \$15,000, again reflecting the greater need for oversight of consultants compared to other types of procurement.
 - General re-drafting of Section 7 of the Policy to try to simplify this, and align other thresholds with the key price request thresholds outlined above, wherever possible (noting the previous Section 7 has now become Section 6, due to the shift of the definitions section to the end of the Policy, which changed numbering of other sections).
 - Introduction of a requirement for Procurement Plans that involve Digital Services to be approved by the Council's Chief Information Officer, in addition to other approvals required.
 - Notes that there is no change proposed to the requirement to go to an open tender process for procurements with a value over \$100,000 unless Management Team approval is obtained.

Attachments:

- i. Draft 2025 Procurement and Contract Management Policy for approval (240724122219)
- ii. Current Procurement and Contract Management Policy (proposed to be replaced) (220303030172)

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** Report No. 241017180389.
- (b) **Approves** the updated Procurement and Contract Management Policy to be effective from 1 December 2025, noting that the lead in time between adoption of this report and the new Policy becoming effective is to allow time for supporting documentation and systems to be updated to align with the updated Policy.
- (c) **Notes** that the current update is considered a relatively minor update, and over the coming three years, it is proposed to undertake a more comprehensive review of the Council's overall procurement framework, starting with the Procurement Strategy in 2026, followed by a further potentially more comprehensive Procurement Policy review in 2027, followed by updates to process and guidance documentation to reflect the updated Strategy and Policy in 2028.

3. **BACKGROUND**

General Policy Background

- 3.1. The current form of the Procurement and Contract Management Policy has been in place since August 2022, and was due for review in August 2025.
- 3.2. Prior to the Procurement and Contract Management Policy (first adopted in 2019), the Council had a Purchasing Policy that provided guidance on similar matters in terms of procurement, however without as much focus on contract management.
- 3.3. To help inform the review, the history of some thresholds within the Policy were researched. Items of note are:
 - The threshold whereby a minimum of three prices is required (which is currently set at \$20,000) has been in place since 2009. For context, the change in the Consumer Price Index (CPI) since this time has been 45%.
 - The threshold whereby an open tender process is required to be followed (which is currently set at \$100,000) has been in place since 2008. For context, the change in CPI since this time has been 48%.

Drivers for 2024 Policy Review and Initial Staff Feedback

- 3.4. While the Policy was not due for review until August 2025, in early 2024 Management Team requested that staff review the Policy. Key objectives were to make the Policy more efficient and simple to follow.
- 3.5. It is acknowledged that this review has taken longer than originally planned, hence the Policy is now due for review. Rather than take the recommended new Policy to the outgoing Council, it has instead been timed such that the new incoming Council can consider the updated Policy, hence the timing of this report now in November 2025.
- 3.6. To help inform the scope of the review, and understand which areas of the Policy that could be improved, consultation was undertaken with the Level 2 and 3 Manager groups, as well as the Procurement PCG members, and Procurement Champions group.
- 3.7. Some key themes from the feedback received are listed below. The first column outlines the theme of the feedback, and the response column indicates whether the feedback point can be addressed by the Policy review.

Table 1: Feedback Summary

Feedback Theme	Response
Some procurement value thresholds within the Policy are too low and have not been updated to account for inflation.	These have been reviewed, taking into account the time that has passed since they were last updated, and comparison with other councils' thresholds.
The Policy is complex and difficult to follow.	Efforts have been made to address this by: <ul style="list-style-type: none"> - Aligning some threshold values for different stages of procurement (planning, tendering, reviewing, awarding) where possible. - Combining some tables in the previous Section 7 (now Section 6) of the Policy to avoid the need to review and cross reference as many different tables. - Some other re-drafting of the previous Section 7 (now Section 6). - Preparation of a flow-chart that sits outside of the Policy that helps guide staff through what they need to do in order to comply with the Policy, in parallel with updating the corresponding Promapp process to reflect changes.
A number of feedback points related specifically to the procurement software (VendorPanel).	<p>This software is not dictated by the Policy, hence issues identified with the software can be considered outside of Policy review process.</p> <p>In some cases, the steps required to be undertaken by the Policy is reflected by the steps built into the VendorPanel software, so in some cases modifications to the Policy will need to be considered with the software.</p> <p>The Procurement Specialist within Council will also assist with implementing improvements to the VendorPanel software, and ensuring that it is fit for purpose and meeting the needs of the organisation.</p>
Ensure sustainability is embedded within procurement practices.	The existing Policy sets out an intention to align with the principles of sustainable procurement. Specific actions to increase the level of sustainable procurement do not need to be included in this Policy as they would be better placed in the refreshed Corporate Sustainability Action Plan.
Suggestion to provide more guidance on sole source procurement, and when this is appropriate.	Guidance is agreed to be a good idea. It is considered preferable that any guidance documentation sits outside of the Policy. The Procurement PCG and Procurement Specialist can consider this suggestion separate to the Policy update.
Modifications needed to contract templates, or additional contract templates needed.	Contract templates are not dictated by the Policy; therefore, this point can be considered outside of the Policy review.

- 3.8. It is noted that while a number of feedback points are able to be addressed by the Policy review, some points related to either the Council's Procurement software, guidance documentation and/or process documents. These matters are not set by the Policy, and therefore cannot be addressed by the Policy review, however are intended to be considered by the Procurement PCG members outside of this review process.

Benchmarking Against other Councils

- 3.9. As part of considering the appropriateness of thresholds within the current Policy, comparison has been made with thresholds within the policies of other councils.
- 3.10. This data was obtained about two years ago, however is still considered to be relevant for consideration given typical frequencies at which policies are reviewed.
- 3.11. Figure 1 below shows the upper limit whereby various councils' policies allow sole source procurement to be utilised, rather than requiring either multiple parties be invited, or an open process. As can be seen these typically range between \$5,000 at the Otago Regional Council, up to \$100,000 at a number of councils, with a median value of approximately \$50,000.
- 3.12. This compares with the current value in the Waimakariri District Council Policy of \$20,000.



Figure 1: Summary of Thresholds within Council Procurement Policies for Sole Source Procurement

- 3.13. Figure 2 below shows the upper limit whereby various councils' policies allow an invited procurement process to be utilised, before requiring that an open process be followed. As can be seen these typically range between \$100,000 at the Otago Regional Council, up to \$300,000 at a number of councils, with a median value of approximately \$300,000 at the Whanganui District Council.
- 3.14. This compares with the current value in the Waimakariri District Council Policy of \$100,000.

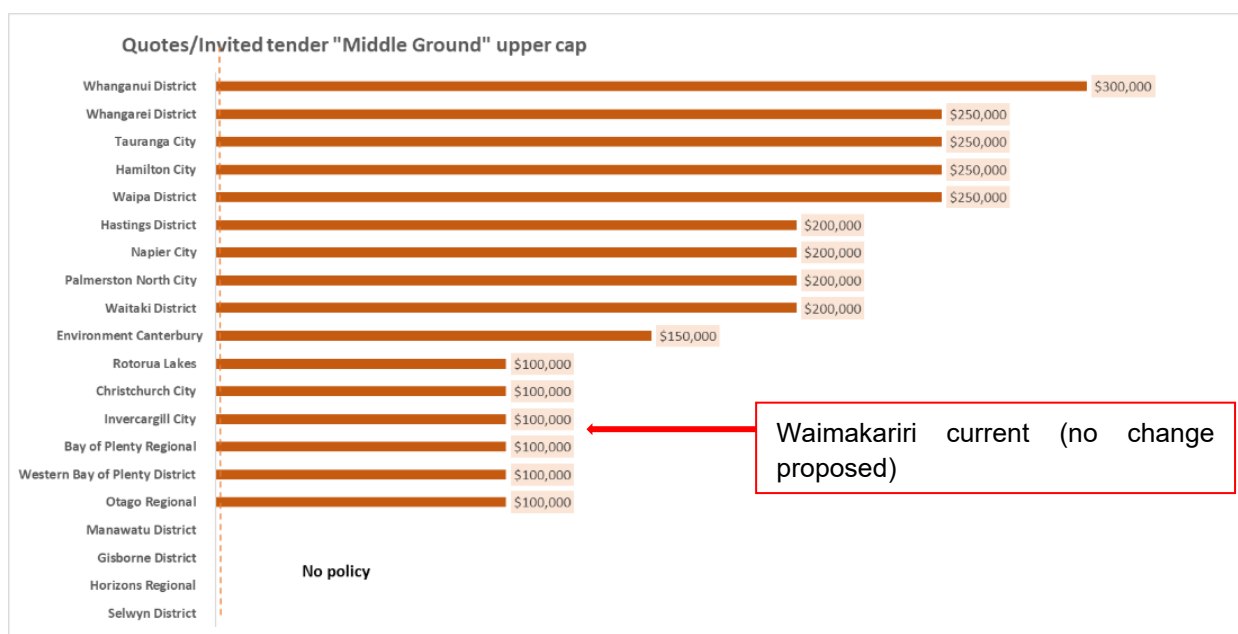


Figure 2: Summary of Thresholds within Council Procurement Policies for Invited Procurement Processes

4. ISSUES AND OPTIONS

- 4.1. Taking into account the background and research outlined above, the following key updates to the Policy are proposed:

Update of thresholds for method of seeking prices

- 4.2. It is recommended that the following thresholds be updated, in recognition of the inflationary changes that have occurred in the time since these values were last reviewed, and how Waimakariri compares with other councils:

- Update the threshold whereby three prices are required from \$20,000 to \$30,000, unless Management Team approval is gained. This reflects the 45% inflationary change that has occurred since this value was last reviewed in 2009. Waimakariri would remain at less than the median value for this, when compared with the other councils whose policies have been reviewed for this data.
- Introduce a new threshold specifically for consultants, whereby a minimum of three prices are required for any purchase over \$15,000, unless Management Team approval is gained.
- It is noted that with a distinction between procurement of consultants versus non-consultant expenditure, it is important that the Policy includes a definition of consultants. This has been included within the Definitions section of the Policy, with the definition drawing upon Central Government procurement resources. This is intended to achieve consistency with other public service agencies.
- No change is proposed to the threshold whereby an open tender process is required, which is currently set at \$100,000, unless Management Team approval is gained.

- 4.3. It is noted that there is still proposed to be provision to deviate from the above, with Procurement PCG and Management Team approval.

- 4.4. Consideration was given to what proportion of purchases would be affected by the changes proposed above. To determine this, the total value of all procurements within the VendorPanel system was compared to the value of procurements that fit between the \$20,000 to \$30,000 threshold. The results of this analysis are given in the table below:

Table 2: Comparison of Value of Procurements that would be impacted by Threshold Adjustments

	Quantity	Value (\$ million)	Proportion
All Procurement Plans	290	147.10	100%
Value Between \$20,000 and \$30,000	6	0.365	0.2%

- 4.5. As can be seen above, only a small percentage of procurement value would be affected by the change in threshold whereby multiple prices are required from \$20,000 to \$30,000.

Alignment of other thresholds throughout Policy

- 4.6. One of the issues identified in the current Policy is that there are a number of different tables for different stages of the procurement cycle, each with different bandings / thresholds. This can cause confusion among staff, inefficiencies, and risk of people not adequately following the policy correctly due to referring to the incorrect table.
- 4.7. To address this, it has been proposed to update thresholds for different stages of the procurement cycle to the same values, wherever possible. This has also allowed some tables in the Policy to be combined. Examples of what is proposed to be changed are outlined below. It is noted the draft revised Policy should be read in conjunction with the below table. The table includes the key summary of what is proposed and the rationale for it, while the Policy includes the specific wording.

Item	Current Requirement	Proposed Requirement	Commentary
Procurement Planning	Procurement Plan required for any procurement over \$50,000, or any consultant engagement over \$5,000. Procurement Plans for consultants are also required to be sent to MTO for information, while other Procurement Plans are not.	Procurement Plan required for any procurement over \$30,000, and for any consultant procurement over \$15,000. Rather than send individual Procurement Plans to MTO, on an ad-hoc basis, it is proposed that the Procurement Specialist undertake routine (i.e. quarterly) reporting on consultant usage throughout the organisation, to identify opportunities for improvements or efficiencies.	This aligns the procurement planning requirement with the price request thresholds. The shift from reporting on a case by case basis on each consultant engagement to collective reporting across the organisation is considered to provide MTO with an improved level of oversight, and ability to provide strategic guidance on where there are opportunities for improvement. Added a definition of a consultant into the Policy to assist staff in distinguishing what requirements apply.
Procurement Plan Approval	Procurement Plans required to be approved by budget holding representative up to \$50,000, Procurement Manager up to \$250,000, and Procurement PCG beyond \$250,000. MTO approval required for a number of specified procurement types, or where	Procurement Plans required to be approved by budget holding representative and Procurement Manager from \$30,000 to \$100,000, and by budget holding representative and Procurement PCG beyond \$100,000. MTO approval required for specified strategic procurement types (multi-year	The approval level of Procurement Plans aligns with the price request thresholds, ensuring the Policy is simpler to follow.

Item	Current Requirement	Proposed Requirement	Commentary
	other procurement thresholds not met.	over \$30,000, or high risk procurement), or where other procurement thresholds not met.	
Method for requesting and receiving prices	Current Policy requires all prices requested with a value greater than \$5,000 to be undertaken via the Procurement Software.	No change proposed	
Senior Leadership Representation at Tender Openings	Tender secretary and specified senior leaders / elected members required at all tenders with a value greater than \$5,000, with staff able to receive prices via Procurement Software up to \$100,000 where it is a quote rather than a tender.	No change proposed	
Evaluation Documentation and Award	Current policy differentiates award documentation by quote, proposal, and tender, and has thresholds from \$50,000 to \$250,000.	The proposed policy removes the distinction between quote, proposal and tender, and is based purely on value. The required party to approve the engagement remains as the party with the required delegated contractual authority.	Alignment of threshold with price request threshold.

Introduction of Requirement for Chief Information Officer to Approve Certain Procurement Plans

- 4.8. It is proposed to introduce a requirement for Procurement Plans for works that involve Digital Services to obtain the approval of the Chief Information Officer, in addition to the standard approvals that would be required. The reasoning is to ensure there is early buy-in and engagement, to avoid staff purchasing products or software that is not compatible with other council systems, or to identify opportunities to make use of other software or systems that are already in place for another part of the business, but may not be widely known.

Implications for Community Wellbeing

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

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

5. COMMUNITY VIEWS

5.1. Mana whenua

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

However, it should be noted that the Policy does encourage procurement decisions that have a positive impact on maintaining cultural beliefs, cultural practices, and heritage conservation. Whenever practicable, the Council shall give conscious consideration to sustainable procurement principles, including culture.

5.2. **Groups and Organisations**

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

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. While it is not considered that the wider community has an interest in the Policy itself, it does have an interest in the Council achieving good value for money and positive outcomes from procurement.

The community will benefit from the Policy when better procurement outcomes are achieved through procurement best practice.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are not direct financial implications of the decisions sought by this report, however these updates are intended to improve the ease of use of the Policy for staff, and to improve overall organisational efficiency, and ensuring good value is achieved through all Council procurements.

6.2. **Sustainability and Climate Change Impacts**

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

As noted previously, sustainable procurement is included in the Policy. The Policy requires that sustainable procurement be recognised whenever possible in the assessment of the costs and benefits of procurement on a whole of life basis. Whenever practicable, the Council should give conscious consideration to the sustainable procurement principles. However, a specific sustainable procurement framework will need to be developed to provide overall guidance on how sustainability is considered for all purchases. It is considered that the Council's sustainability action plan is the best mechanism to achieve this.

6.3 **Risk Management**

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

6.3 **Health and Safety**

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

Health and Safety is covered in the Policy, as it relates to procurement and contract management.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

The Local Government Act 2002 applies.

7.3. **Consistency with Community Outcomes**

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

- Infrastructure and services are sustainable, resilient, and affordable.
- Our district readily adapts to innovation and emerging technologies that support its transition to a circular economy.

7.4. **Authorising Delegations**

Council has the delegated authority to approve the Procurement and Contract Management Policy.

Procurement and Contract Management Policy

1. Purpose

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*¹ 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".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 experiences and reflects the 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.

This Policy, together with the Procurement Strategy and processes, provides guidance to staff on good procurement of goods and services.

2. Policy Objective

2.1. Support the principles set out in the Preamble to Te Ture Whenua Māori Act 1993

2.1.1. "Whereas the Treaty of Waitangi established the special relationship between the Māori people and the Crown: And whereas it is desirable that the spirit of the exchange of kawanatanga for the protection of rangatiratanga embodied in the Treaty of Waitangi be reaffirmed: And whereas it is desirable to recognize that land is a taonga tuku iho of special significance to Māori people and, for that reason, to promote the retention of that land in the hands of its owners, their whanau, and their hapu, and to protect wāhi tapu; and to facilitate the occupation, development, and utilization of that land for the benefit of its owners, their whanau, and their hapu; And whereas it is desirable to maintain a court and to establish mechanisms to assist the Māori people to achieve the implementation of these principles."

2.2. Support the principles of best practice procurement

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

¹ LGA (2002) Section 10: 1 (a).

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.

services.

- 2.2.2. The Policy establishes the guiding principles for the Council's procurement and contract management practices, and seeks to ensure that:
 - (a) a robust framework is adopted across the Council for procurement, and the subsequent management and reporting of goods and services contracts;
 - (b) the Council plans for, enters into and manages all contracts in a manner which facilitates Council strategic and business objectives, aligns with community wellbeings, and optimises risk transfer;
 - (c) staff understand their roles and responsibilities with regards procurement and contract management, and are appropriately skilled and trained to do so;
 - (d) the Council achieves quality performance and cost-effective service delivery.
- 2.2.3. 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.
- 2.2.4. All suppliers must meet the Council's minimum standards to ensure health and safety is maintained.

3. Scope

This policy applies to:

- (a) All Council employees, including temporary employees and contracted staff.
- (b) Any person who is involved in the operation of the Council, including elected members, volunteers and those people with honorary or unpaid staff status.
- (c) Every business, service or activity of the Council – with the exception of employment contracts and property transactions (see [Property Acquisition and Disposal Policy 2022](#)).

4. Statement

4.1. Policy Context

- 4.1.1. 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.
- 4.1.2. 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.

4.2. Principles

- 4.2.1. 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.
- 4.2.2. The following 11 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.
 - 2) 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.
 - 3) 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.
 - 4) 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.
 - 5) The Council shall be fair to all suppliers. All Council procurement for goods and services shall be open and competitive unless appropriate justification is provided, and approval is granted in accordance with this Policy. 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.
 - 6) 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.
 - 7) The Council shall take into consideration the whole of life costs and/or benefits associated with procurement – spanning design, manufacture, delivery, operation and disposal.
 - 8) 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.
 - 9) All contracts shall clearly identify the functional, performance and/or technical deliverables and key performance indicators that reflect the Council's expectations and quality standards, and establish effective means to measure, monitor and manage their delivery.
 - 10) All contracts will be actively managed in a manner that fosters collaboration with suppliers and contractors, maximises value for money, supports the Tā Mātou Mauri principles as well as supporting continuous innovation and improvement, including the use of 'All-of-Government Contracts' and 'n3' membership where appropriate.
 - 11) All procurement and contract management risks will be identified and managed effectively throughout the life cycle of the goods or service.
- 4.2.3. These principles are designed to ensure that the procurement of goods and services is 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.
- 4.2.4. 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.

5. Responsibilities

5.1. Council staff, consultants on behalf of the Council, and elected members undertaking procurement activities on behalf of the Council, are responsible for ensuring that the process is managed in accordance with this Policy and the associated Procurement Strategy and processes.

5.2. The Procurement Project Control Group (PCG) has responsibility for:

- Ensuring appropriate procurement planning is undertaken for high value/high risk projects.
- Ensuring staff and key stakeholders implement procurement good practice and adhere to mandatory requirements.
- Monitoring procurement decisions to ensure good compliance with relevant policies and strategies.
- Keeping current on the environment in which Council operates to ensure that what it is attempting to achieve remains relevant and achievable.
- Specifying key procurement outcomes and ensuring there are adequate resources and finances to achieve public value.
- Monitoring the planning, sourcing, risk management and contract management of high value and/or high-risk projects/contracts.
- Ensuring timely and informed interaction takes place within the supply chain.

5.3. The Procurement Champions Network Group has the responsibility for:

- Ensuring all staff involved in procurement are aware of and have access to the appropriate information on procurement process, practice, and support.
- Promoting and championing the Policy and Strategy within the organisation.
- Assist in instituting procurement directives from the Procurement PCG, to advocate for and promote procurement change from within the Council, and to be instrumental in implementation of the change.

5.4. The Finance Unit has responsibility for:

- Reporting on procurement decisions to ensure good compliance with the relevant policies, strategies, and processes.
- Identifying emerging procurement risks.
- Procurement Training

5.5. The Finance Unit and Project Delivery Unit has responsibility for:

- Developing and maintaining fit-for-purpose templates and guidance materials in good practice contract management.
- Auditing contract management processes.

6. Procurement Framework

6.1. General

6.1.1. All procurement undertaken for WDC must comply with this policy and the following:

- Waimakariri District Council Delegation's Manual
- Information and Data Management Policy
- Local Government Official Information and Meetings Act
- NZTA Procurement Manual (where applicable)

6.1.2. WDC is committed to good practice in the procurement of goods and services. We consider the following as good practice:

- Government Procurement Rules²
- Controller and Auditor-General Procurement Guidance for Public Entities June 2008

6.1.3. 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 Information and Data Management Policy.

6.1.4. All contracts prepared by the Council shall utilise approved and standardised contract templates whenever possible. Refer Section 6.8 for further details.

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

6.2. Procurement Planning

6.2.1. The project scope shall be developed to determine the expected Price of the procurement, as an understanding of the expected Price will inform what the minimum requirements are for that procurement. The estimated Price should be determined based on expected cumulative spend on goods or services for that particular procurement (refer definition of Price for further guidance).

6.2.2. For any procurement, consideration shall be given to whether there is an existing contract available to deliver the project, including All of Government contracts, or whether a new procurement process is required. Where an existing contract is already in place that can be utilised, and where the work type is within the expected scope of that Contract, then it is not considered to be a new procurement process.

6.2.3. Where there is no existing contract available that can be used, a new procurement process shall be initiated, according to the requirements set out in this Section.

6.2.4. Table 1 below outlines the minimum number of prices required, whether or not a Procurement Plan is required, and who can approve the Procurement Plan. It is noted that these are minimum requirements only, and all staff shall consider the most suitable method to achieve the best value for the Council.

6.2.5. If a Procurement Plan is required, it shall include confirmation of the proposed method

² Government Procurement Rules - <https://www.procurement.govt.nz/procurement/principles-charter-and-rules/government-procurement-rules/>

of seeking and evaluating prices. The evaluation method proposed in the procurement plan should be stated in the tender documents and utilised at the evaluation stage.

Table 1: Minimum Procurement Plan Approval Requirements Depending on Project Value and Procurement Type

	Expected Procurement Value / Procurement Type				
	Consultant	Non-consultant	Consultant	Non-consultant	All Procurement Types
	Less than \$15,000	Less than \$30,000	\$15,000 to \$100,000	\$30,000 to \$100,000	More than \$100,000
Number of prices required to be invited	One or more prices invited ³		Minimum of 3 prices invited		Public advertisement
Procurement Plan Required	Not required		Required		Required
Required Staff Approval of Procurement Plan: ²	Not required		<ul style="list-style-type: none"> Budget Holding Representative, and; Procurement Manager, and; Procurement PCG if less than 3 prices requested. 		<ul style="list-style-type: none"> Budget Holding Representative, and; Procurement PCG.
Required MTO Approval of Procurement Plan:	Not required		Only required if <ul style="list-style-type: none"> less than 3 prices requested, or; Multi-year, or; Project considered high risk by Procurement PCG or Budget holding representative¹ 		Only required if; <ul style="list-style-type: none"> Not public tender/proposal, or; Multi-year, or; Project considered high risk by Procurement PCG or Budget holding representative¹

1. In addition to the minimum requirements for MTO approval to be gained, the Budget holding representative or Procurement PCG may in any instance recommend a given Procurement Plan be accompanied by a report to MTO prior to approval, at their discretion, depending on the risk, complexity and/or strategic significance of the proposed procurement approach.
2. Note if the Procurement is for Digital Services, approval of the Procurement Plan from the Chief Information Officer is also required *in addition* to approvals within this Table. Refer Section 6.3.
3. While a single price can be obtained for purchases less than \$30,000, this can only be done so with approval from the relevant party with delegated financial authority, who shall assess whether there is suitable justification for this approach prior to accepting any such price (refer Table 4 for further guidance on evaluation information required).

6.2.1. Over and above the requirements outlined above, where the expected cumulative annual price of goods or services with a single supplier is expected to be greater than \$100,000 over a given financial year, an open tender process should be utilised, even if each individual procurement complies with the requirements of Table 1.

6.3. Digital Services

6.3.1. All digital services procurement plans and contracts must include approval by the Council's Chief Information Officer, or their delegate, in addition to other approvals contained within this Policy.

6.3.2. Where a procurement plan is not directly for a digital service but indirectly requires a

digital service as part of its execution, the digital services component requires to be approved by the Council's Chief Information Officer, or their delegate.

6.4. Procurement Exemptions

6.4.1. Procurement in the following areas is not required to follow the requirements of Table 1:

- Works undertaken under existing contracts, including All of Government contracts (provided the work is within the intended scope and use of that Contract), and the process to sign up to that All of Government contract was approved in accordance with Table 1.
- Land / property acquisitions.
- Internal goods and services such as engaging the Project Delivery Unit or the Water Unit, as this Policy only covers external procurements.
- Emergency works.
- Business related purchases such as travel, training and catering.
- Grants, koha and gratuities.
- Where the procurement approach has already been clearly approved and documented for a given Procurement Strategy that covers the type of work being undertaken. In such cases, the Procurement Strategy must have:
 - Been explicit that it was gaining approval for a certain procurement approach, for a certain period of time, with a certain estimated value.
 - Been approved by the relevant parties in accordance with Table 1, based on the full expected value of works the Procurement Strategy was covering.

6.4.2. There may be other cases of purchase types that are not typical, that may not fit within the Policy requirements. In such cases, a Procurement Plan shall be produced to outline what is proposed, and where this proposed process deviates from the standard approved process, in order to gain approval for the deviation.

6.5. All of Government and Trades Panels

6.5.1. If work is able to be undertaken as per an existing Trades Panel or All of Government (AoG) contract, this is not considered a new procurement, but is considered to be utilisation of an existing contract.

6.5.2. In these cases, the rules of that contract shall be followed, and if the rules / guidelines are followed, then the procurement shall be considered to be in accordance with this Policy.

6.6. Requesting and Receiving Prices

6.6.1. Prices shall only be requested or received once the Procurement Planning requirements (as per Table 1) have been met.

6.6.2. The following table outlines the requirements for requesting prices, receiving prices, and opening prices, depending on the procurement method chosen, and the expected Price of the procurement.

Table 2: Requirements for Requesting and Receiving Prices

	Procurement Method / Value		
	Value less than \$5,000	Expected Value between \$5,000 and \$100,000 and Invited process	Expected Value greater than \$100,000 and Open / Public Process
Requested by	Email to supplier	Request via Procurement Software	
Received by	Email to Buyer	Received through Procurement Software	
Prices Opened By	Buyer	Buyer for Quotes ¹ , otherwise Tender Secretary	Tender Secretary
Quote / Tender Opened on	Any day	Quotes: <ul style="list-style-type: none"> Any day / time as nominated by Buyer¹ Other Processes: <ul style="list-style-type: none"> as per Tender Secretary requirements (typically 4pm Wednesday, unless agreed otherwise). 	
Tender opening request sent to:	N/A	Tender Secretary	

Note 1: Where quotes are received and opened by the Buyer with an expected value greater than \$30,000, they shall ensure a Level 2 Manager is present to witness the opening.

6.6.3. Where the Tender Secretary is required to organise the tender opening (in accordance with Table 2), they shall organise the required elected / senior leadership representatives to be present at the opening, in accordance with Table 3:

Table 3: Requirements for Senior Leadership / Councillor to be present at Tender Openings

	Expected Procurement Value			
	<\$30,000	\$30,000 to \$99,999	\$100,000 to \$999,000	\$1,000,000 or more
Senior Leadership / Elected Member Leadership Required at Opening	Nil	Tender Secretary 1 Level 2 Manager	Tender Secretary 2 Level 2 Managers	Tender Secretary 1 Level 2 Manager 1 Councillor

6.6.4. A Tender Secretary shall be appointed by the Chief Executive with responsibility for opening the tenders received and recording the tender prices at the conclusion of the tender process.

6.6.5. All tenders should be opened in public.

6.7. Evaluation Methods

6.7.1. Evaluation of the procurement, and associated documentation, shall be undertaken in accordance with Table 4.

Table 4: Evaluation Method Requirements

	Procurement Value		
	Less than \$30,000	\$30,000 to \$100,000	More than \$100,000
Evaluation Personnel	Buyer or Budget Holder	Evaluation Team/Panel (minimum two parties)	Evaluation Team/Panel (minimum three parties)
Evaluation Approval Documentation and Approval ²	Evaluation email to Delegated Contractual Authority ¹	Tender evaluation report to Delegated Contractual Authority	

Note 1: Evaluation email to contain the following as justification for the proposal; What is being purchased, who is the supplier, what is their price and has it been assessed as reasonable value, where will it be funded from, is there budget available, how were prices obtained and does that method comply with this Policy, does the supplier have relevant track record, skills and experience to undertake the works.

Note 2: Refer to the Contractual Authorities Staff Schedule (S-DM 1046) to determine if the outcome of the evaluation (and subsequent award) can be approved by a staff member with budget holding authority, Management Team, or the Council

6.7.2. Evaluation shall be undertaken in accordance with the method identified in the Procurement Plan and tender request documentation. Typical options for evaluation method include:

- Lowest Price Conforming
- Price Quality Method / Weighted Attributes
- Quality Based Method

6.7.3. In addition to the typical methods outlined above, alternative processes may be considered, for non-typical situations. Examples of alternative processes may be the Target Price method, or an alliancing approach. In any case, the evaluation approach (whether typical or alternative) should be declared at the Procurement Planning stage, with justification.

6.8. Accepting and Awarding Contracts

6.8.1. The 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 1046.

6.8.2. One up approval (as defined in 'Definitions' above) 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.

6.8.3. All quote/tender suppliers should be notified of the outcome of the procurement.

6.8.4. Unsuccessful suppliers should be offered written, or verbal debrief.

6.8.5. As a minimum, written agreement/contracts should be put in place for goods and services valued over \$30,000. This agreement/contract should be in writing using a standard Council template, where available, and be signed by the Delegated Contractual Authority.

6.8.6. Where there is no standard Council template available, or for low value (<\$30,000) procurements, the following other forms of contract may be accepted (in order or

preference from top downwards):

- Accepted industry templates (i.e. a standard industry accepted short form agreement / set of contract terms and conditions intended for that activity type).
- Supplier terms and conditions if approved by the relevant delegated contractual authority, following review of the associated terms and conditions and the associated risk.

6.8.7. All purchases must have an approved Purchase Order. The exception to this requirement is contracts using Buyer Created Tax Invoice. Buyer Created Tax Invoices are typically used for larger contracts with more than three progress claims expected.

6.8.8. A Purchase Order should be raised by the contract administrator or their delegate and approved by staff with appropriate level of Delegated Contractual Authority.

6.9. Variations

6.9.1. If within the scope and intention of the contract, or necessary to achieve the intended contract outcomes, variations may be awarded without going through a separate procurement approval process, provided that it is approved by someone with sufficient contractual authority.

6.9.2. If a contract is expected to have a significant portion of work awarded by way of variation throughout the contract period, that is not able to be priced and awarded at the time of contract award, this shall be made clear in the contract award report, and approval gained for this approach.

6.10. Payments

6.10.1. Payment claims must be approved by staff with the appropriate level of delegated contractual authority.

6.10.2. Payment claims that are greater than \$1,000,000 can be approved by the Chief Executive, provided the award report was approved by Council.

7. Sustainable Procurement

7.1.1. 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.

7.1.2. 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:

- Think Local:** The Council shall give preference to 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).
- 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.
- 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.

- (d) **Think Cultural:** The Council shall encourage procurement decisions that have a positive impact on maintaining cultural beliefs, cultural practices, and heritage conservation.

- 7.1.3. 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. Sustainable procurement principles may be considered for inclusion in tender evaluation criteria for price quality / weighted attribute methods.

8. Conflict of Interest

- 8.1.1. 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.
- 8.1.2. All procurement and contract management decision-making processes shall include careful consideration of any actual, potential or perceived conflicts of interest.
- 8.1.3. 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 perceived conflict of interest.
- 8.1.4. Every person on the Tender Evaluation Team (TET) must complete a declaration in writing that they have no actual or perceived 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 contractual authority or monitoring performance).
- 8.1.5. Where there is uncertainty about whether there is a conflict, employees should discuss the potential conflict with the Contract Owner, Line Manager or Department Manager or Chief Executive. 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.
- 8.1.6. Where the Chief Executive is involved with procurement and/or contract management and identifies a potential conflict of interest, escalation shall be to elected members.
- 8.1.7. 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 (QP-C507) and other applicable guidelines - see also the Council Fraud Policy and Procedures (QP-C513).
- 8.1.8. As part of the procurement process the Council Gifts 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.
- 8.1.9. 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.

9. Contract Management

9.1. Documentation

- 9.1.1. 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. This database will be contained within the Council electronic procurement system.
- 9.1.2. Each Council contract shall have a delegated contract administrator, 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.

9.2. Contract Negotiation

- 9.2.1. Service delivery contracts (including maintenance 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).
- 9.2.2. All contracts shall establish effective and robust monitoring and reporting activities that ensure delivery of pre-determined deliverables and levels of performance.
- 9.2.3. All contracts shall comply with Council, professional regulatory body and statutory obligations as required.
- 9.2.4. Contract administrators 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.

9.3. Contract Delivery

- 9.3.1. Contract administrators 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.
- 9.3.2. 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 contractual delegations and authority.
- 9.3.3. Contract administrators shall engage relevant parties and establish variations or re-negotiate contract terms where appropriate.
- 9.3.4. 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.

9.4. Escalation and Exit

- 9.4.1. 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.
- 9.4.2. 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

10.1. Risk Identification

10.1.1. 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.

10.1.2. 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.

10.1.3. All risks shall be identified in a risk register for the project. The form of the risk register will be based on the scale and complexity of the project.

10.2. Risk Mitigation

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

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

10.3. Residual Risk

10.3.1. Any risks that are not able to be eliminated at the design stage of a project, residual risks that will be transferred to the supplier must be identified in the contract document.

11. Deviations

11.1. Deviation Types

11.1.1. 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.

11.2. Deviation Approvals

11.2.1. Approval for deviations that fall under (a) or (b) above shall follow the procedures in 7.2 for Price Request Method.

11.2.2. Approval for deviations that fall under (c) above, shall be by two members of the Management Team prior to adoption, and if appropriate the decision ratified retrospectively by the Chief Executive.

11.3. Deviation by Conflict of Interest

11.3.1. 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

- 12.1.1. All procurement and contract document management processes shall adhere to relevant statutory and regulatory obligations, including the Public Records Act 2005.
- 12.1.2. 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.
- 12.1.3. 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.
- 12.1.4. At a minimum, records shall be retained that demonstrate:
 - (a) Council procurement and contract management processes have been followed, as outlined in this Policy and all associated procedures and practice guidelines.
 - (b) Procurement adheres to appropriate budget allocations through the Long Term Plan, the Annual Plan, or an approved Business Case.
 - (c) Approval for procurement has been obtained from the relevant holder of delegated contractual authority, the Procurement Manager or the Procurement PCG as required.
 - (d) The Council has identified key contract performance expectations and deliverables and undertaken appropriate measures and audit/ monitoring activities that provide assurance of performance.
 - (e) 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.
 - (f) 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

- 13.1.1. 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.
- 13.1.2. Confidentiality obligations continue throughout the procurement and contract management process, as well as after the contract has terminated or expired.

14. Health and Safety

- 14.1.1. 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.

14.1.2. 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

14.1.3. 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).

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

14.1.5. 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).

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

15. Definitions

Appropriate approval: one up or one sideways - that is as long as the approver has appropriate Delegated Contractual Authority, has adequate knowledge of the transaction, and is not the initiator then they can approve the award of the provision for goods or services and also approve acceptance of the price. They do not need to be the next level up in terms of the staff structure but do need informed knowledge around the nature of the procurement.

Approver: staff member with appropriate Delegated Contractual Authority to approve the purchase order or award the contract.

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

Budget holding representative: A person with financial delegation within the cost centre funding a given project, who is nominated to provide approval of Procurement Plans on behalf of the asset owner, prior to the plan being sent onto the next level/s of approval. It is noted that the Budget Holding Representative's financial delegation does not need to match the value of the procurement (i.e. the financial delegation applies not at the procurement planning stage, but rather to approve the evaluation and award of a contract).

Consultant: An individual or company engaged to provide professional advice, expertise, or solutions for a specific piece of work with a defined scope. Should there be any uncertainty on the distinction between a Consultant and a Contractor, reference should be made to the New Zealand Government Procurement guidance documentation (www.procurement.govt.nz), which outlines how to tell the difference between a Consultant and a Contractor.

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

Contract administrator: a designated Council staff member who is responsible for the procurement and/or ongoing management and delivery of contracted goods or 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 overall spend and delivery of goods or services for a specific contract.

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 variation order.

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.

Digital Services: is any product or service delivered or consumed electronically, often over the Internet. For WDC this includes how we engage, connect and exchange information (including data) with our community, partners, suppliers/contractors etc. This includes technology, data and automation of processes. Examples include but are not limited to; Mobile apps, software (as a service), social media and collaborative platforms, electronic payment methods, infrastructure, digital platforms, digital twins, Internet of Things (IoT), third party hosted and/or shared services, artificial intelligence.

Delegated Contractual Authority: a designated Council staff member with responsibility to execute and approve contracts on behalf of Waimakariri District Council.

Direct purchase or procurement: means the procurement of goods and/or services by placing an order with the supplier of choice, without seeking other bids (see also "Sole Sourced").

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

Initiator: staff member requesting (requisitioning) the purchase or requesting the approval of the pricing method.

Invited Tenders: Invited or Restricted tenders, restricted calls for tenders, or invited tenders are only open to selected (and possibly prequalified) vendors or contractors. Invited or Restricted tenders can come about because essentially only limited suppliers of the services or product exists, of confidentiality issues or of the need for expedience (as in emergency situations). This term covers the following references included in the policy: closed, limited, restricted, invited, selected pricing approaches. Sole source and direct procurement is a subset of the invited approach, where only one supplier is invited to supply a price.

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

Open market: all eligible suppliers can provide a price. The term covers the following references included in the Policy: open and public pricing approaches.

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

Panel: a list of suppliers that have been pre-approved through a formal process to supply

particular goods or services and who have agreed to WDC terms and conditions for supply.

Prequalified (Prequalification) List: a list of suppliers that have been pre-approved as having the capability to deliver specific goods or services.

Price: the total price of a procurement for the total period of the contract, including extensions. For clarity, where there is an annual charge for a service and the Council only commits to one year's service at any given time, the annual charge is the Price of that procurement (and this is then reassessed on an annual basis), however if a multi-year contract for that service is entered into, the Price of the procurement is the expected value of the Contract over the total period of the contract term.

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.

Proposal: the process whereby suppliers will propose how their goods or services or works can achieve a specific outcome, and their prices for doing so.

Quote/Quotation: the process used to procure standard goods, services or works that are easy to describe (e.g. an off-the-shelf product where the supplier can quote a unit price or contractors providing their hourly rates).

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.

Sole source: a single supplier is selected, and subsequently commercial terms are directly negotiated with that supplier for an agreed scope of works or services (see also **Direct purchase or procurement**).

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: the process whereby suppliers will respond to the supply of clearly defined goods or services or works. Typically, there are highly technical requirements and a prescriptive solution.

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 (this term may cover either selected or open tenders).

Tender request documents: Also referred to as invitations to tender, Requests for Tender (RFT), 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.

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

16. Questions

Any questions regarding this policy should be directed to the Procurement Manager in the first instance.

17. Relevant documents and legislation

- WDC Tā Mātou Mauri – Our Principles
- Controller and Auditor-General Procurement Guidance for Public Entities June 2008
- Ministry of Business, Innovation and Employment, Government Rules of Sourcing 2015
- *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
 - Refer 'Manage Contracts' in Promapp (<https://au.promapp.com/waimakariridc/Process/Group/370e0e4d-7672-4bb0-804f-a98d2dbbdf1d>)

18. Effective date

1 December 2025

19. Review date

1 December 2028

20. Policy owned by

General Manager Finance & Business Support

21. Approval

Adopted by Waimakariri District Council on DAY MONTH YEAR

Draft

Procurement and Contract Management Policy

1. Purpose

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*¹ 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".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 experiences, and reflects the 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.

This Policy, together with the Procurement Strategy and processes, provides guidance to staff on good procurement of goods and services.

2. Policy Objective

2.1. Support the principles set out in the Preamble to Te Ture Whenua Maori Act 1993

- 2.1.1. "Whereas the Treaty of Waitangi established the special relationship between the Maori people and the Crown: And whereas it is desirable that the spirit of the exchange of kawanatanga for the protection of rangatiratanga embodied in the Treaty of Waitangi be reaffirmed: And whereas it is desirable to recognize that land is a taonga tuku iho of special significance to Maori people and, for that reason, to promote the retention of that land in the hands of its owners, their whanau, and their hapu, and to protect wahi tapu; and to facilitate the occupation, development, and utilization of that land for the benefit of its owners, their whanau, and their hapu; And whereas it is desirable to maintain a court and to establish mechanisms to assist the Maori people to achieve the implementation of these principles."

2.2. Support the principles of best practice procurement

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

¹ LGA (2002) Section 10: 1 (a).

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.

- 2.2.2. The Policy establishes the guiding principles for the Council's procurement and contract management practices, and seeks to ensure that:
- (a) a robust framework is adopted across the Council for procurement, and the subsequent management and reporting of goods and services contracts;
 - (b) the Council plans for, enters into and manages all contracts in a manner which facilitates Council strategic and business objectives, aligns with community wellbeings, and optimises risk transfer;
 - (c) staff understand their roles and responsibilities with regards procurement and contract management, and are appropriately skilled and trained to do so;
 - (d) the Council achieves quality performance and cost-effective service delivery.
- 2.2.3. 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.
- 2.2.4. All suppliers must meet the Council's minimum standards to ensure health and safety is maintained.

3. Scope

This policy applies to:

- (a) All Council employees, including temporary employees and contracted staff.
- (b) Any person who is involved in the operation of the Council, including elected members, volunteers and those people with honorary or unpaid staff status.
- (c) Every business, service or activity of the Council – with the exception of employment contracts.

4. Statement

4.1. Policy Context

- 4.1.1. 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.
- 4.1.2. 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.

4.2. Principles

- 4.2.1. 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.
- 4.2.2. The following 11 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.

- 2) 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.
- 3) 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.
- 4) 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.
- 5) The Council shall be fair to all suppliers. All Council procurement for goods and services shall be open and competitive unless appropriate justification is provided and approval is granted in accordance with this Policy. 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.
- 6) 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.
- 7) The Council shall take into consideration the whole of life costs and/or benefits associated with procurement – spanning design, manufacture, delivery, operation and disposal.
- 8) 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.
- 9) All contracts shall clearly identify the functional, performance and/or technical deliverables and key performance indicators that reflect the Council's expectations and quality standards, and establish effective means to measure, monitor and manage their delivery.
- 10) 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' membership where appropriate.
- 11) All procurement and contract management risks will be identified and managed effectively throughout the life cycle of the goods or service.

4.2.3. These principles are designed to ensure that the procurement of goods and services is 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.

4.2.4. 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.

5. Responsibilities

- 5.1.1. Council staff, consultants on behalf of the Council, and elected members undertaking procurement activities on behalf of the Council, are responsible for ensuring that the process is managed in accordance with this Policy and the associated Procurement Strategy and processes.

5.1.2. The Procurement Project Control Group (PCG) has responsibility for:

- Ensuring appropriate procurement planning is undertaken for high value/high risk projects.
- Ensuring staff and key stakeholders implement procurement good practice and adhere to mandatory requirements.
- Monitoring procurement decisions to ensure good compliance with relevant policies and strategies.
- Keeping current on the environment in which Council operates to ensure that what it is attempting to achieve remains relevant and achievable.
- Specifying key procurement outcomes and ensuring there are adequate resources and finances to achieve public value.
- Monitoring the planning, sourcing, risk management and contract management of high value and/or high risk projects/contracts.
- Ensuring timely and informed interaction takes place within the supply chain.

5.1.3. The Procurement Champions Network Group has the responsibility for:

- Ensuring all staff involved in procurement are aware of and have access to the appropriate information on procurement process, practice, and support.
- Promoting and championing the Policy and Strategy within the organisation.
- Assist in instituting procurement directives from the Procurement PCG, to advocate for and promote procurement change from within the Council, and to be instrumental in implementation of the change.

5.1.4. The Finance Unit has responsibility for:

- Reporting on procurement decisions to ensure good compliance with the relevant policies, strategies, and processes.
- Identifying emerging procurement risks.

5.1.5. The Project Delivery Unit has responsibility for:

- Developing and maintaining fit-for-purpose templates and guidance materials in good practice contract management.
- Auditing contract management processes.

6. Definitions

Appropriate approval: one up or one sideways - that is as long as the approver has appropriate Delegated Contractual Authority, has adequate knowledge of the transaction, and is not the initiator then they can approve the award of the provision for goods or services and also approve acceptance of the price. They do not need to be the next level up in terms of the staff structure but do need informed knowledge around the nature of the procurement.

Approver: staff member with appropriate Delegated Contractual Authority to approve the purchase order or award the contract.

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 the Council in legal or financial terms to the acquisition of goods and services.

Contract administrator: a designated Council staff member who is responsible for the procurement and/or ongoing management and delivery of contracted goods or 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 overall spend and delivery of contracted goods or services.

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 variation order.

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Direct purchase or procurement: means the procurement of goods and/or services by placing an order with the supplier of choice, without seeking other bids (see also “Sole Sourced”).

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

Initiator: staff member requesting (requisitioning) the purchase or requesting the approval of the pricing method.

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Prequalified (Prequalification) List: a list of suppliers that have been pre-approved as having the capability to deliver specific goods or services.

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.

Proposal: the process whereby suppliers will propose how their goods or services or works can achieve a specific outcome, and their prices for doing so.

Quote/Quotation: the process used to procure standard goods, services or works that are easy to describe (e.g. an off-the-shelf product where the supplier can quote a unit price or contractors providing their hourly rates).

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.

Sole source: a single supplier is selected and subsequently commercial terms are directly negotiated with that supplier for an agreed scope of works or services (see also **Direct purchase or procurement**).

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: the process whereby suppliers will respond to the supply of clearly defined goods or services or works. Typically there are highly technical requirements and a prescriptive solution.

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 (this term may cover either selected or open tenders).

Tender request documents: Also referred to as invitations to tender, Requests for Tender (RFT), 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.

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

7. Procurement Framework

7.1. General

- 7.1.1. 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.
- 7.1.2. All procurement results must be approved by the relevant reporting authority (staff with Delegated Contractual Authority, Management Team, Committee or Council) and then signed by the relevant delegated authority. No external parties are authorised to sign contracts on behalf of the Council.
- 7.1.3. The contract administrator shall maintain a full electronic record of all procurement preparation, negotiation and award activities, in accordance with this Policy and all Council records management practices.

- 7.1.4. 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.
- 7.1.5. 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 on the type of contract required.
- 7.1.6. No contractual arrangement entered into by the Council shall be greater than 10 years in its entirety, including rights of renewal. The Council shall not enter into contracts that include more than two rights of renewal or that are “evergreen” (i.e. of indefinite length).
- 7.1.7. Market scoping and the evaluation of potential goods or service suppliers shall be in accordance with the requirements stated at 7.2 – 7.6 below.

7.2. Procurement Planning

- 7.2.1. For every purchase that is over \$50,000 or for an external consultant engagement of over \$5,000 a Procurement Plan is required on the appropriate template. The Procurement Plan identifies requirements, determines key milestones and/or delivery timeframes, and describes the process in the identification and selection of suppliers, contractors, and/or consultants. The object is to provide a clear understanding of the scope, timeframe, budget and funding, as well as document responsible, effective and fit-for-purpose procurement of goods and services.
- 7.2.2. The decision about what procurement 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:
- Staged tender (e.g. design only or construction only);
 - Design and construct;
 - Supplier panel;
 - All-of-Government or n3 membership.
- 7.2.3. All Procurement Plans are to be approved by the Delegated Authority, Procurement Manager or Procurement Project Control Group (PCG) depending on value, risk, and procurement approach.
- 7.2.4. Procurement Plans for an external consultant engagement must be circulated to the Management Team for information following approval.

Table 1 – Procurement Plan Approval Requirements

Criteria	Delegated Authority Approval	Delegated Authority Plus Procurement Manager	Delegated Authority Plus Procurement PCG	Delegated Authority Plus Procurement PCG Plus MTO
External Consultant \$5,000 - \$49,999 and Table 2 ¹	✓	N/A	N/A	N/A
< \$50,000 and Table 2 ²	N/A	N/A	N/A	N/A
\$50,000 - \$249,999 and Table 2 ¹	X	✓	N/A	N/A
≥ \$250,000 and Table 2 ²	X	X	✓	N/A
< \$250,000 and Not Table 2 ³	X	X	✓	N/A

Criteria	Delegated Authority Approval	Delegated Authority Plus Procurement Manager	Delegated Authority Plus Procurement PCG	Delegated Authority Plus Procurement PCG Plus MTO
≥ \$250,000 and Not Table 2 ³	X	X	X	✓
Multi-year maintenance	X	X	X	✓
Strategic multi-year programme of works	X	X	X	✓
Significant CBD/Arterial road works	X	X	X	✓
High Risk Project	X	X	X	✓

1. Compliance with Table 2 (7.3.2 below) is required and approved Procurement Plan must be circulated to Management Team.
2. Compliance with Table 2 (7.3.2 below) is required.
3. Not in compliance with Table 2 (7.3.2 below).

7.3. Price Request Method

7.3.1. Procurement Plans will identify the price request method to be used in the procurement process. Price request methods can be one of the following based on the estimated value of work/goods:

- Sole Source
- Invited Suppliers (minimum of 3)
- Open Market

7.3.2. The required approval of the price request method is defined in Table 2 below. In addition to the approvals shown in Table 2, the Procurement Plan must also be approved by the Procurement Manager or Procurement PCG for every purchase greater than \$50,000 as per Table 1.

Table 2 – Required Price Request Method Based on Estimated Value of Work

Price Request Method	Approval to Request Price	Estimated Value of Work/Goods/Services		
		<\$20,000	\$20,000 - \$100,000	>\$100,000
Sole Source	Staff with Delegated Contractual Authority ¹	✓	X	X
	Management Team	N/A	Report ^{3,4}	Report ^{3,4}
Invited Suppliers ² (minimum of 3)	Staff with Delegated Contractual Authority	✓	✓	X
	Management Team	N/A	N/A	Report ^{3,4}
Open Market	Staff with Delegated Contractual Authority	✓	✓	✓

1. Noting requirements for reporting justification for decision required in 7.3.8.
2. Where Invited Suppliers are used, it should be confirmed that the invited suppliers are interested in pricing prior to seeking prices. It may be desired to invite more than 3 to ensure sufficient prices are obtained to be competitive.
3. Report to Management Team is required in order for the Price Request Method to be approved. The report needs to be accompanied by an approved Procurement Plan if required as indicated in Table 1.
4. Reasons for decision reported to the relevant Standing Committee.

- 7.3.3. Table 2 applies to all externally procured goods and services but excludes land acquisition/disposal and the procurement of internal goods and services such as engaging the Project Delivery Unit or the Water Unit. It also excludes business related purchases such as travel, training, and catering.
- 7.3.4. Where goods or services are procured through a Panel, the specific panel buying rules should be followed and when followed will comply with the requirements of this Policy.
- 7.3.5. Where goods or services are procured through a Prequalification List, the specific requirements of this Policy must still be followed.
- 7.3.6. Where the expected cumulative annual price of goods or services is more than \$100,000, an open tender process is required.
- 7.3.7. Purchasing directly from a supplier without an open and competitive process is acceptable for goods and services below an expected value of \$20,000 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.
- 7.3.8. Where the estimated value is greater than \$5,000 but less than \$20,000 the reasons for the decision to sole source should be documented in the Purchase Order and approved by the staff with Delegated Contractual Authority approving the expenditure.
- 7.3.9. Quotations and tenders are not required when contracting through the All-of-Government or n3 supplier network since the processes of procurement for a preferred supplier have already been undertaken.

7.4. Receiving Prices

- 7.4.1. 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.
- 7.4.2. All price requests with an expected value of work/goods/services greater than \$5,000 shall be received through the electronic tendering system in place. Where the expected value is less than \$5,000, prices may be received through email. The exception to this is any price requests through a panel supplier must be received through the electronic tendering system in place.
- 7.4.3. All tenders, regardless of value, shall be received through the electronic tendering system in place or the tender box.
- 7.4.4. All price requests with an expected value of work/goods/services greater than \$100,000 should be opened in public.
- 7.4.5. Receiving prices shall be in accordance with Table 3 below.

Table 3 – Process to Receive Prices Based on Estimated Value of Work

Required to Receive/Open Prices	Estimated Value of Work/Goods/Services				
	<\$5,000 ¹	\$5,000 - \$20,000	\$20,000 - \$100,000	\$100,000 - \$500,000	>\$500,000
Nominated Staff ¹	✓	✓	✓	X	X

Required to Receive/Open Prices	Estimated Value of Work/Goods/Services				
	<\$5,000 ¹	\$5,000 - \$20,000	\$20,000 - \$100,000	\$100,000 - \$500,000	>\$500,000
Tender Secretary and 1 MT Member ²	N/A	✓	✓	X	X
Tender Secretary and 2 MT members	N/A	N/A	N/A	✓	X
Tender Secretary, 1 MT member, and 1 Councilor	N/A	N/A	N/A	✓	✓
Tender Secretary and 2 Councilors	N/A	N/A	N/A	✓	✓

1. For quotations and price requests that have not been tendered.
2. Only if tendered.

7.5. Evaluation Methods

- 7.5.1. The Procurement Plan will also set out the evaluation method to be used for competitive procurement methods. Options for evaluation method include:
- Lowest Price Conforming
 - Price Quality Method
 - Quality Based Method
 - Target Price (where outputs are difficult to define)
- 7.5.2. Note that a two stage procurement process, such as an Expression of Interest (EOI) process, may use a different evaluation process for each stage of procurement.
- 7.5.3. Outcomes of the tender evaluation must be reported to staff with Delegated Contractual Authority.
- 7.5.4. Documentation required following evaluation must meet the requirements set out in Table 4.

Table 4 – Required Evaluation Documentation Based on Estimated Value of Work

Process	Estimated Value of Work/Goods/Services		
	<\$50,000	\$50,000 - \$250,000	>\$250,000
Quote	Quote evaluation email ¹	Quote evaluation memo ²	Report to Management Team, Standing Committee or Council with quote evaluation report ³
Proposal	Proposal evaluation memo ²	Proposal evaluation report ²	Report to Management Team, Standing Committee or Council with proposal evaluation report ³
Tender	Tender evaluation memo ²	Tender evaluation report ²	Report to Management Team, Standing Committee or Council with tender evaluation report ³

1. Evaluation email from Initiator to budget holder as Approver (TRIM reference to be included in PO).
2. Evaluation memo/report from Initiator (project team) with budget holder endorsement, to department manager as approval.
3. Report to Management Team, Standing Committee or Council from budget holder (or their delegate) with evaluation report from Initiator (project team) attached.

7.5.5. All evaluation documentation must cover the following (where appropriate based on the type and scope of works).

- Price – including assessment of value and comparison to budget available
- Programme – including assessment against tender requirements/budget
- Quality – including assessment of relevant previous work
- Health & Safety – including SiteWise score
- Risks – including whether specific risks have been documented and appropriately managed

7.6. Accepting and Awarding Contracts

7.6.1. The 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 1046.

7.6.2. One up approval (as defined in 'Definitions' above) 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.

7.6.3. Based on the recommendations in the evaluation documentation, tenders, quotations, and proposals can be accepted as shown in Table 4.

Table 4 – Process for Accepting Prices

Type of Price Request	Approval to Accept Price	Value of Work/Goods/Services (Annual Expenditure or Total Contract Value)	
		≤\$1,000,000	≥\$1,000,000
Tenders, Quotations & Proposals	Delegated Contractual Authority	✓	X
	Standing Committee / Council	N/A	✓

7.6.4. Where a minimum of three prices have been sought and less than three prices were received, the process followed complies with Table 2.

7.6.5. Once a tender, quotation, or proposal has been accepted, a letter or notification through the electronic tendering system confirming award of contract must be provided to the successful supplier and unsuccessful letters or notification provided to the unsuccessful suppliers.

7.6.6. All purchases must have an approved Purchase Order. The exception to this requirement is contracts using Buyer Created Tax Invoice. Buyer Created Tax Invoices are used for larger contracts with more than three progress claims expected. A Purchase Order should be raised by the contract administrator or their delegate and approved by staff with appropriate level of Delegated Contractual Authority.

7.7. Variations

7.7.1. Increases in the scope of work of a contract through a contract variation may be authorised in accordance with Table 2 if there is adequate budget available.

7.7.2. If there is insufficient budget for the increase in scope of work, then approval for additional budget must be sought by the budget holder if the exceedance is greater than 5% of the contract value or \$50,000 in value.

- 7.7.3. Other contract variations that arise throughout a contract, including deemed variations, are considered and decided upon by the engineer to the contract.
- 7.7.4. Where these contract variations cumulatively exceed the budget, then the overspend shall be reported as soon as possible by the budget holder.

7.8. Payments

- 7.8.1. Payment claims must be approved by staff with the appropriate level of delegated contractual authority.
- 7.8.2. Payment claims that are greater than \$1,000,000 can be approved by the Chief Executive.

8. Sustainable Procurement

- 8.1.1. 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.
- 8.1.2. 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.
 - (d) *Think Cultural:* The Council shall encourage procurement decisions that have a positive impact on maintaining cultural beliefs, cultural practices, and heritage conservation.
- 8.1.3. 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.

9. Conflict of Interest

- 9.1.1. 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.
- 9.1.2. All procurement and contract management decision-making processes shall include careful consideration of any actual, potential or undisclosed conflicts of interest.
- 9.1.3. 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.
- 9.1.4. 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 contractual authority or monitoring performance).

- 9.1.5. Where there is uncertainty about whether there is a conflict, employees should discuss the potential conflict with the Contract Owner, Line Manager or Department Manager or Chief Executive. 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.
- 9.1.6. Where the CE is involved with procurement and/or contract management and identifies a potential conflict of interest, escalation shall be to elected members.
- 9.1.7. 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 (QP-C507) and other applicable guidelines - see also the Council Fraud Policy and Procedures (QP-C513).
- 9.1.8. As part of the procurement process the Council Gifts 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.
- 9.1.9. 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 Councilors or staff (other than contacting staff named in the tender documents) regarding a tender while the tendering process is in progress.

10. Contract Management

10.1. Documentation

- 10.1.1. 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. This database will be contained within the Council electronic procurement system, VendorPanel.
- 10.1.2. All Council contracts shall have a delegated contract administrator, 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.

10.2. Contract Negotiation

- 10.2.1. Service delivery contracts (including maintenance 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).
- 10.2.2. All contracts shall establish effective and robust monitoring and reporting activities that ensure delivery of pre-determined deliverables and levels of performance.
- 10.2.3. All contracts shall comply with Council, professional regulatory body and statutory obligations as required.
- 10.2.4. Contract administrators 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.

10.3. Contract Delivery

- 10.3.1. Contract administrators 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.
- 10.3.2. 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 contractual delegations and authority.

- 10.3.3. Contract administrators shall engage relevant parties and establish variations or re-negotiate contract terms where appropriate.
- 10.3.4. 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.

10.4. Escalation and Exit

- 10.4.1. 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.
- 10.4.2. 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.

11. Risk Management

11.1. Risk Identification

- 11.1.1. 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.
- 11.1.2. 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.
- 11.1.3. All risks shall be identified in a risk register for the project. The form of the risk register will be based on the scale and complexity of the project.

11.2. Risk Mitigation

- 11.2.1. All critical issues must be escalated and resolved appropriately to ensure the continued quality delivery of service expectations.
- 11.2.2. All risk management and mitigation strategies must be clearly documented as part of the procurement and contract management process.

11.3. Residual Risk

- 11.3.1. Any risks that are not able to be eliminated at the design stage of a project, residual risks that will be transferred to the supplier must be identified in the contract document.

12. Deviations

12.1. Deviation Types

- 12.1.1. 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.

12.2. Deviation Approvals

- 12.2.1. Approval for deviations that fall under (a) or (b) above shall follow the procedures in 7.3 for Price Request Method.

- 12.2.2. Approval for deviations that fall under (c) above, shall be by two members of the Management Team prior to adoption, and if appropriate the decision ratified retrospectively by the CE.

12.3. Deviation by Conflict of Interest

- 12.3.1. 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.

13. Record Keeping

- 13.1.1. All procurement and contract document management processes shall adhere to relevant statutory and regulatory obligations, including the Public Records Act 2005.
- 13.1.2. 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
- 13.1.3. 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.
- 13.1.4. At a minimum, records shall be retained that demonstrate:
- (a) Council procurement and contract management processes have been followed, as outlined in this Policy and all associated procedures and practice guidelines.
 - (b) Procurement adheres to appropriate budget allocations through the Long Term Plan, the Annual Plan, or an approved Business Case.
 - (c) Approval for procurement has been obtained from the relevant holder of delegated contractual authority, the Procurement Manager or the Procurement PCG as required.
 - (d) The Council has identified key contract performance expectations and deliverables, and undertaken appropriate measures and audit/ monitoring activities that provide assurance of performance.
 - (e) 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.
 - (f) 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.

14. Confidentiality

- 14.1.1. 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.

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

15. Health and Safety

- 15.1.1. 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.
- 15.1.2. 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
- 15.1.3. 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).
- 15.1.4. Suppliers can achieve health and safety prequalification before or during the tender period, but pre-qualification must be achieved prior to work commencing.
- 15.1.5. 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).
- 15.1.6. All further health and safety requirements for the duration of the contract shall be clearly defined within the contract documentation.

16. Questions

Any questions regarding this policy should be directed to the Procurement Manager in the first instance.

17. Relevant documents and legislation

- WDC Ta Matou Mauri – Our Principles
- Controller and Auditor-General Procurement Guidance for Public Entities June 2008
- Ministry of Business, Innovation and Employment, Government Rules of Sourcing 2015
- *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-AI Evaluation Report - Standard Tender Acceptance Report
 - QP-C494-AG Evaluation Appendices – Our standard document for lowest price conforming contracts

18. Effective date

2 August 2022

19. Review date

2 August 2025

20. Policy owned by

Manager, Finance & Business Support

21. Approval

Adopted by Waimakariri District Council on 2 August 2022

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: Gov-01-11/251031207023

REPORT TO: COUNCIL

DATE OF MEETING: 4 November 2025

AUTHOR(S): Sarah Nichols, Governance Manager

SUBJECT: Councillor Remuneration

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report seeks to finalise the remuneration for the Deputy Mayor and Councillors through to 30 June 2026.
- 1.2. The Remuneration Authority determines the remuneration for all elected members. Mayors and Community Board members have a set level. However Councillors remuneration is to be decided by the individual Council based on a determined 'pool' value, with a minimum determined by the Remuneration Authority, and the flexibility of the council if additional duties are set such as Committee Chairing and Portfolios.
- 1.3. The outgoing Council made recommendations at its meeting of 5 August 2025 to the incoming Council.

Attachments:

- i. Report 5 August, Elected Member Remuneration (Trim 250513084230)
- ii.

2. RECOMMENDATION

THAT the Council

- (a) **Receives** Report No. 251031207023.
- (b) **Notes** the Mayoral remuneration is set by the Remuneration Authority at \$164,728pa from 17 October 2025 to 30 June 2026.
- (c) **Approves** the Deputy Mayor (Philip Redmond), receiving remuneration of \$91,271pa from 17 October 2025 to 30 June 2026.
- (d) **Approves** all nine Councillors receiving remuneration with their portfolio responsibilities of \$71,026pa from 17 October 2025 to 30 June 2026.

3. BACKGROUND

- 3.1. The Remuneration Authority (the Authority) set the remuneration, allowances and expenses for elected members. Determinations normally covers a financial year (1 July to 30 June). The Determination of remuneration changes to elected members is made by the Authority and the legislative instrument processed through Parliament before receiving the Royal Assent. The Council has no choice, but to follow the legislation.

- 3.2. The governance remuneration pool does not apply to Mayors or Community Board members. The pool is used for the Councillors and Deputy Mayor remuneration, which each Council has some input into the governance structure, additional duties of councillors such as chairing of committees or holding portfolios. The Authority sets the minimum remuneration for Councillors.
- 3.3. Pre-election the Mayor's remuneration was \$158,057pa. The Deputy Mayor remuneration was \$74,674pa and the nine councillors were \$58,110pa.

4. ISSUES AND OPTIONS

- 4.1. The Remuneration Pool for Councillors (including Deputy Mayor) post-election is \$730,505. On 29 October 2025 the Council determined the structure, with committees and membership. It also determined that all Councillors (including Deputy Mayor) would carry out extra responsibilities by way of portfolios, and chairing of a standing committee through the term.
- 4.2. It is appropriate that the pool fund is divided proportionately among the nine councillors, once it has been decided what the Deputy Mayor remuneration will be. It is acknowledged that the Deputy Mayor undertakes additional duties and responsibilities in supporting the Mayor.
- 4.3. The recommended calculation is as follows:

Total Remuneration Pool	\$730,505
Deputy Mayor	\$91,271
	\$639,234
Councillor (9)	\$71,026

Implications for Community Wellbeing

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

- 4.4. The Chief Executive has reviewed this report.

5. COMMUNITY VIEWS

5.1. Mana whenua

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

5.2. Groups and Organisations

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

5.3. Wider Community

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

The elected member remuneration and expenses is funded from the Governance Budget, which has adequate provision for the 2025/26 budget. The Remuneration Authority set the Mayor and Community Board members remuneration, and the Councillors are determined by the Council, however the pool fund is set by the Remuneration Authority and all of the pool must be allocated.

6.2. Sustainability and Climate Change Impacts

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

6.3 Risk Management

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

6.3 Health and Safety

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

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

Local Government Members (2025/26) Determination 2025

Local Government Act 2002 (Clauses 6, 7A, 7(2) Schedule 7)(

Remuneration Authority Act 1977.

7.3. Consistency with Community Outcomes

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

7.4. Authorising Delegations

By legislation, the Remuneration Authority Determination is final.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** GOV-11/250513084230**REPORT TO:** COUNCIL**DATE OF MEETING:** 5 August 2025**AUTHOR(S):** Sarah Nichols, Governance Manager**SUBJECT:** Elected Member Remuneration 2025/26**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1 This report provides an update on the Remuneration Authority Determination for the July 2025 to June 2026 financial year, pertaining to elected members remuneration and expenses.
- 1.2 It should be noted that the remuneration for all elected members occurs in two stages – 1 July to 11 October 2025 (pre-election) and secondly post-election 12 October 2025 to 30 June 2026.
- 1.3 The remuneration pool for councillors (including deputy mayor) from mid-October 2025 to 30 June 2026 is \$730,505. This is higher than the base councillor rate of \$56,193 as all councillors carry high duties with portfolios and chairperson requirements.
- 1.4 This report also updates the Elected Member Expenses Policy to 30 June 2026, as required by the Remuneration Authority (*the Authority*).

Attachments:

- i. Draft Elected Member Expenses Policy to 30 June 2026 (Trim 210811131910)
- ii. Extract of Remuneration Authority Determination 2025/26.
- iii. Amendments to LG Elected Member (2025/26) Amendment Determination (as at 30 July 2025).

2. RECOMMENDATION**THAT** the Council

- (a) **Receives** Report No. 250513084230.
- (b) **Notes** the remuneration set by the Remuneration Authority for Waimakariri Mayor, Councillors and Community Board members in two stages from 1 July 2025 to date of official election result declared (approx. 16 October 2025) and 17 October 2025 to 30 June 2026 as follows:

Position	Pre-election July-October 2025	Post- election 2025
Mayor	\$158,057	\$164,728
Deputy Mayor	\$74,674	** indicative \$91,271
Councillor (with portfolio and chairing responsibilities) (all 9 Councillors)	\$58,110	\$71,026 indicative

Kaiapoi-Tuahiwi Community Board Chair	\$20,139	\$20,945
Kaiapoi-Tuahiwi Community Board	\$10,070	\$10,472
Oxford-Ohoka Community Board Chair	\$18,973	\$19,731
Oxford-Ohoka Community Board	\$9,486	\$9,866
Rangiora-Ashley Community Board Chair	\$25,978	\$27,017
Rangiora-Ashley Community Board	\$12,988	\$13,508
Woodend-Sefton Community Board Chair	\$16,639	\$17,305
Woodend-Sefton Community Board	\$8,320	\$8,652

- (c) **Notes** the incoming Council will review and determine the Deputy Mayor and Councillors remuneration based on remuneration pool share at the late October 2025 meeting.
- (d) **Approves** the Elected Member Expenses Policy to 30 June 2026 (*Trim 210811131910*).
- (e) **Circulates** a copy of this report and the approved Expenses Policy to all Community Boards for their reference.

3. **BACKGROUND**

- 3.1 The Remuneration Authority (the Authority) set the remuneration, allowances and expenses for elected members. Determinations normally covers a financial year (1 July to 30 June).
- 3.2 The Determination of remuneration changes to elected members is made by the Remuneration Authority and the legislative instrument processed through Parliament before receiving the Royal Assent. The Council has no choice, but to follow the legislation.
- 3.3 On receipt of the new Remuneration for the financial year, the Elected Member Expenses Policy is also required to be reviewed and adjusted in line with the Determination. On conclusion of the Council accepting this information the updated Policy is sent to the Authority for reference.
- 3.4 The governance remuneration pool does not apply to Mayors or Community Board members. The pool is used for the Councillors and Deputy Mayor remuneration, which each Council has some input into the governance structure, additional duties of councillors such as chairing of committees or holding portfolios. The Authority sets the minimum remuneration for Councillors.
- 3.5 Since 2019, when setting remuneration for elected members, the Authority has used a group of size indices covering territorial, regional and unitary authorities. The size indices factor in recent publicly available demographic, statistical and economic data and are updated accordingly. The relevant workload and responsibilities of each council is assessed using several criteria, and then placed within the relevant updated index. The size index is also used to assign a governance remuneration pool.
- 3.6 The Authority continues with its practice of determining the remuneration of community board members.

4. **ISSUES AND OPTIONS**

- 4.1. The Remuneration Authority recently completed a review of the framework for determining local government remuneration. The Authority found that the current approach is working well and no changes have been made to the framework. Consideration was given to population as it's an indicator of relative scale of 'constituency' work, however districts with high tourist/visitor surges or transient populations did not affect the Authority weightings in relation to population. Economic growth is an aspect considered, however the Authority did not factor this into their consideration based on limited regular and reliable data to regions. Maori wards and number of councillors undertaking workloads in an area was considered and this did not influence the determined remuneration pool. Maori wards are not applicable to the Waimakariri District. The Authority considered geographic areas and land size and agreed with submitters for regional and unitary councils, as this recognises their significant land/water regulatory responsibilities, which territorial authorities do not have to the same extent. Therefore, the Authority considered the mileage allowance, which has been adjusted, as adequate compensation. The Authority have also been asked about the impact the Three Waters Reform and the Review into the Future for Local Government will have on elected members remuneration, with the short answer being that it is too early to make any predictions in that respect and the Authority will review the situation at a later time.
- 4.2. The remuneration pools support the mandatory criteria (clause 7, schedule 7 of the Local Government Act 2002) that the Authority is required to consider when determining local government members pay. In particular, the Authority were concerned with achieving and maintaining fair relativity with the levels of remuneration received elsewhere and being fair to the elected members and ratepayers. The governance remuneration pool provides the total amount that must be paid in remuneration to councils in each individual council and is based on the collective governance role (size index) of the council. The pool does not take into account the number of councillors on the council.
- 4.3. Should the Mayor desire a vehicle, it is permissible, with a maximum purchase price of \$60,000 for a petrol or diesel model, and \$70,500 for an electric or hybrid model. This is a small increase from \$55,000 and \$68,500 respectively. The Mayor is entitled to one vehicle per term. Fringe benefit tax will be deducted from the Mayor's remuneration for vehicle use based on the formula from the Remuneration Authority Determination.
- 4.4. From 1 September the vehicle kilometre rates have been amended from the previous determination of \$1.04cents per kilometre for the first 14,000kms to now \$1.17cents per kilometre for a petrol vehicle. For diesel vehicles the new mileage rate is \$1.26cents per kilometre, petrol hybrid vehicles will be \$0.86cents and electric vehicles will be \$1.08cents per kilometre for the first 14,000 kilometres. IRD have reviewed the kilometre rates and separated the allowance rates payable for diesel vehicles from petrol vehicles to ensure that the rates accurately reflect reasonable expenditure related to the business use of that particular vehicle type.
- 4.5. Childcare allowance has been increased from \$6,000 per year for each child to \$7,500 per year for each child. The eligibility and criteria are unchanged from the previous Determination.
- 4.6. Post-election the Authority has introduced a new home security system allowance, as it recognises the increasing threatening behaviour the public officials and elected members are experiencing. This reimbursement allowance is similar to members of Parliament. The Authority has clarified that the maximum allowance for total cost purchase and installation is \$4,500. This is applicable for the term and approval is subject to a security risk assessment being undertaken by the Council's independent security advisor and approval of the Chief Executive. Any additional expenses arising from the provision of supplementary security measures requires an application and approval of the Remuneration Authority.

- 4.7. Hearing fees (RMA/District Licencing) have been amended with the chairperson rate increasing from \$116 to \$130 per hour, and a member rate increasing from \$93 to \$104 per hour.
- 4.8. No change has occurred to the ICT allowances being \$400 for computer hardware, \$50 for printer, \$200 for mobile phone and \$200 for ICT consumables and \$500 towards telephone related charges. The Council may provide each elected official with a phone (mobile or land line), computer, tablet and/or laptop, printer/scanner, however the equipment will remain the property of the Council and be replaced/updated at three to five year intervals. The make/model and operation of such equipment would be determined by the ICT policy. The current arrangements are that the Council provide the Mayor with a laptop and phone, the Councillors and Community Board Chairs with a laptop. ICT allowances mentioned above are a contribution to the running costs of a phone, printer or secondary computer that is likely also used for personal use. If a member used Council owned equipment, eg mobile phone, then the allowances would not be applicable. The Council will not provide home internet or broadband plans, as per the Authority criteria. Any changes to the equipment supplied would be subject to consideration of the new term Council, policy amendment and approval of the Remuneration Authority.
- 4.9. Access to staff benefits schemes has been requested from time to time by various local authorities. These schemes often offer council staff discounted access to council owned or controlled facilities such as swimming pools, gyms and museums. Given the nature of these schemes, it would not be appropriate for councils to offer these schemes to elected members, but would be contrary to both the LGA and the Remuneration Authority Act 1977.
- 4.10. The Chief Executive has reviewed this report.

Implications for Community Wellbeing

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

5. COMMUNITY VIEWS

5.1. Mana whenua

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

5.2. Groups and Organisations

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

5.3. Wider Community

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

- 6.1.1. Elected member remuneration and expenses is funded from the Governance Budget, which has adequate provision for the 2025/26 budget.

- 6.1.2 The governance remuneration pool (schedule 2) for councillors (including deputy mayor) from the day after the date of which the official result of the 2025 election is declared is \$730,505.00. The remuneration pool (schedule 1) prior to mid-October 2025 is \$597,671.00. The Authority has set the minimum remuneration for a councillor at \$56,193. This rate has no portfolio or chairing duties and is the base pay. Currently the Council has required all its councillors to undertake additional duties including chairing committees and hearings and carry at least one portfolio for the term.
- 6.1.3 Inland Revenue deems elected members of local authorities to be self-employed. Therefore, elected members are required to make their own ACC levy payments and KiwiSaver arrangements. They may also be required to make provisional tax payments. Being self-employed, elected members are taxed as individuals at a rate determined by Inland Revenue. Remuneration is taxed and is paid directly to the IRD from the Council fortnightly payments, generally at a rate of 33% tax (WT tax code). All allowances are non-taxable.
- 6.1.4 The Remuneration Authority have set the elected member remuneration from 1 July 2025 to 30 June 2026 in two stages as follows, noting the incoming Council will confirm the post-election remuneration rates for the Deputy Mayor and Councillors:

Position	2024/25 (to June 25)	Pre-election July-October 2025	Post- election
Mayor	\$152,271	\$158,057	\$164,728
Deputy Mayor	\$71,940	\$74,674	** indicative \$91,271
Councillor (with portfolio and chairing responsibilities) (all 9 Councillors)	\$55,983	\$58,110	\$71,026 indicative
Kaiapoi-Tuahiwi Community Board Chair	\$19,402	\$20,139	\$20,945
Kaiapoi-Tuahiwi Community Board	\$9,701	\$10,070	\$10,472
Oxford-Ohoka Community Board Chair	\$18,278	\$18,973	\$19,731
Oxford-Ohoka Community Board	\$9,139	\$9,486	\$9,866
Rangiora-Ashley Community Board Chair	\$25,027	\$25,978	\$27,017
Rangiora-Ashley Community Board	\$12,513	\$12,988	\$13,508
Woodend-Sefton Community Board Chair	\$16,030	\$16,639	\$17,305
Woodend-Sefton Community Board	\$8,015	\$8,320	\$8,652

- 6.1.5 The expenses that an elected members are entitled to claim such as mileage has changed from 2024/25 to 2025/26, however internet/phone/consumables allowance has remained unchanged for the 2024/25 Determination. Refer to the attached policy for new rates.

6.2 Sustainability and Climate Change Impacts

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

6.3 Risk Management

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

6.4 Health and Safety

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

7 CONTEXT

7.1 Consistency with Policy

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

7.2 Authorising Legislation

Local Government Members (2025/26) Determination 2025

Local Government Members (2025/26) Amendment Determination 2025

Local Government Act 2002 (clauses 6, 7A, 7(2) Schedule 7)

Remuneration Authority Act 1977.

7.3 Consistency with Community Outcomes

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

7.4 Authorising Delegations

By legislation, the Remuneration Authority Determination is final.

Elected Member Expenses Policy

(from 1 July 2024 to 30 June 2025)

1. Introduction

The Local Government Act 2002 has given the Remuneration Authority the responsibility for setting remuneration, approving expense rules and setting the mileage allowance for elected members.

2. Policy context

2.1. Policy principles

- 2.1.1. This policy covers the entitlement of elected members to allowances and contributions towards expenses related to travel, mileage, communication, childcare, and travel, conference and training attendance and professional development.
- 2.1.2. Elected members should be reimbursed for actual and reasonable expenses they incur in carrying out their official duties.
- 2.1.3. Reimbursement of expenses apply only to elected members personally and only while they are acting in their official capacity as elected members.
- 2.1.4. Elected members' expense expenditure must have a justifiable business purpose, is moderate and conservative having regard to the circumstances, is made transparently and is appropriate in all respects.

2.2. Legislative context

Local Government Act 2002 Schedule 7 Clauses 6–13.

Local Government Members (2024/25) (Local Authorities) Determination 2024.

3. Policy objective

- 3.1. To establish guidelines on the claiming of expenses by elected members.

- 3.1.1. This policy is based on the principles that all expenditure is:

- Actual and reasonable
- Related to conduct of local authority business
- Represents the best use of ratepayer funds.

- 3.1.2. All entitlements are considered to be a contribution to expenses elected members may incur in the course of conducting local authority business.

4. Implementation

- 4.1. All expense claims must be submitted on the relevant claim form and where appropriate accompanied by full receipts. Eligibility of claims presented without receipts will be determined by the Governance Manager.
- 4.2. All expense claims are to be returned at least quarterly, and preferably monthly.
- 4.3. Expense claims by the Mayor are to be approved by the Chair of Audit & Risk Committee and the Chief Executive.
- 4.4. Expense claims by Deputy Mayor, Councillors and Community Board members are approved by the Governance Manager.
- 4.5. All mileage claims, including Mayor, are approved by the Governance Manager.
- 4.6. The internal audit work programme will include sampling of expense claims and allowances paid to elected members and staff. An external audit work programme may be undertaken as required.

5. Policy Statement

5.1. Remuneration, allowances and hearing fees

- 5.1.1. A member of a local authority or a board is entitled to:
 - (a) the applicable remuneration set out in the Schedule (adjusted in accordance with clause 9 if applicable)
 - (b) the applicable allowances payable in accordance with clauses 10 to 13
 - (c) the applicable hearing fees payable in accordance with clause 14.
- 5.1.2. If a member of a territorial authority is also elected or appointed to a board, the member is entitled only to the remuneration that is payable to the member as a member of the territorial authority.

5.2. Acting Mayor

- 5.2.1. This clause applies to a member who acts as a mayor during a period when, because of a vacancy or temporary absence, the remuneration or allowances that would usually be paid to the mayor are not being paid.
- 5.2.2. While acting as mayor, the member must be paid the remuneration and allowances usually payable to the mayor, instead of the member's usual remuneration, allowances, and hearing fees.

5.3. RMA resource consent hearing costs

- 5.3.1. Where an elected member (Councillor or Community Board member*) is appointed to an RMA Resource Consent Application Hearing Panel or District Plan Hearing Panel by the Council, remuneration and allowances are payable as outlined in the Local Government Members (2024/25) (Local Authorities) Determination 2024, Section 5, 6 and 7 (or subsequent Determinations).
 - Chairperson of an RMA Resource Consent hearing is entitled to be paid a fee of up to \$116 per hour of RMA hearing time related to the hearing, including preparation, reading materials, site visit and writing of decision time
 - Panel member whom is not Chairperson of RMA Resource Consent or District Plan hearing is entitled to be paid a fee of up to \$93 per hour of RMA or District Plan hearing time related to the hearing, including preparation, reading materials, site visit and writing of decision time

- For any period of hearing time that is less than one hour, the fee must be apportioned accordingly
- RMA Resource Consent or District Plan hearing fees are not payable to mayors or a member who acts as mayor and is paid the mayor's remuneration and allowances under clause 8(2).

5.3.2. Any/all elected members whom Waimakariri District Council appoints to a RMA Resource Management hearing or District Plan hearing must be suitably qualified by holding a current accreditation on behalf of the Ministry for the Environment having successfully completed the "Making Good Decisions" programme.

5.4. District Licensing Committee hearing costs

5.4.1. Where an elected member (Councillor or Community Board member*) is appointed to the District Licensing Committee (DLC) remuneration is set under section 183 of the Sale and Supply of Alcohol Act 2012 and their fees and expenses are payable as prescribed by the Minister of Justice in accordance with the Cabinet fees framework. This currently being:

- Chairperson of a DLC hearing is entitled to be paid a fee of up to \$116 per hour of DLC hearing time, including preparation, site visit and writing of decision time
- Panel member whom is not Chairperson of DLC hearing is entitled to be paid a fee of up to \$93 per hour of DLC hearing time, including preparation and site visit time
- For any period of hearing time that is less than one hour, the fee must be apportioned accordingly
- DLC hearing fees are not payable to mayors or a member who acts as mayor and is paid the mayor's remuneration and allowances.

5.5. Reimbursement of conference costs

5.5.1. Where an elected member attends a conference approved by the Council or a Community Board, all actual and reasonable costs associated with the conference or seminar will be met by the Council. This includes meal costs, accommodation costs and travel costs. Alcohol costs will not be reimbursed. The most cost effective means of travel must be used. Claims are to be supported by receipts and submitted to the Governance Manager within one month of conference.

5.6. Accommodation and meals

5.6.1. Accommodation and meals will be reimbursed based on actual and reasonable costs, as determined by the Governance Manager. In respect of the Mayor, assessment of actual and reasonable costs shall be determined by the Chair of the Audit and Risk Committee together with the Chief Executive. Where private accommodation is used a claim of \$50 per night can be made. Meals will be reimbursed based on actual and reasonable costs. Claims are to be supported by receipts. Alcohol is considered a private expense and is not reimbursed.

5.7. Mayoral vehicle

5.7.1. The Waimakariri District Council will supply and service a motor vehicle for the Mayor, including for private use. This will be one vehicle per election term in accordance with the Determination.

5.8. Vehicle mileage allowance

5.8.1. Mileage will be paid in accordance with Remuneration Authority Determination (2024/25)

5.8.2. A local authority may pay to a member a vehicle mileage allowance to reimburse that member for costs incurred in respect of eligible travel.

5.8.3. A member's travel is eligible for the allowance if—

- (a) it occurs on a day when the member is not provided with a motor vehicle by the local authority; and
- (b) the member is travelling—
 - (i) in a private vehicle; and
 - (ii) on local authority business; and
 - (iii) by the most direct route that is reasonable in the circumstances.

5.8.4. The allowance payable to a member for eligible travel is,—

- (a) for a petrol or diesel vehicle,—
 - (i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 34 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
- (b) for a petrol hybrid vehicle,—
 - (i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 20 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
- (c) for an electric vehicle,—
 - (i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 11 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.

5.8.5. In the case of an elected member living outside the Waimakariri District, the mileage allowance will be payable only from their point of entry at the Waimakariri District boundary.

5.8.6. Transport costs other than mileage will be paid for on an actual and reasonable basis.

5.8.7. The Governance Manager will be responsible for monitoring mileage claims and agreeing with the elected member the most direct route reasonable in the circumstances.

5.9. Travel time allowance

5.9.1. A local authority may pay a member (other than a mayor or a regional chairperson) an allowance for eligible travel time.

5.9.2. A member's travel time is eligible for the allowance if it is time spent travelling within New Zealand—

- (a) on local authority business; and
- (b) by the quickest form of transport that is reasonable in the circumstances; and
- (c) by the most direct route that is reasonable in the circumstances.

5.9.3. The travel time allowance is \$40 for each hour of eligible travel time after the first hour of eligible travel time travelled in a day.

5.9.4. However, if a member of a local authority resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel time allowance in respect of eligible travel time —

- (a) after the member crosses the boundary of the local authority area; and
- (b) after the first hour of eligible travel within the local authority area.

- 5.9.5. The maximum total amount of travel time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.

5.10. Computer, internet and associated consumables expenses (communications allowance)

- 5.10.1. It is determined by the local authority that Mayor and Councillors are provided laptops to enable them to perform their functions. The Mayor is provided a mobile phone by the local authority. All Councillors use their own mobile phones. Community Board members are required to use their own equipment. Waimakariri District Council will pay an allowance in accordance with the Remuneration Authority Determination.

Equipment

Mobile telephone	\$200pa (excludes Mayor)
Printer	\$50pa
Personal computer/tablet/laptop	\$400pa (excludes Mayor and Councillors)
Paper consumables	\$200pa

Services

Internet Connection	\$800pa
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Equipment

To reimburse for the costs of their phone/printer/computers and related consumables, as follows:

- The Mayor to receive an allowance of \$9.61 per fortnight.
- The Councillors to receive an allowance of \$17.30 per fortnight.
- Community Board Chairpersons to receive an allowance of \$32.69 per fortnight.
- Community Board members to receive \$32.69 per fortnight.

Services

To reimburse for the costs of an Internet connection to their residential address to provide computer access to the Council, as follows:

- The Mayor and Councillors to receive an allowance of \$30.76 per fortnight
- Community Board Chairpersons to receive an allowance of \$30.76 per fortnight
- Community Board members to receive an allowance of \$30.76 per fortnight.

If a local authority requests a member to use the member's own mobile telephone service for the purpose of the member's work on local authority business, the member is entitled, at the member's option to –

- (a) An allowance for that use of up to \$500 for the determination term; or
- (b) Reimburse of actual costs of telephone calls made on local authority business on production of the relevant telephone records and receipts.

5.11. Childcare allowance

- 5.11.1. A local authority may pay a childcare allowance, in accordance with subclauses (2) and (3), to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.
- 5.11.2. A member is eligible to be paid a childcare allowance in respect of childcare provided for a child only if:
- (a) the member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
 - (b) the child is aged under 14 years of age; and

- (c) the childcare is provided by a person who—
 - (i) is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and
 - (ii) does not ordinarily reside with the member; and
- (d) the member provides evidence satisfactory to the local authority of the amount paid for childcare.

5.11.3. A local authority must not pay childcare allowances to a member that total more than \$6,000 per child during the determination term.

6. Breaches

An alleged breach of allowance and expense rules is to be considered under the Code of Conduct.

7. Effective date

3 July 2024

8. Review date

This policy will be reviewed annually following the release of the Remuneration Authorities Local Government Members Determination. The next review is due July 2025.

9. Policy owned by

The Governance Manager

10. Approval

Approved by Waimakariri District Council on 2 July 2024 for receipt by the Remuneration Authority

Appendix 1

Type of Meeting/Functions	Mileage	
	Paid	Not Paid
Council meetings (ordinary, special, extra-ordinary and emergency)	✓	
Committees and Subcommittees of Council (if appointed a member)	✓	
Community Board meetings (if an appointed member)	✓	
Resource Consent Hearings (if an appointed member of the Hearings Panel)	✓	
WDC Advisory Group meetings (if appointed by the Council as its representative) (e.g. Ohoka Domain Advisory Group)	✓	
Formally representing Council (as a result of resolution of Council) at a formal meeting of another local authority.	✓	
Meetings of other outside organisations as the Council's appointed representative (appointment pursuant to a Council resolution). (Note that meetings of Council Controlled Organisations and Trusts where Councillors and Community board members are otherwise remunerated do not qualify for payment.)	✓	
Full Council workshops or briefings (which have the prior approval of the Mayor and Chief Executive) at which no resolutions or decisions are made. These workshops are to be held solely to discuss major policy or strategic issues of interest to all Councillors.	✓	
Training and development courses, field trips, site visits, where authorised by the Mayor or formal resolution of Council or Community Board, in excess of four hours.	✓	
Public meetings where the Council is officiating.	✓	
Meetings with other statutory bodies to deal with issues which would be the responsibility of a Committee or Subcommittee of Council of which the Councillor attending is a member or which deal with issues directly affecting the Councillors Ward or Portfolio.	✓	
Local Conferences/Seminars (if an appointed WDC representative) <i>Note – Local being generally the Canterbury region. Mileage outside the region at the discretion of the Mayor.</i>	✓	
Working groups or working parties	✓	
Field trips or site visits/inspections (including site visits for resource consent hearings where approved by Mayor or Committee Chairperson)	✓	

Type of Meeting/Functions	Mileage	
	Paid	Not Paid
Briefings and discussions with the Mayor, Chief Executive, Senior Managers and Officers	✓	
Where Councillors, other than the Deputy Mayor, officiate at “official” functions as determined by the Mayor.	✓	
Constituency “meetings” (either with individuals or organisations) unless there is formal approval requiring official attendance		X
Social functions		X
Event attendance in a non-representative capacity		X
Travel not related to the business of the Waimakariri District Council		X
Personal travel interspersed with Council related business		X

23/06/2025
PCO 27420/11.0

Local Government Elected Members (2025/26) Determination 2025

This determination is made by the Remuneration Authority under the Remuneration Authority Act 1977 and clauses 6 and 7A of Schedule 7 of the Local Government Act 2002, after having regard to the matters specified in clause 7 of that schedule.

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Determination

- 1 Title**
This determination is the Local Government Elected Members (2025/26) Determination 2025.
- 2 Commencement**
This determination comes into force on 1 July 2025.
- 3 Expiry**
This determination expires at the close of 30 June 2026.

Interpretation

- 4 Interpretation**
In this determination, unless the context otherwise requires,—
board means—
 - (a) a community board of a territorial authority other than the Auckland Council; or
 - (b) a local board of the Auckland Council**determination term** means the period from the coming into force of this determination to its expiry
hearing has the meaning given to it by clause 5
hearing time has the meaning given to it by clause 6
local authority means a regional council or a territorial authority
member means, in relation to a local authority or a board, a person who is declared to be elected to that local authority or board under the Local Electoral Act 2001 or who, as the result of further election or appointment under that Act or the Local Government Act 2002, is an office holder in relation to the local authority or board (for example, a chairperson)
on local authority business includes on the business of any board of the local authority

regional council means a regional council named in Part 1 of Schedule 2 of the Local Government Act 2002

RMA means the Resource Management Act 1991

territorial authority means a territorial authority named in Part 2 of Schedule 2 of the Local Government Act 2002.

5 **Meaning of hearing**

In this determination, **hearing** means—

- (a) a hearing arising from a resource consent application made under section 88 of the RMA; or
- (b) a meeting for determining a resource consent application without a formal hearing; or
- (c) a hearing arising from a notice of requirement (including one initiated by the local authority); or
- (d) a pre-hearing meeting held under section 99 of the RMA in relation to a hearing referred to in paragraph (a) or (c); or
- (e) a hearing as part of the process of the preparation, change, variation, or review of a district or regional plan or regional policy statement; or
- (f) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or
- (g) a hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.

6 **Meaning of hearing time**

In this determination, **hearing time** means the time spent on any of the following:

- (a) conducting a hearing;
- (b) formal deliberations to decide the outcome of a hearing;
- (c) participating in an official group site inspection related to a hearing;
- (d) determining a resource consent application where a formal hearing does not take place;
- (e) preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c));
- (f) writing a decision arising from a hearing or communicating for the purpose of the written decision.

**Local Government Elected Members (2025/26)
Determination 2025**

cl 7

Transitional, savings, and related provisions

7 Transitional, savings, and related provisions

The transitional, savings, and related provisions set out in Schedule 1 have effect according to their terms.

Entitlement to remuneration, allowances, and hearing fees

8 Remuneration, allowances, and hearing fees payable

Remuneration

- (1) For the period beginning on 1 July 2025 and ending on the close of the day on which the official result of the 2025 local election is declared under section 86 of the Local Electoral Act 2001 in relation to a local authority, a member of that local authority or a member of a board of that local authority is entitled to the applicable remuneration set out in Schedule 2 (adjusted under clause 10 if applicable).
- (2) On and from the day after the date on which the official result of the 2025 election is declared under section 86 of the Local Electoral Act 2001 in relation to a local authority, a member of that local authority or a board of that local authority is entitled to the applicable remuneration set out in Schedule 3 (adjusted in accordance with clause 10 if applicable).
- (3) If a member of a territorial authority is also elected or appointed to a board, the member is entitled only to the remuneration that is payable to the member as a member of the territorial authority.

Allowances and hearing fees

- (4) A member of a local authority or a board may also be entitled to—
 - (a) the applicable allowances payable under clauses 11 to 15:
 - (b) the applicable hearing fees payable under clause 16.

9 Acting mayor or chairperson

- (1) This clause applies to a member who acts as a mayor or chairperson during a period when, because of a vacancy or temporary absence, the local authority is not paying the remuneration or allowances that it would usually pay to the mayor or chairperson.
- (2) While the member is acting as mayor or chairperson, the local authority must pay the member the remuneration and allowances usually payable to the mayor or chairperson, instead of the member's usual remuneration, allowances, and hearing fees.

10 Motor vehicles for mayors and regional council chairpersons

- (1) A local authority may provide to the mayor or regional council chairperson of the local authority—

Local Government Elected Members (2025/26)
Determination 2025

cl 10

- (a) a motor vehicle (which may be provided for restricted private use, partial private use, or full private use); or
 - (b) a vehicle-kilometre allowance under clause 11.
- (2) If a local authority provides a motor vehicle to a mayor or regional council chairperson during the determination term, the maximum purchase price that the local authority may pay for the motor vehicle is,—
 - (a) in the case of a petrol or diesel vehicle, \$60,000; and
 - (b) in the case of an electric or a petrol hybrid vehicle, \$70,500.
- (3) If a local authority provides a motor vehicle to a mayor or regional council chairperson for restricted private use, the local authority must not make a deduction from the annual remuneration payable to the mayor or regional council chairperson under Schedule 2 or 3 (as applicable) for the provision of that motor vehicle.
- (4) If a local authority provides a motor vehicle to a mayor or regional council chairperson for partial private use or full private use,—
 - (a) the local authority must adjust the annual remuneration payable to the mayor or regional council chairperson under Schedule 2 or 3 (as applicable) in accordance with subclause (5) or (6) (as applicable); and
 - (b) the adjustment must take effect on and from—
 - (i) the date of commencement of this determination (in the case of a motor vehicle provided to the person before that date); or
 - (ii) the date of provision of the motor vehicle to the person (in the case of a motor vehicle provided during the determination term).
- (5) If a local authority provides a motor vehicle to a mayor or regional council chairperson for partial private use, the local authority must deduct the amount calculated in accordance with the following formula from the remuneration payable to that person:

$$v \times 41\% \times 10\%$$

where v means the purchase price of the vehicle.
- (6) If a local authority provides a motor vehicle to a mayor or regional council chairperson for full private use, the local authority must deduct the amount calculated in accordance with the following formula from the remuneration payable to that person:

$$v \times 41\% \times 20\%$$

where v means the purchase price of the vehicle.
- (7) In this clause,—

full private use means that—

 - (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and

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- (b) the vehicle is available for the mayor's or regional council chairperson's unrestricted private use; and
- (c) the vehicle is used by the mayor or regional council chairperson for both local authority business and private use; and
- (d) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson

partial private use means that—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is used by the mayor or regional council chairperson for both local authority business and private purposes; and
- (c) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson; and
- (d) all travel in the vehicle is recorded in a logbook; and
- (e) the use of the vehicle for private purposes accounts for no more than 10% of the distance travelled in the vehicle in a year

purchase price means the amount paid for the vehicle,—

- (a) including goods and services tax and any on-road costs; and
- (b) after deducting the amount of any rebate that applied under the former clean car discount scheme, which ended on 31 December 2023, in respect of the purchase of the vehicle

restricted private use means that—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is otherwise generally available for use by other local authority members or staff on local authority business; and
- (c) the vehicle is used solely for local authority business; and
- (d) all travel in the vehicle is recorded in a logbook.

Allowances

11 Vehicle-kilometre allowance

- (1) A local authority may pay to a member a vehicle-kilometre allowance to reimburse that member for costs incurred in relation to eligible travel.
- (2) A member's travel is eligible for the allowance if—
 - (a) it occurs at a time when the member is not provided with a motor vehicle by the local authority; and

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- (b) the member is travelling—
 - (i) in a private vehicle; and
 - (ii) on local authority business; and
 - (iii) by the most direct route that is reasonable in the circumstances.
- (3) The allowance payable to a member for eligible travel is,—
 - (a) for a petrol or diesel vehicle,—
 - (i) \$1.04 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 35 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
 - (b) for a petrol hybrid vehicle,—
 - (i) \$1.04 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 21 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
 - (c) for an electric vehicle,—
 - (i) \$1.04 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 12 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.
- (4) However, if a member of a local authority travels from a place where the member permanently or temporarily resides that is outside the local authority area to the local authority area on local authority business, the member is only eligible for a vehicle-kilometre allowance for eligible travel after the member crosses the boundary of the local authority area.
- (5) Subclause (4) does not apply to the payment of a vehicle-kilometre allowance by a local authority to a member who permanently or temporarily resides outside the local authority area if—
 - (a) the member's primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the local authority area; and
 - (b) the Remuneration Authority determines, on an application from the member and having considered the recommendation of the mayor or regional council chairperson, that subclause (4) does not apply.

12 Travel-time allowance

- (1) A local authority may pay a member (other than a mayor, a regional council chairperson, a member of the governing body of the Auckland Council, the

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Christchurch City Council, or the Wellington City Council, or a chairperson of a local board of the Auckland Council) an allowance for eligible travel time.

- (2) A member's travel time is eligible for the allowance if it is time spent travelling within New Zealand—
 - (a) on local authority business; and
 - (b) by the quickest form of transport that is reasonable in the circumstances; and
 - (c) by the most direct route that is reasonable in the circumstances.
- (3) The travel-time allowance is \$41.30 for each hour (pro-rated in the case of a part of an hour) of eligible travel time after the first hour of eligible travel time travelled in a day.
- (4) However, if a member of a local authority permanently or temporarily resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel-time allowance for eligible travel time—
 - (a) after the member crosses the boundary of the local authority area; and
 - (b) after the first hour of eligible travel time within the local authority area.
- (5) Subclause (4) does not apply to the payment of a travel-time allowance by a local authority to a member who permanently or temporarily resides outside the local authority area if—
 - (a) the member's primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the local authority area; and
 - (b) the Remuneration Authority determines, on an application from the member and having considered the recommendation of the mayor or regional council chairperson, that subclause (4) does not apply.
- (6) The maximum total amount of travel-time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.
- (7) Despite subclause (1), the Chatham Islands Council may pay the Mayor of the Chatham Islands Council an allowance for eligible travel time.

13 ICT allowances

Member uses local authority's ICT

- (1) If a local authority supplies ICT to a member for use on local authority business and allows for its personal use, the local authority may decide what portion, if any, of the local authority's costs reasonably attributable to such personal use must be paid by the member.

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Member uses own equipment and consumables

- (2) If a local authority determines that a member requires particular ICT equipment to perform their functions and requests that the member use their own equipment for those purposes, the local authority may pay an allowance.
- (3) The matters for which the local authority may pay an allowance, and the amounts that the local authority may pay for the determination term, are as follows:
 - (a) for the use of a personal computer, tablet, or laptop, including any related docking station, \$400;
 - (b) for the use of a multi-functional or other printer, \$50;
 - (c) for the use of a mobile telephone, \$200;
 - (d) for the use of ICT consumables, up to \$200.

Member uses own services

- (4) If a local authority requests a member to use the member's own internet service for the purpose of the member's work on local authority business, the member is entitled to an allowance for that use of up to \$800 for the determination term.
- (5) If a local authority requests a member to use the member's own mobile telephone service for the purpose of the member's work on local authority business, the member is entitled, at the member's option, to—
 - (a) an allowance for that use of up to \$500 for the determination term; or
 - (b) reimbursement of actual costs of telephone calls made on local authority business on production of the relevant telephone records and receipts.

Pro-rating

- (6) If the member is not a member for the whole of the determination term, subclauses (3) to (5) apply as if each reference to an amount were replaced by a reference to an amount calculated in accordance with the following formula:

$$(a \div b) \times c$$

where—

- a is the number of days that the member held office in the determination term
 - b is the number of days in the determination term
 - c is the relevant amount specified in subclauses (3) to (5).
- (7) The Remuneration Authority may approve rules proposed by a local authority to meet the costs of installing and running special ICT where, because of distance or restricted access, normal communications connections are not available.
 - (8) In this clause, ICT means information or communication technology, including—

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- (a) ICT equipment (for example, a mobile telephone and a laptop computer); and
- (b) ICT services (for example, a mobile telephone service and an internet service); and
- (c) ICT consumables (for example, printer or photocopy paper and ink cartridges).

14 Childcare allowance

- (1) A local authority may pay a childcare allowance to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.
- (2) A member is eligible to be paid a childcare allowance for childcare provided for a child only if—
 - (a) the member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
 - (b) the child is under 14 years of age; and
 - (c) the childcare is provided by a person who—
 - (i) is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and
 - (ii) does not ordinarily reside with the member; and
 - (d) the member provides evidence satisfactory to the local authority of the amount paid for childcare.
- (3) A local authority must not pay childcare allowances to a member that total more than \$7,500 per child during the determination term.

15 Home security system allowance

- (1) Based on a security threat and risk assessment authorised by the local authority, a local authority may reimburse the expenses of having a security system installed and monitored at a member's primary place of residence within the local authority area up to a maximum of—
 - (a) \$4,500 for installing the system; and
 - (b) \$1,000 in any year for monitoring, call-outs, and repairs.
- (2) A member may also be reimbursed for additional expenses for the provision of supplementary security measures at their primary place of residence within the local authority area if—
 - (a) the security threat and risk assessment recommends that those supplementary security measures be provided to the member; and

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- (b) the Remuneration Authority, on application from the local authority, approves reimbursement of the additional expenses arising from the provision of those supplementary security measures.

Hearing fees

16 Fees related to hearings

- (1) A member of a local authority or member of a board who acts as the chairperson of a hearing is entitled to be paid a fee of up to \$130 per hour of hearing time related to the hearing.
- (2) A member of a local authority or member of a board who is not the chairperson of a hearing is entitled to be paid a fee of up to \$104 per hour of hearing time related to the hearing.
- (3) For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.
- (4) This clause does not apply to—
 - (a) a mayor or a member who acts as mayor and is paid the mayor's remuneration and allowances under clause 9(2); or
 - (b) a chairperson of a regional council or a member who acts as chairperson of a regional council and is paid the chairperson's remuneration and allowances under clause 9(2); or
 - (c) a member of the governing body of the Auckland Council, the Christchurch City Council, or the Wellington City Council; or
 - (d) a chairperson of a local board of the Auckland Council.

Revocation

17 Revocation

The Local Government Members (2024/25) Determination 2024 (SL 2024/124) is revoked.

Schedule 1
Transitional, savings, and related provisions

cl 7

Part 1
Provisions relating to this determination as made

- 1 Provisions that do not apply until day after official results of 2025 election are declared**
 - (1) Despite the revocation of the Local Government Members (2024/25) Determination 2024, clause 12(1) of that determination continues to apply instead of clause 12(1) of this determination until the close of the day on which the official result of the 2025 local election is declared under section 86 of the Local Electoral Act 2001 in relation to a local authority.
 - (2) Clauses 15 and 16(4)(c) and (d) of this determination apply on and from the day after the date on which the official result of the 2025 election is declared under section 86 of the Local Electoral Act 2001 in relation to a local authority.
- 2 Commencement date of clause 15 and of Schedule 3 remuneration for members of Tauranga City Council**
 - (1) A member of the Tauranga City Council is entitled to a home security system allowance under clause 15 on and from 12 October 2025.
 - (2) A member of the Tauranga City Council is entitled to the applicable remuneration set out in Schedule 3 (adjusted in accordance with clause 10 if applicable) on and from 12 October 2025.

Local Government Elected Members (2025/26) Determination 2025

This determination is made by the Remuneration Authority under the Remuneration Authority Act 1977 and clauses 6 and 7A of Schedule 7 of the Local Government Act 2002, after having regard to the matters specified in clause 7 of that schedule.

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Determination

- 1 **Title**
This determination is the Local Government Elected Members (2025/26) Determination 2025.
- 2 **Commencement**
This determination comes into force on 1 July 2025.
- 3 **Expiry**
This determination expires at the close of 30 June 2026.

Interpretation

- 4 **Interpretation**
In this determination, unless the context otherwise requires,—
board means—
 - (a) a community board of a territorial authority other than the Auckland Council; or
 - (b) a local board of the Auckland Council**determination term** means the period from the coming into force of this determination to its expiry
hearing has the meaning given to it by clause 5
hearing time has the meaning given to it by clause 6
local authority means a regional council or a territorial authority
member means, in relation to a local authority or a board, a person who is declared to be elected to that local authority or board under the Local Electoral Act 2001 or who, as the result of further election or appointment under that Act or the Local Government Act 2002, is an office holder in relation to the local authority or board (for example, a chairperson)
on local authority business includes on the business of any board of the local authority

regional council means a regional council named in Part 1 of Schedule 2 of the Local Government Act 2002

RMA means the Resource Management Act 1991

territorial authority means a territorial authority named in Part 2 of Schedule 2 of the Local Government Act 2002.

5 **Meaning of hearing**

In this determination, **hearing** means—

- (a) a hearing arising from a resource consent application made under section 88 of the RMA; or
- (b) a meeting for determining a resource consent application without a formal hearing; or
- (c) a hearing arising from a notice of requirement (including one initiated by the local authority); or
- (d) a pre-hearing meeting held under section 99 of the RMA in relation to a hearing referred to in paragraph (a) or (c); or
- (e) a hearing as part of the process of the preparation, change, variation, or review of a district or regional plan or regional policy statement; or
- (f) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or
- (g) a hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.

6 **Meaning of hearing time**

In this determination, **hearing time** means the time spent on any of the following:

- (a) conducting a hearing;
- (b) formal deliberations to decide the outcome of a hearing;
- (c) participating in an official group site inspection related to a hearing;
- (d) determining a resource consent application where a formal hearing does not take place;
- (e) preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c));
- (f) writing a decision arising from a hearing or communicating for the purpose of the written decision.

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Transitional, savings, and related provisions

7 Transitional, savings, and related provisions

The transitional, savings, and related provisions set out in Schedule 1 have effect according to their terms.

Entitlement to remuneration, allowances, and hearing fees

8 Remuneration, allowances, and hearing fees payable

Remuneration

- (1) For the period beginning on 1 July 2025 and ending on the close of the day on which the official result of the 2025 local election is declared under section 86 of the Local Electoral Act 2001 in relation to a local authority, a member of that local authority or a member of a board of that local authority is entitled to the applicable remuneration set out in Schedule 2 (adjusted under clause 10 if applicable).
- (2) On and from the day after the date on which the official result of the 2025 election is declared under section 86 of the Local Electoral Act 2001 in relation to a local authority, a member of that local authority or a board of that local authority is entitled to the applicable remuneration set out in Schedule 3 (adjusted in accordance with clause 10 if applicable).
- (3) If a member of a territorial authority is also elected or appointed to a board, the member is entitled only to the remuneration that is payable to the member as a member of the territorial authority.

Allowances and hearing fees

- (4) A member of a local authority or a board may also be entitled to—
 - (a) the applicable allowances payable under clauses 11 to 15:
 - (b) the applicable hearing fees payable under clause 16.

9 Acting mayor or chairperson

- (1) This clause applies to a member who acts as a mayor or chairperson during a period when, because of a vacancy or temporary absence, the local authority is not paying the remuneration or allowances that it would usually pay to the mayor or chairperson.
- (2) While the member is acting as mayor or chairperson, the local authority must pay the member the remuneration and allowances usually payable to the mayor or chairperson, instead of the member's usual remuneration, allowances, and hearing fees.

10 Motor vehicles for mayors and regional council chairpersons

- (1) A local authority may provide to the mayor or regional council chairperson of the local authority—

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- (a) a motor vehicle (which may be provided for restricted private use, partial private use, or full private use); or
- (b) a vehicle-kilometre allowance under clause 11.
- (2) If a local authority provides a motor vehicle to a mayor or regional council chairperson during the determination term, the maximum purchase price that the local authority may pay for the motor vehicle is,—
 - (a) in the case of a petrol or diesel vehicle, \$60,000; and
 - (b) in the case of an electric or a petrol hybrid vehicle, \$70,500.
- (3) If a local authority provides a motor vehicle to a mayor or regional council chairperson for restricted private use, the local authority must not make a deduction from the annual remuneration payable to the mayor or regional council chairperson under Schedule 2 or 3 (as applicable) for the provision of that motor vehicle.
- (4) If a local authority provides a motor vehicle to a mayor or regional council chairperson for partial private use or full private use,—
 - (a) the local authority must adjust the annual remuneration payable to the mayor or regional council chairperson under Schedule 2 or 3 (as applicable) in accordance with subclause (5) or (6) (as applicable); and
 - (b) the adjustment must take effect on and from—
 - (i) the date of commencement of this determination (in the case of a motor vehicle provided to the person before that date); or
 - (ii) the date of provision of the motor vehicle to the person (in the case of a motor vehicle provided during the determination term).
- (5) If a local authority provides a motor vehicle to a mayor or regional council chairperson for partial private use, the local authority must deduct the amount calculated in accordance with the following formula from the remuneration payable to that person:

$$v \times 41\% \times 10\%$$

where v means the purchase price of the vehicle.
- (6) If a local authority provides a motor vehicle to a mayor or regional council chairperson for full private use, the local authority must deduct the amount calculated in accordance with the following formula from the remuneration payable to that person:

$$v \times 41\% \times 20\%$$

where v means the purchase price of the vehicle.
- (7) In this clause,—

full private use means that—

 - (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and

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- (b) the vehicle is available for the mayor's or regional council chairperson's unrestricted private use; and
- (c) the vehicle is used by the mayor or regional council chairperson for both local authority business and private use; and
- (d) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson

partial private use means that—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is used by the mayor or regional council chairperson for both local authority business and private purposes; and
- (c) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson; and
- (d) all travel in the vehicle is recorded in a logbook; and
- (e) the use of the vehicle for private purposes accounts for no more than 10% of the distance travelled in the vehicle in a year

purchase price means the amount paid for the vehicle,—

- (a) including goods and services tax and any on-road costs; and
- (b) after deducting the amount of any rebate that applied under the former clean car discount scheme, which ended on 31 December 2023, in respect of the purchase of the vehicle

restricted private use means that—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is otherwise generally available for use by other local authority members or staff on local authority business; and
- (c) the vehicle is used solely for local authority business; and
- (d) all travel in the vehicle is recorded in a logbook.

Allowances

11 Vehicle-kilometre allowance

- (1) A local authority may pay to a member a vehicle-kilometre allowance to reimburse that member for costs incurred in relation to eligible travel.
- (2) A member's travel is eligible for the allowance if—
 - (a) it occurs at a time when the member is not provided with a motor vehicle by the local authority; and

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- (b) the member is travelling—
 - (i) in a private vehicle; and
 - (ii) on local authority business; and
 - (iii) by the most direct route that is reasonable in the circumstances.
 - (3) The allowance payable to a member for eligible travel is,—
 - (a) for a petrol or diesel vehicle,—
 - (i) \$1.04 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 35 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
 - (b) for a petrol hybrid vehicle,—
 - (i) \$1.04 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 21 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
 - (c) for an electric vehicle,—
 - (i) \$1.04 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 12 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.
 - (4) However, if a member of a local authority travels from a place where the member permanently or temporarily resides that is outside the local authority area to the local authority area on local authority business, the member is only eligible for a vehicle-kilometre allowance for eligible travel after the member crosses the boundary of the local authority area.
 - (5) Subclause (4) does not apply to the payment of a vehicle-kilometre allowance by a local authority to a member who permanently or temporarily resides outside the local authority area if—
 - (a) the member's primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the local authority area; and
 - (b) the Remuneration Authority determines, on an application from the member and having considered the recommendation of the mayor or regional council chairperson, that subclause (4) does not apply.
- 12 Travel-time allowance**
- (1) A local authority may pay a member (other than a mayor, a regional council chairperson, a member of the governing body of the Auckland Council, the

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- Christchurch City Council, or the Wellington City Council, or a chairperson of a local board of the Auckland Council) an allowance for eligible travel time.
- (2) A member's travel time is eligible for the allowance if it is time spent travelling within New Zealand—
 - (a) on local authority business; and
 - (b) by the quickest form of transport that is reasonable in the circumstances; and
 - (c) by the most direct route that is reasonable in the circumstances.
 - (3) The travel-time allowance is \$41.30 for each hour (pro-rated in the case of a part of an hour) of eligible travel time after the first hour of eligible travel time travelled in a day.
 - (4) However, if a member of a local authority permanently or temporarily resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel-time allowance for eligible travel time—
 - (a) after the member crosses the boundary of the local authority area; and
 - (b) after the first hour of eligible travel time within the local authority area.
 - (5) Subclause (4) does not apply to the payment of a travel-time allowance by a local authority to a member who permanently or temporarily resides outside the local authority area if—
 - (a) the member's primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the local authority area; and
 - (b) the Remuneration Authority determines, on an application from the member and having considered the recommendation of the mayor or regional council chairperson, that subclause (4) does not apply.
 - (6) The maximum total amount of travel-time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.
 - (7) Despite subclause (1), the Chatham Islands Council may pay the Mayor of the Chatham Islands Council an allowance for eligible travel time.

13 ICT allowances

Member uses local authority's ICT

- (1) If a local authority supplies ICT to a member for use on local authority business and allows for its personal use, the local authority may decide what portion, if any, of the local authority's costs reasonably attributable to such personal use must be paid by the member.

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Member uses own equipment and consumables

- (2) If a local authority determines that a member requires particular ICT equipment to perform their functions and requests that the member use their own equipment for those purposes, the local authority may pay an allowance.
- (3) The matters for which the local authority may pay an allowance, and the amounts that the local authority may pay for the determination term, are as follows:
 - (a) for the use of a personal computer, tablet, or laptop, including any related docking station, \$400;
 - (b) for the use of a multi-functional or other printer, \$50;
 - (c) for the use of a mobile telephone, \$200;
 - (d) for the use of ICT consumables, up to \$200.

Member uses own services

- (4) If a local authority requests a member to use the member's own internet service for the purpose of the member's work on local authority business, the member is entitled to an allowance for that use of up to \$800 for the determination term.
- (5) If a local authority requests a member to use the member's own mobile telephone service for the purpose of the member's work on local authority business, the member is entitled, at the member's option, to—
 - (a) an allowance for that use of up to \$500 for the determination term; or
 - (b) reimbursement of actual costs of telephone calls made on local authority business on production of the relevant telephone records and receipts.

Pro-rating

- (6) If the member is not a member for the whole of the determination term, subclauses (3) to (5) apply as if each reference to an amount were replaced by a reference to an amount calculated in accordance with the following formula:

$$(a \div b) \times c$$

where—

- a is the number of days that the member held office in the determination term
 - b is the number of days in the determination term
 - c is the relevant amount specified in subclauses (3) to (5).
- (7) The Remuneration Authority may approve rules proposed by a local authority to meet the costs of installing and running special ICT where, because of distance or restricted access, normal communications connections are not available.
 - (8) In this clause, **ICT** means information or communication technology, including—

**Local Government Elected Members (2025/26)
Determination 2025**

cl 14

- (a) ICT equipment (for example, a mobile telephone and a laptop computer); and
- (b) ICT services (for example, a mobile telephone service and an internet service); and
- (c) ICT consumables (for example, printer or photocopy paper and ink cartridges).

14 Childcare allowance

- (1) A local authority may pay a childcare allowance to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.
- (2) A member is eligible to be paid a childcare allowance for childcare provided for a child only if—
 - (a) the member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
 - (b) the child is under 14 years of age; and
 - (c) the childcare is provided by a person who—
 - (i) is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and
 - (ii) does not ordinarily reside with the member; and
 - (d) the member provides evidence satisfactory to the local authority of the amount paid for childcare.
- (3) A local authority must not pay childcare allowances to a member that total more than \$7,500 per child during the determination term.

15 Home security system allowance

- (1) Based on a security threat and risk assessment authorised by the local authority, a local authority may reimburse the expenses of having a security system installed and monitored at a member's primary place of residence within the local authority area up to a maximum of—
 - (a) \$4,500 for installing the system; and
 - (b) \$1,000 in any year for monitoring, call-outs, and repairs.
- (2) A member may also be reimbursed for additional expenses for the provision of supplementary security measures at their primary place of residence within the local authority area if—
 - (a) the security threat and risk assessment recommends that those supplementary security measures be provided to the member; and

**Local Government Elected Members (2025/26)
Determination 2025**

cl 17

- (b) the Remuneration Authority, on application from the local authority, approves reimbursement of the additional expenses arising from the provision of those supplementary security measures.

Hearing fees

16 Fees related to hearings

- (1) A member of a local authority or member of a board who acts as the chairperson of a hearing is entitled to be paid a fee of up to \$130 per hour of hearing time related to the hearing.
- (2) A member of a local authority or member of a board who is not the chairperson of a hearing is entitled to be paid a fee of up to \$104 per hour of hearing time related to the hearing.
- (3) For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.
- (4) This clause does not apply to—
 - (a) a mayor or a member who acts as mayor and is paid the mayor's remuneration and allowances under clause 9(2); or
 - (b) a chairperson of a regional council or a member who acts as chairperson of a regional council and is paid the chairperson's remuneration and allowances under clause 9(2); or
 - (c) a member of the governing body of the Auckland Council, the Christchurch City Council, or the Wellington City Council; or
 - (d) a chairperson of a local board of the Auckland Council.

Revocation

17 Revocation

The Local Government Members (2024/25) Determination 2024 (SL 2024/124) is revoked.

**Local Government Elected Members (2025/26)
Determination 2025**

Schedule 1

**Schedule 1
Transitional, savings, and related provisions**

cl 7

**Part 1
Provisions relating to this determination as made**

- 1 Provisions that do not apply until day after official results of 2025 election are declared**
 - (1) Despite the revocation of the Local Government Members (2024/25) Determination 2024, clause 12(1) of that determination continues to apply instead of clause 12(1) of this determination until the close of the day on which the official result of the 2025 local election is declared under section 86 of the Local Electoral Act 2001 in relation to a local authority.
 - (2) Clauses 15 and 16(4)(c) and (d) of this determination apply on and from the day after the date on which the official result of the 2025 election is declared under section 86 of the Local Electoral Act 2001 in relation to a local authority.
- 2 Commencement date of clause 15 and of Schedule 3 remuneration for members of Tauranga City Council**
 - (1) A member of the Tauranga City Council is entitled to a home security system allowance under clause 15 on and from 12 October 2025.
 - (2) A member of the Tauranga City Council is entitled to the applicable remuneration set out in Schedule 3 (adjusted in accordance with clause 10 if applicable) on and from 12 October 2025.

Schedule 2

Local Government Elected Members (2025/26)
Determination 2025

Office	Annual remuneration (\$)
Tai Runga Takiwaa Maaori Ward Councillor	66,304
Tai Raro Takiwaa Maaori Ward Councillor	66,304
Councillor with no additional responsibilities	57,657
Councillor (minimum allowable remuneration)	51,632

Guidance note

The governance remuneration pool for the Waikato District Council is \$896,554. See the explanatory note to this determination for further information about the Remuneration Authority's methodology when fixing members' remuneration.

Huntly Community Board

Office	Annual remuneration (\$)
Chairperson	12,355
Member	6,177

Ngāruawāhia Community Board

Office	Annual remuneration (\$)
Chairperson	12,486
Member	6,244

Raglan Community Board

Office	Annual remuneration (\$)
Chairperson	11,267
Member	5,634

Rural-Port Waikato Community Board

Office	Annual remuneration (\$)
Chairperson	10,646
Member	5,323

Taupiri Community Board

Office	Annual remuneration (\$)
Chairperson	4,943
Member	2,471

Tuakau Community Board

Office	Annual remuneration (\$)
Chairperson	12,073
Member	6,036

Waimakariri District Council

Office	Annual remuneration (\$)
Mayor	158,057
Deputy Mayor	74,674

**Local Government Elected Members (2025/26)
Determination 2025**

Schedule 2

	Annual remuneration (\$)
Office	58,110
Councillor with additional portfolio and chairing responsibilities (9)	45,363
Councillor (minimum allowable remuneration)	

Guidance note

The governance remuneration pool for the Waimakariri District Council is \$597,671. See the explanatory note to this determination for further information about the Remuneration Authority's methodology when fixing members' remuneration.

Kaiapoi–Tuahiwi Community Board

	Annual remuneration (\$)
Office	20,139
Chairperson	10,070
Member	

Oxford–Ohoka Community Board

	Annual remuneration (\$)
Office	18,973
Chairperson	9,486
Member	

Rangiora–Ashley Community Board

	Annual remuneration (\$)
Office	25,978
Chairperson	12,988
Member	

Woodend–Sefton Community Board

	Annual remuneration (\$)
Office	16,639
Chairperson	8,320
Member	

Waimate District Council

	Annual remuneration (\$)
Office	112,271
Mayor	45,475
Deputy Mayor	30,317
Councillor with no additional responsibilities	22,251
Councillor (minimum allowable remuneration)	

Guidance note

The governance remuneration pool for the Waimate District Council is \$257,692. See the explanatory note to this determination for further information about the Remuneration Authority's methodology when fixing members' remuneration.

Waipa District Council

	Annual remuneration (\$)
Office	156,499
Mayor	60,558
Deputy Mayor	

Local Government Elected Members (2025/26)
Determination 2025

Schedule 3

Tuakau Community Board

Office
Chairperson
Member

Annual remuneration (\$)
12,556
6,277

Waimakariri District Council

Office
Mayor

Councillor (minimum allowance remuneration)

Annual remuneration (\$)
164,728
56,193

Guidance note

The governance remuneration pool for the Waimakariri District Council is \$730,505. See the explanatory note to this determination for further information about the Remuneration Authority's methodology when fixing members' remuneration.

Kaiapoi-Tuahiwi Community Board

Office
Chairperson
Member

Annual remuneration (\$)
20,945
10,472

Oxford-Ohoka Community Board

Office
Chairperson
Member

Annual remuneration (\$)
19,731
9,866

Rangiora-Ashley Community Board

Office
Chairperson
Member

Annual remuneration (\$)
27,017
13,508

Woodend-Sefton Community Board

Office
Chairperson
Member

Annual remuneration (\$)
17,305
8,652

Waimate District Council

Office
Mayor

Councillor (minimum allowance remuneration)

Annual remuneration (\$)
117,280
24,076

Guidance note

The governance remuneration pool for the Waimate District Council is \$257,692. See the explanatory note to this determination for further information about the Remuneration Authority's methodology when fixing members' remuneration.

Schedule 3

Local Government Elected Members (2025/26)
Determination 2025

Waipa District Council

	Annual remuneration (\$)
Office	162,399
Mayor	50,684
Councillor (minimum allowance remuneration)	

Guidance note

The governance remuneration pool for the Waipa District Council is \$709,576. See the explanatory note to this determination for further information about the Remuneration Authority's methodology when fixing members' remuneration.

Cambridge Community Board

	Annual remuneration (\$)
Office	22,502
Chairperson	11,251
Member	

Te Awamutu-Kihikihi Community Board

	Annual remuneration (\$)
Office	21,726
Chairperson	10,863
Member	

Wairoa District Council

	Annual remuneration (\$)
Office	135,360
Mayor	42,883
Councillor (minimum allowance remuneration)	

Guidance note

The governance remuneration pool for the Wairoa District Council is \$385,943. See the explanatory note to this determination for further information about the Remuneration Authority's methodology when fixing members' remuneration.

Waitaki District Council

	Annual remuneration (\$)
Office	146,010
Mayor	36,046
Councillor (minimum allowance remuneration)	

Guidance note

The governance remuneration pool for the Waitaki District Council is \$468,604. See the explanatory note to this determination for further information about the Remuneration Authority's methodology when fixing members' remuneration.

Ahuriri Community Board

	Annual remuneration (\$)
Office	13,946
Chairperson	6,973
Member	

Explanatory
memorandum

Local Government Elected Members (2025/26)
Determination 2025

Dated at Wellington this 24th day of June 2025.



Chairperson.



Member.



Member.

Explanatory memorandum

This memorandum is not part of the determination but is intended to indicate its general effect.

This determination comes into force on 1 July 2025 and expires at the close of 30 June 2026.

Methodology review

Because the triennial local elections are scheduled for later this year, the Remuneration Authority (the **Authority**) recently completed a full review of the framework for determining local government remuneration. All councils were regularly consulted throughout the review process. The Authority found that the current approach is working well and no changes have been made to the framework.

As part of the review process, the Authority was interested in the time allocated by elected members to their local government roles. The Authority asked councils to complete a return giving an indication of time spent by councillors undertaking council-related duties. Although the response rate was disappointing, the Authority did note that workload had increased across some councils and this, together with updated size indices data and legislated criteria, has resulted in variable increases in councils' governance remuneration pools, which will take effect following the October 2025 local elections.

Remuneration

Councils and local boards

Since 2019, when setting remuneration for mayors, regional council chairpersons, councillors, and local board members, the Authority has used a group of size indices covering territorial, regional, and unitary authorities and Auckland Council local boards. The relevant workload and responsibilities of each council are assessed using several criteria, and each council is placed within the relevant index.

**Local Government Elected Members (2025/26)
Determination 2025**

Explanatory
memorandum

Those size indices were updated with the most recent publicly available demographic, statistical, and economic data, and the updated size indices will apply for the triennium following the local elections in October 2025.

The size index is also used to assign a governance remuneration pool to each council. It provides a total amount to be allocated and paid in remuneration to the councillors. Each council submits proposals to the Authority on how its individual pool should be allocated according to that council's intended governance structure. Roles to which differential remuneration can be attached include internal roles such as deputy mayor, committee chair, etc, as well as roles representing the council on outside groups. Councils submit their proposals to the Authority and the Authority may request further information or make changes to the proposals it receives before making its determination.

The governance remuneration pools are included in the guidance notes in the schedules for each council.

Schedule 2 sets out the remuneration for each position to apply from 1 July 2025 until the close of the day on which the official result of the 2025 election is declared, and *Schedule 3* sets out the remuneration for each position that will apply on and after the day on which the official result of the 2025 local election of members for an individual council is declared.

Community boards

Determining community boards' remuneration remains problematic because of the large variations in their number of members, the populations they represent, and their respective roles and powers. The Authority's 2019 review of community board remuneration concluded that, because of those variations, a workable ranking of community boards or a robust and intuitively sensible size index could not be developed. Therefore, the fixing of individual councils' community board members' remuneration over the past 6 years was informed, in part, by the population of each community board and by their individual current remuneration settings.

The Authority has decided to continue with its existing practice for determining the remuneration of community board members for this determination and during the next triennium. The Authority continues to communicate its concerns to the Community Board Executive Committee of Local Government New Zealand, the Department of Internal Affairs, and the Local Government Commission about the structural variances and inconsistencies surrounding the establishment and operations of community boards that are impacting the Authority's ability to formulate a sound and consistent methodology for determining remuneration that can be applied across all community boards.

Motor vehicles for mayors and regional council chairpersons (clause 10)

Clause 10 provides that a local authority may provide a motor vehicle to the mayor or regional council chairperson for restricted private use, partial private use, or full pri-

vate use. If the vehicle is provided for partial private use or full private use, an adjustment must be made to the remuneration of the mayor or regional council chairperson.

The maximum purchase price that may be paid for a petrol or diesel vehicle purchased by a local authority for its mayor or regional council chairperson has been increased to \$60,000 (including goods and services tax and on-road costs), and the maximum purchase price that may be paid for an electric or a petrol hybrid vehicle has been increased to \$70,500 (including goods and services tax and on-road costs). This new rate is based on an assessment of the current motor vehicle market rates and takes into account the vehicle being fit for purpose, the safety of the driver and passengers, and fairness to ratepayers.

Allowances

This determination also makes changes to the level and conditions of some allowances, based on the Authority's analysis of market information and feedback received in the submissions from councils, while taking into account the Authority's legislated criteria.

Travel-time allowance (*clause 12*)

The travel-time allowance has been increased from \$40.00 to \$41.30 for each hour of eligible travel time after the first hour of time travelled in a day.

The Authority has also reviewed the entitlements for the payment of the travel-time allowance and has decided to, in addition to a mayor or a regional council chair, exclude the members of the governing bodies of Auckland Council, Christchurch City Council, and Wellington City Council, plus the chairpersons of Auckland Council local boards, from this entitlement because these are deemed to be full-time roles. This change will apply on and from the day after the date on which the official result of the 2025 election is declared under section 86 of the Local Electoral Act 2001 in relation to a local authority.

Vehicle-kilometre and ICT allowances (*clauses 11 and 13*)

The vehicle-kilometre and ICT allowances remain unchanged from the previous determination.

Childcare allowance (*clause 14*)

The childcare allowance has been increased from \$6,000 per year for each child to \$7,500 per year for each child. The eligibility and criteria are unchanged from the previous determination.

Home security system allowance (*clause 15*)

This year, the Authority has introduced a new home security system allowance as it has become increasingly evident that public officials, including local government elected members, are less safe and are experiencing threatening behaviour.

**Local Government Elected Members (2025/26)
Determination 2025**

Explanatory
memorandum

The Authority has based this reimbursement allowance on a similar provision for members of Parliament.

Councils may reimburse their elected members for installation, monitoring, call-outs, and repairs subject to the criteria set out under *clause 15* of this determination.

Clause 15 will apply on and from the day after the date on which the official result of the 2025 election is declared under section 86 of the Local Electoral Act 2001 in relation to a local authority (or, in the case of Tauranga City Council, on and from 12 October 2025).

Hearing fees

The fee paid to a chairperson of a hearing has been increased from \$116 to \$130 per hour, and the fee paid to a member of a hearing has been increased from \$93 to \$104 per hour (*see clause 16*).

The Authority has also reviewed the entitlements for the payment of hearing fees and has decided to exclude, in addition to a mayor or a regional council chair, the members of the governing bodies of Auckland Council, Christchurch City Council, and Wellington City Council, plus the chairpersons of Auckland Council local boards, from this entitlement because these are deemed to be full-time roles. This change will apply on and from the day after the date on which the official result of the 2025 election is declared under section 86 of the Local Electoral Act 2001 in relation to a local authority.

In making this determination for the remuneration of elected members of local authorities, local boards, and community boards listed in clause 6 of Schedule 7 of the Local Government Act 2002, the Authority had regard to the mandatory criteria listed in clause 7 of that schedule and the applicable criteria listed in sections 18 and 18A of the Remuneration Authority Act 1977.

Issued under the authority of the Legislation Act 2019.
Date of notification in *Gazette*:

Kia ora koutou

Amendments to the Local Government Elected Members (2025/26) Determination 2025 (the principal determination)

Attached is an advance copy of the Local Government Elected Members (2025/26) Amendment Determination 2025. It contains the following amendments to the principal determination.

Amendments to vehicle-kilometre allowance (clause 11 of the principal determination)

On 6 June 2025, the Inland Revenue Department (IRD) published its latest kilometre rates that apply to business motor vehicle expenditure claims. The Remuneration Authority (the Authority) uses the IRD rates to review and inform the vehicle-kilometre allowance that may be payable to an elected member for costs incurred in relation to the member using their private vehicle for eligible travel while on local authority business.

The Authority noted that due to the significant difference in vehicle running costs between different vehicle types, IRD has separated the allowance rates payable for diesel vehicles from petrol vehicles to ensure that the rates accurately reflect reasonable expenditure related to the business use of that particular vehicle type.

After reviewing the new IRD rates, the Authority has updated this allowance (cl 11(3)), as follows:

- (a) for a petrol vehicle,—
 - (i) \$1.17 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 37 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
- (b) for a diesel vehicle,—
 - (i) \$1.26 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 35 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
- (c) for a petrol hybrid vehicle,—
 - (i) 86 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 21 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
- (d) for an electric vehicle,—
 - (i) \$1.08 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 19 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;

The above rates come into effect on 1 September 2025.

The adoption of the motor vehicle allowance, within the limits set by the Authority, is entirely at the discretion of individual councils.

Amendments to other clauses

A new subclause (cl 8(3A)) has been added to **clause 8** (remuneration, allowances, and hearing fees payable) of the principal determination. To eliminate any confusion, the new subclause stipulates the convention that a member cannot be remunerated for holding more than 1 office at any one time under any of the provisions of Schedule 2 and Schedule 3 of the principal determination. If a member holds 2 or more offices, the

remuneration payable to that member is that payable for the office for which the highest annual remuneration is payable. This subclause is deemed to have come into effect on 1 July 2025.

Subclause 15(a) (home security system allowance) of the principal determination has been modified to clarify that the cost of the installation of a home security system also includes the cost of **purchasing** the system.

More information about the home security system allowance will be made available on the Authority's website under the allowances section.

Clause 16 (fees related to hearings) of the principal determination has been amended to enable the Mayor of the Chatham Islands Council to claim hearing fees, if applicable, because the Authority has deemed the Mayor of the Chatham Islands Council to be a part time role. This change makes clause 16 consistent with clause 12 (travel-time allowance) of the principal determination. This amendment is deemed to have come into effect on 1 July 2025.

Amendments to schedule 2, parts 1 & 2

The amendments made to parts 1 & 2, of schedule 2 of the principal determination were proposed by the councils concerned and approved by the Authority. Those amendments are deemed to have come into force on 1 July 2025.

The attached amendment determination is scheduled to be notified in the New Zealand Gazette on Thursday 31 July 2025 and it will also be published on the Authority's website.

Note that due to time constraints the Authority does not propose to issue a further amendment determination before the local elections.

The Authority would be grateful if you would circulate this email and the attached amendment determination to all your elected members (including councillors, and local board and community board members where applicable), as well as to the staff involved in your governance/democratic services area or equivalent.

Noho ora mai

Geoff Summers
CHAIR

 **Remuneration Authority**
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24/07/2025
PCO 28221/5.0

Local Government Elected Members (2025/26) Amendment Determination 2025

This determination is made by the Remuneration Authority under the Remuneration Authority Act 1977 and clauses 6 and 7A of Schedule 7 of the Local Government Act 2002, after having regard to the matters specified in clause 7 of that schedule.

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Determination

- 1 **Title**
This determination is the Local Government Elected Members (2025/26) Amendment Determination 2025.
- 2 **Commencement**
 - (1) This determination comes into force on 1 September 2025.
 - (2) However, clauses 4, 7, and 8 are deemed to have come into force on 1 July 2025.
- 3 **Principal determination**
This determination amends the Local Government Elected Members (2025/26) Determination 2025.

**Local Government Elected Members (2025/26)
Amendment Determination 2025**

cl 4

4 Clause 8 amended (Remuneration, allowances, and hearing fees payable)

After clause 8(3), insert:

- (3A) No member of a local authority or a board may receive remuneration for more than 1 office at any one time under any of the provisions of Schedules 2 and 3 and, if a member holds 2 or more offices, the remuneration payable to that member is that payable for the office for which the highest annual remuneration is payable.

5 Clause 11 amended (Vehicle-kilometre allowance)

Replace clause 11(3) with:

- (3) The allowance payable to a member for eligible travel is,—
- (a) for a petrol vehicle,—
 - (i) \$1.17 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 37 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
 - (b) for a diesel vehicle,—
 - (i) \$1.26 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 35 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
 - (c) for a petrol hybrid vehicle,—
 - (i) 86 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 21 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
 - (d) for an electric vehicle,—
 - (i) \$1.08 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 19 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.

6 Clause 15 amended (Home security system allowance)

Replace clause 15(1)(a) with:

- (a) \$4,500 for purchasing and installing the system; and

7 Clause 16 amended (Fees related to hearings)

After clause 16(4), insert:

- (5) Despite subclause (4), this clause applies to the Mayor of the Chatham Islands Council.

Local Government Elected Members (2025/26)
Amendment Determination 2025

cl 8

8 Schedule 2 amended

Amendments relating to Otago Regional Council

- (1) In Schedule 2, Part 1, item relating to Otago Regional Council, item relating to Co-Chair Regional Leadership Committee (2), replace "Regional Leadership" with "Community and Partnerships".
- (2) In Schedule 2, Part 1, item relating to Otago Regional Council, item relating to Co-Chair Safety and Resilience Committee (2), replace "Safety" with "Science".
- (3) In Schedule 2, Part 1, item relating to Otago Regional Council, item relating to Co-Chair Environmental Implementation Committee, replace "Implementation" with "Delivery".

Amendments relating to Carterton District Council

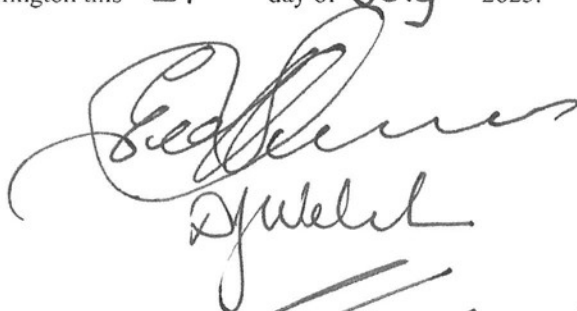
- (4) In Schedule 2, Part 2, item relating to Carterton District Council, item relating to Deputy Mayor, replace "53,815" with "57,696".
- (5) In Schedule 2, Part 2, item relating to Carterton District Council, item relating to Councillor with no additional responsibilities, replace "27,182" with "31,066".

Amendment relating to Hurunui District Council

- (6) In Schedule 2, Part 2, item relating to Hurunui District Council, replace the items relating to Deputy Mayor, Committee Chairs (3), and Councillor with no additional responsibilities with:

Deputy Mayor	44,785
Standing Committee Chair (3)	39,035
Councillor with no additional responsibilities	33,286

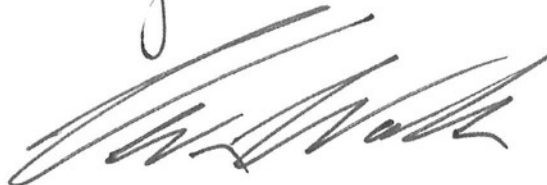
Dated at Wellington this 29th day of July 2025.



Chairperson.



Member.



Member.

Explanatory memorandum

This memorandum is not part of the determination but is intended to indicate its general effect.

This determination amends the Local Government Elected Members (2025/26) Determination 2025 (the **principal determination**).

Clause 4 amends clause 8 of the principal determination and is deemed to have come into force on 1 July 2025. This amendment provides that if a member holds 2 or more offices, the remuneration payable to that member is that for the office for which the highest annual remuneration is payable.

Clause 5 amends clause 11 of the principal determination, which sets out the vehicle-kilometre allowance payable by a local authority to a member to reimburse them for their vehicle-running costs incurred in respect of eligible travel on local authority business. The updated vehicle-kilometre allowance rates are payable for eligible travel from 1 September 2025.

The new kilometre allowance rates reflect the table of rates for business motor vehicle expenditure claims for the 2024/25 income year published by the Inland Revenue Department on 6 June 2025. A copy of this table of rates can be found at <https://www.ird.govt.nz/income-tax/income-tax-for-businesses-and-organisations/types-of-business-expenses/claiming-vehicle-expenses/kilometre-rates-2024-2025>

Due to the significant difference in vehicle-running costs between the different vehicle types, the allowance rates payable for diesel vehicles have been separated from petrol vehicles to ensure that the rates accurately reflect reasonable expenditure related to the business use of that particular vehicle type.

Clause 6 amends clause 15 of the principal determination to clarify that the cost of the installation of a home security system also includes the cost of purchasing the system. This amendment comes into force on 1 September 2025.

Clause 7 amends clause 16 of the principal determination and is deemed to have come into force on 1 July 2025. The amendment enables the Mayor of the Chatham Islands Council to claim hearing fees because the Remuneration Authority (the **Authority**) has deemed the Mayor of the Chatham Islands Council to be a part-time role. This change makes clause 16 consistent with clause 12 of the principal determination, which provides that the Mayor of the Chatham Islands Council may claim an allowance for eligible travel time.

Clause 8 amends Schedule 2 of the principal determination.

The amendments relating to Otago Regional Council are deemed to have come into force on 1 July 2025. These amendments reflect the changes that the Council made to the titles of its office role holders. No changes were made to the office holders' annual remuneration rates.

The amendments relating to Carterton District Council and Hurunui District Council are deemed to have come into force on 1 July 2025. The amendments reflect the changes that these Councils made to their councillors' remuneration, as approved by

**Local Government Elected Members (2025/26)
Amendment Determination 2025**

Explanatory
memorandum

the Authority, due to the resignation of a councillor. Both Councils resolved not to fill the extraordinary vacancy created by the resignation. The amendment relating to Hurunui District Council also reflects that the office holder title of Committee Chairs (3) has been changed to Standing Committee Chair (3).

Issued under the authority of the Legislation Act 2019.
Date of notification in *Gazette*:

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXC-57 / 251022201638**REPORT TO:** COUNCIL**DATE OF MEETING:** 4th November 2025**AUTHOR(S):** Jeff Millward – Chief Executive**SUBJECT:** Health, Safety and Wellbeing Report – September 2025 to current**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
Department Manager

Chief Executive**1. Summary**

- 1.1. This report provides an update to the Council on Health, Safety and Wellbeing (HS&W) matters between September 2025 and October 2025. The dashboard reporting in the appendices cover trends between September 2024 and October 2025.
- 1.2. There were 8 incidents which occurred from mid-September 2025 and mid-October 2025 which resulted in 0 hours lost time to the organisation. Flamingo Scooter did not report any incidents within this period. Rangiora Airfield reported an incident, pending information prior to reporting to CAANZ.
- 1.3. Section 4 of the report provides details on the following areas:
 - 4.1 Incidents, Accidents & Hazards
 - 4.2 Airfield Update

Attachments:

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

2. Recommendation**THAT** the Council:

- (a) **Receives** Report No 251022201638
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

3. Background

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

4. Issues and Options

4.1. Incidents, Accidents & Hazards

- 4.1.1. Mid-September 2025 to mid- October 2025 shows themes in injuries and Adverse Interactions.
- 4.1.2. The injuries are comprised of day-to-day tasks/activities, where staff have obtained minor injuries from task based activities. Members of the public have also been included in this report. No lost time recorded for this period.
- 4.1.3. Property and vehicle damage incidents reported in this period vary between employee and contractor. Incident investigations have been shared and learnings have been undertaken.
- 4.1.4. Adverse Interactions have consisted of threatening behaviour from members of the public via email, social media platforms and verbal. These have been notified to the police.
- 4.1.5. Adverse Interactions continue to be a consistent incident theme. Staff have had training in Situational Safety and de-escalation. The Compliance Officers are equipped with body worn camera's for evidence and are proving to be useful as a deterrent for escalation.
- 4.1.6. Staff are offered support and training where appropriate. We continue to involve the Police as necessary to ensure the safety and wellbeing of our staff.
- 4.1.7. Rangiora Airfield incident for this reporting period is CAANZ reported only. Information in the Airfield update 4.2 of this report.
- 4.1.8. No Flamingo Scooter incidents for this reporting period
- 4.1.9. All incidents are either closed with mitigations or currently under investigation. Key learnings have been shared with teams. Reporting of all incident occurrences has been consistent with staff and incident information has been thorough. Communication with contractors and members of the public where applicable.

4.2. Airfield Update

- 4.2.1. An aircraft took off from the airfield road edge (not on any runway), crossed the runway 10 threshold onto runway 10 and once airborne, the pilot undertook a left-hand turn. The circuit direction is a right-hand turn once airborne off runway 10. Once video records and flight data records retained by Council are analysed. This incident will be reported to the CAANZ.
- 4.2.2. Due to the red warning issued by National Emergency Management Agency on 22nd October 2025, the AMSO issued an advisory to Airfield users to ensure that any items that may be impacted by the forecast high velocity winds are moved inside or taken off the airfield.
- 4.2.3. The operating documents for the airfield are in their final draft state and they are currently being reviewed by the Community and Recreation staff. Amendments and additions have been made after previous review. The documents include:
 - The Safety Management Manual - provides policy and procedures for the management of safety of airfield operations and designed to meet CAANZ Rule Part 100 for Safety Management Systems for the size and complexity of the airfield
 - The Airfield Operations Manual - how the Airfield Manager and Safety Officer maintains the airfield
 - The Memorandum of Understanding and FIY Neighbourly document - provides guidance for airfield users on safe operations on the airfield, Council expectations of behaviour on the airfield, and recommendations for pilots flying in the circuit and in the region to maintain good neighbourly conduct in terms of aircraft operations, noise management and maintaining as far as possible the rural and residential amenity for airfield neighbours and those in outlying areas, protection of stock, horses and other animals.
 - The completed CAANZ rules matrix for Qualifying Aerodromes - part of the Aeronautical Study requirements of CAANZ, which details where in the suite of documents WDC describes how it meets the Rule Part 139 requirements for a Qualifying Aerodrome.

5. Implications for Community Wellbeing

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

6. **Community Views**

6.1.1. **Mana whenua**

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

6.1.2. **Groups and Organisations**

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

6.1.3. **Wider Community**

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

7. **Other Implications and Risk Management**

7.1. Financial Implications

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

7.2. Sustainability and Climate Change Impacts

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

7.3. Risk Management

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

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

7.4. Health and Safety

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

8. **Context**

8.1. Consistency with Policy

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

8.2. Authorising Legislation

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

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

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

8.3. Consistency with Community Outcomes

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

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

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

8.4. Authorising Delegations

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

Appendix A
WDC Incident Reports

Date	Event Description	Incident Type	Person Type	Outcome & Response
12/09/2025	Incident #5279 Isolation breach at a water treatment plant.	Near Miss	Contractor	A backup isolation, separating super-chlorinated water from the water supply, was removed prematurely after misunderstanding. There were still two closed valves separating the lines and the super chlorinated line was immediately flushed. No contamination occurred.
14/09/2025	Incident #4979 A staff member strained their right shoulder and neck when closing a window in the Library.	Injury	Employee	The staff member had a previous injury. They are undergoing treatment. Unfortunately, improving access to area is impractical.
15/09/2025	Incident #4873 Member of the public was behaving badly and concerning in the Library. Police were contacted	Adverse Interaction	Employee	Police arrived, removed and trespassed the member of the public. Police searched library where patron had been seated and no concerning items were located. A Police 105 report was filed.
16/09/2025	Incident #4921 Child banged their mouth against furniture in the Library.	Injury	Member of Public	First aid applied. No further action required.
21/09/2025	Incident #5222 Staff member and family verbally abused by member of the public at their private residence.	Adverse Interaction	Employee	Police reports filed and personal cameras were upgraded. No further issues to date. Staff member already has a safety alert watch.
25/09/2025	Incident #5100 Threats made to a staff member by a property owner.	Adverse Interaction	Employee	Staff member attending with a Police employee to issue an Excessive Noise Direction. Staff and police staff were threatened and immediately left the property. Police 105 report made and Health and Safety property alert placed.

16/10/2025	Incident #5284 Break in and damage to Wastewater Treatment Plant. The door latch and lock were broken on old treatment building. Bolts removed that holds one of the reservoir inflow chamber lids on.	Property or Vehicle Damage	Member of the Public	Reinstalled chamber bolts and notified team leader, no items taken. Under investigation.
17/10/2025	Incident #5282 Member of the public was going through automatic doors at the Mainpower stadium, when they closed on them before they had passed through. They were knocked off their feet, hitting their head.	Other	Member of Public	Staff helped them up and took them into the onsite physio who assessed her for concussion. No concussion suspected and she was advised to see their GP should they feel unwell. No fracture or concussion. Contractor to assess doors at the stadium to adjust closing speed.

Airfield Incident Reports – Airfield Incidents included are CAANZ investigated only

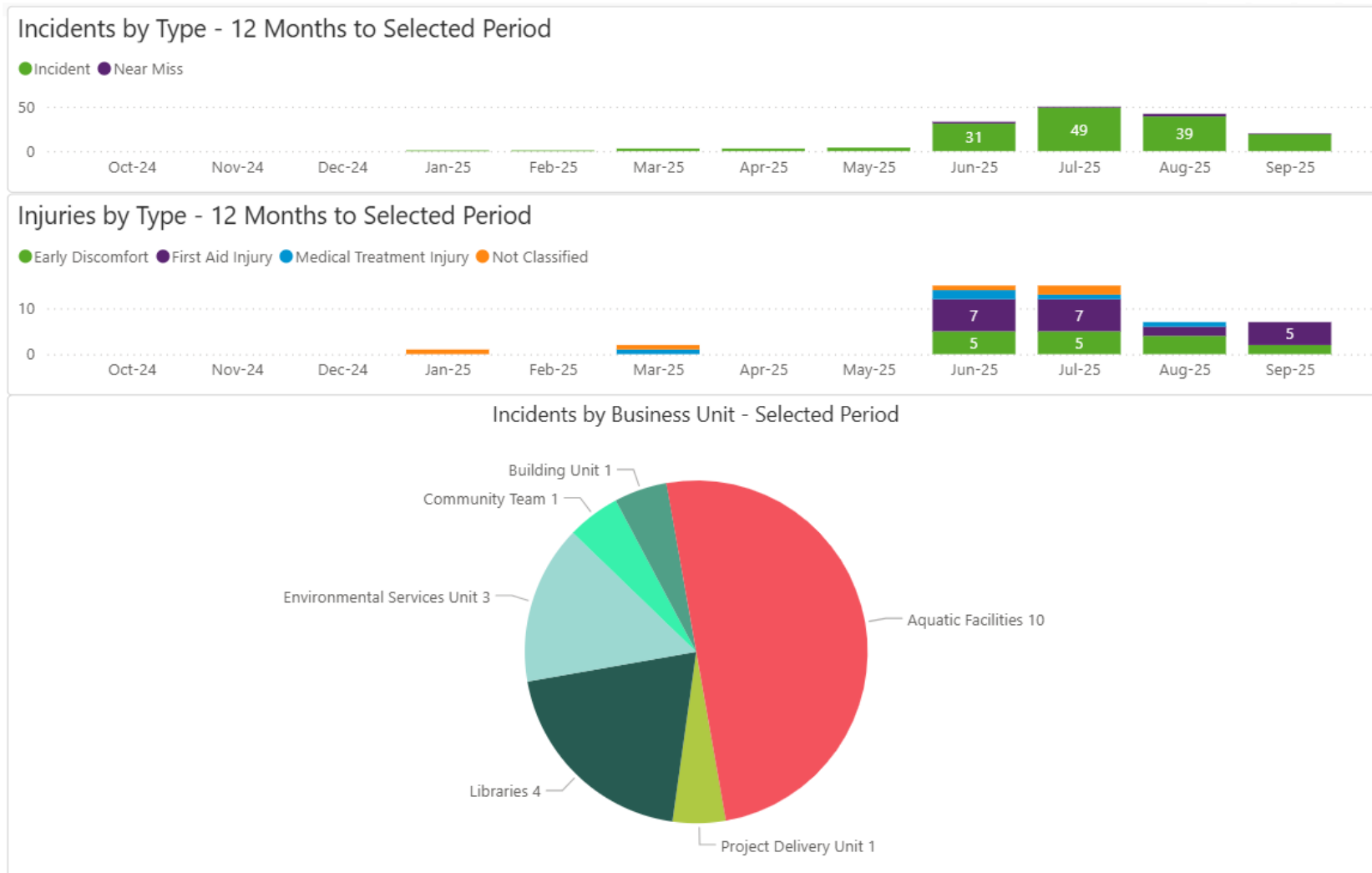
Flamingo Scooter Incident Reports: Nil to report this month.

Safety Inspections (Workplace Walkarounds)	<ul style="list-style-type: none"> • Workplace Walkarounds completed September 2025 • First Aid Kit checks in progress October 2025 • Water Unit Health Monitoring completed 1 and 2 October 2025
Training Delivered	<ul style="list-style-type: none"> • Permit Issuer 1 October 2025 (3 staff) • Mental Health 101 Free Workshop 10 October 2025 (21 staff) • First Aid training 10 October 2025 (9 staff)
Scheduled Training	<ul style="list-style-type: none"> • First Aid training 5 November 2025 • Height Safety Intermediate Refresher 19 November 2025 (3 staff) • Height Safety Refresher 24 November 2025 (3 staff)

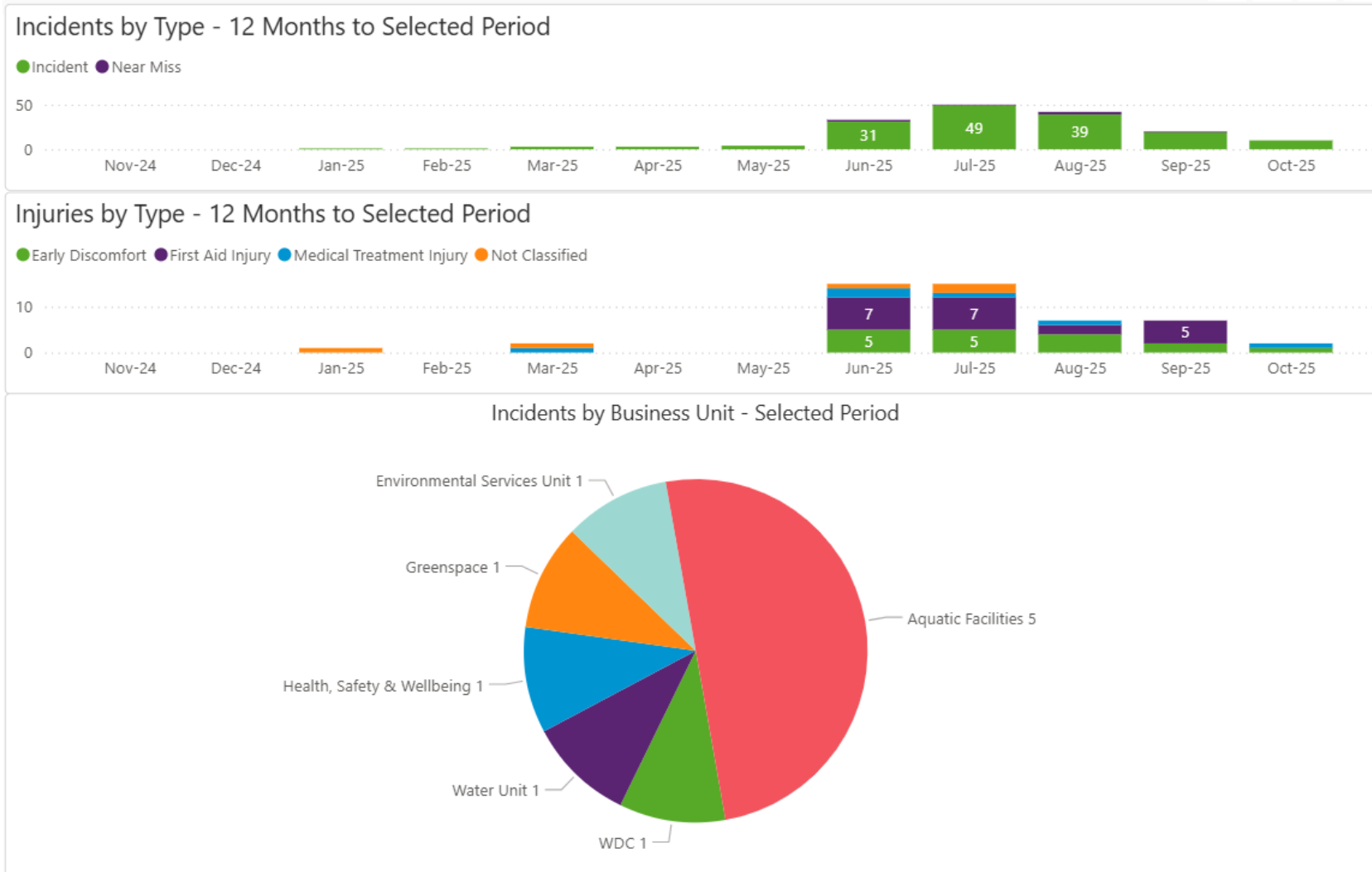
Appendix B

(All graphs in Appendix B show information recorded in the new Health and Safety Management System to date)

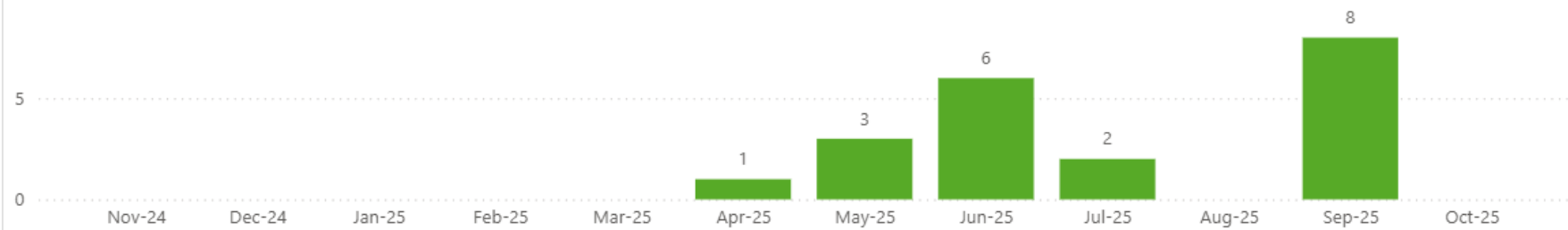
September 2025:



Current month - October:

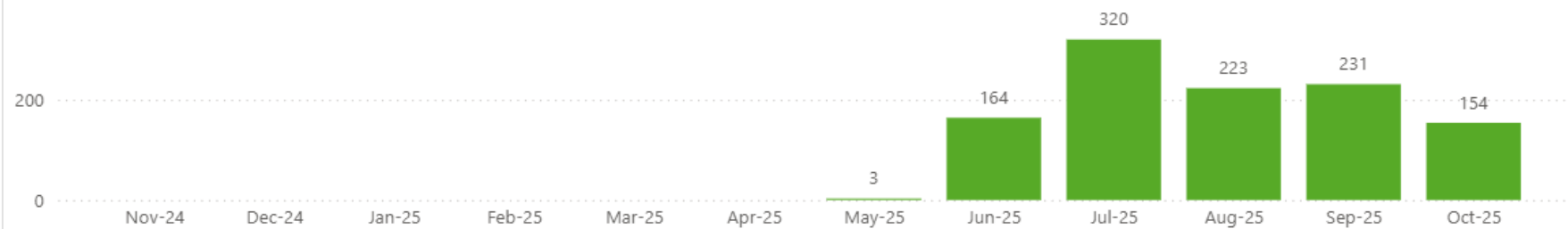


Hazards in 12 Months to Selected Period



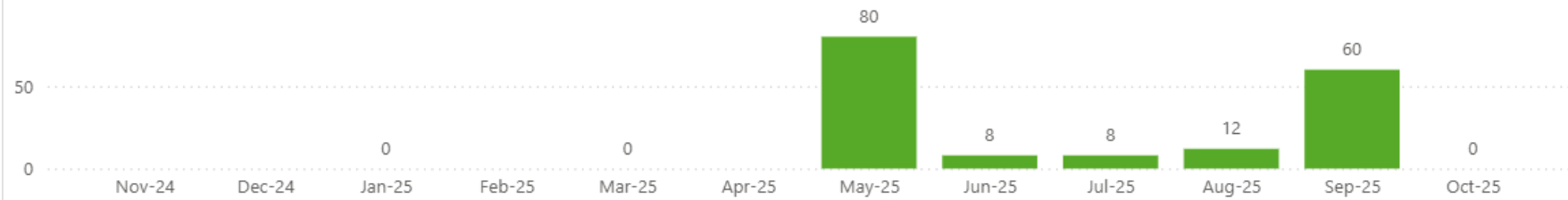
Take5 in 12 Months to Selected Period

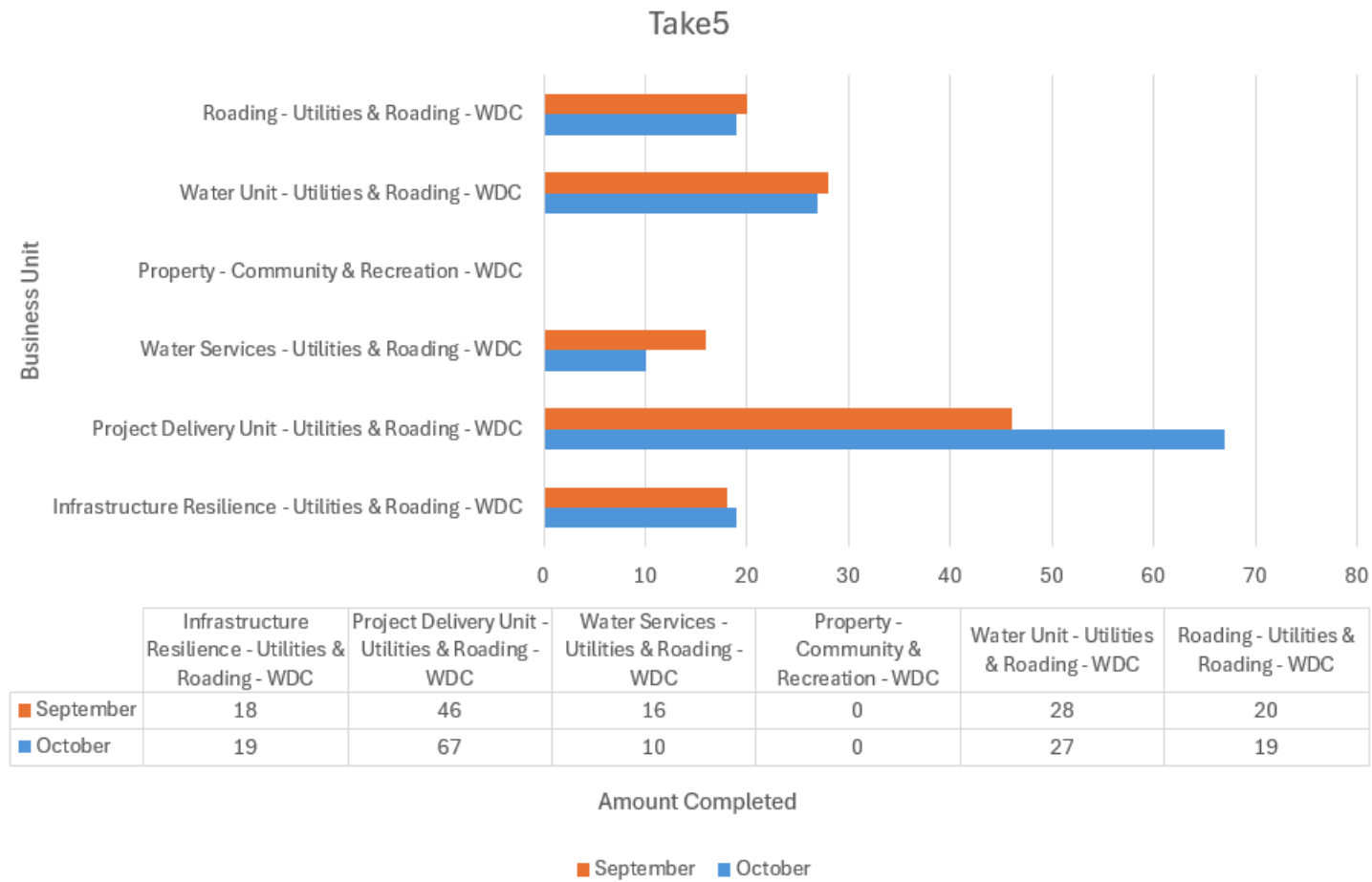
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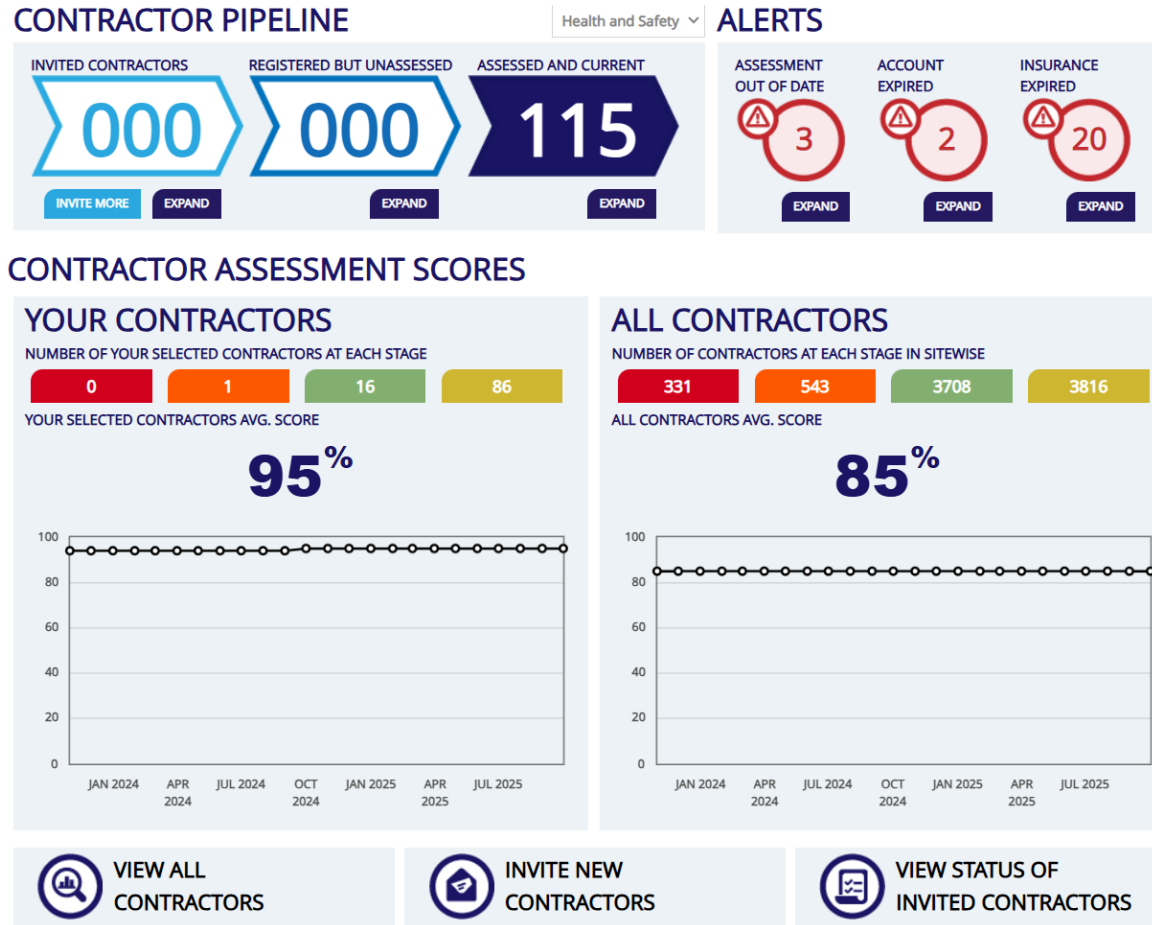
Lost Hours in 12 Months to Selected Period

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Appendix C



Sitewise assessment grading below:



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

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

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

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

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

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-31 / 250821155069

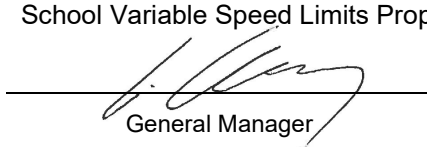
REPORT TO: OXFORD-OHOKA COMMUNITY BOARD

DATE OF MEETING: 3 September 2025

AUTHOR(S): Peter Daly, Road Safety Coordinator/Journey Planner
Joanne McBride, Roding and Transport Manager

SUBJECT: School Variable Speed Limits Proposal

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report seeks a recommendation to the incoming Council on the implement of variable speed limits (VSL) outside of schools within the Boards area.
- 1.2. All Road Controlling Authorities (RCA's) are required to take all reasonable steps to implement Variable Speed Limits (VSL's) at school gates by 30 June 2026.
- 1.3. This requirement was put in place through the Land Transport Rule: Setting of Speed Limits 2024, which came into effect on 30 October 2024.
- 1.4. There are 27 schools within the Waimakariri District, and five (5) of these schools are within the Oxford-Ohoka Community Board area.
- 1.5. Staff have reviewed and met with each school, then considered how the Rule should be implemented around each of the schools in the district.
- 1.6. The new Land Transport Rule: Setting of Speed Limits 2024, allows for either static or electronic signs to be implemented outside of schools. Electronic signs must be used where there is a need to use the variable speed limit for periods up to 10 minutes during the school day (e.g., there is school activity across two sides of a road during the day).
- 1.7. All schools are categorised as either:
 - Category One School – Generally urban and in a 50km/h area. There is activity on roads around the school. These schools are required to have a 30km/h variable speed limit. The school variable speed zone can be put in place for a distance of up to 150m either side of the active school gate(s).
 - Category Two – Generally more rural in nature, and in areas of higher speed limits. These schools are required to have a variable speed limit of 60km/h **or less**, dependent on the roadside activity level. The school variable speed zone can be put in place for a distance of up to 300m either side of the active school gate(s).
- 1.8. It is proposed to implement uniform variable speed time zones across the district as follows:
 - Morning – 8.20am to 9.20am (1 hour)
 - Afternoon – 2.30pm to 3.30pm (1 hour)

This allows for consistency across the district and will mean drivers can expect the same conditions outside all schools at the same time of day, during the school term. The variable speed limits would not apply during the school holidays, or on other days where children are not present e.g. teacher-only days.

- 1.9. All speed limits once approved and uploaded into the National Speed Limit Register (NSLR), will be legally enforceable.
- 1.10. A balanced approach has been taken when recommending the mix of electronic and static signs, with higher risk areas and schools which have a higher level of roadside activity being recommended for electronic signs, or where school activity is regularly occurring across a road.
- 1.11. A workshop was held with the Oxford-Ohoka Community Board on 6th August 2025, where staff presented the process for reviewing and initial thinking around variable speed limits for the schools within the Ward area. There has been one change since the workshop, and this has been to update the proposal to include electronic signs at View Hill School, rather than static signage. This is due to the winding nature of the approach road and reduced visibility in the area around the school.

Attachments:

- i. Proposal for the schools in the Oxford Ohoka Community Board area (TRIM No. 250821155079).

2. **RECOMMENDATION**

THAT the Oxford Ohoka Community Board:

- (a) **Receives** Report No. 250821155069.

AND

THAT the Oxford Ohoka Community Board recommends:

THAT the In-coming Council:

- (b) **Approves** the following Variable Speed Limits for the schools in the Oxford-Ohoka Community Board area:

School and location of Proposed Variable Speed Limit	School Category	Proposed Variable Speed Limit	Time Zone	Signage Type
Ohoka School <u>Jacksons Road</u> <i>From 40m south of Mill Road to 115m north of Birchdale Place (RP 2.171 to RP 2.775)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs
Oxford Area School <u>Bay Road</u> <i>From 100m south of Bush Road to 20m north of Dohrmans Road. (RP 0.720 to RP 0.200)</i> And; <u>Showgate Drive</u>	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs

<i>The full length from Bay Road to the end.</i>				
Swannanoa School <u>Tram Road</u> <i>From 150m west of the school access (driveway) to 300m east of the access.</i> <i>(RP 13.432 to RP 12.994)</i>	2	60km/h	Morning – 8.20am to 9.20am. Afternoon 2.30pm – to 3.30pm	Existing electronic signs
View Hill School <u>Bay Road</u> <i>For a distance of 270m to the west and 270m to the east of the school gate.</i> <i>(RP 4.789 to RP 5.173)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon 2.30pm – to 3.30pm	Electronic signs
West Eyreton School <u>North Eyre Road</u> <i>For 120m west of School Road to 350m east of School Road.</i> <i>(RP 16.682 to 16.200)</i> And <u>School Road</u> <i>From 85m north of North Eyre Road to 230m south of North Eyre Road.</i> <i>(RP 1.672 to RP 1.349)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon 2.30pm – to 3.30pm	Static signs

- (c) **Notes** that the National Speed Limit Register (NSLR) will only be updated to include the variable speed limits following approval by Council to implement the changes.
- (d) **Notes** that the Land Transport Rule: Setting of Speed Limits 2024 does not require a cost benefit calculation or public consultation when setting variable speed limits outside schools.
- (e) **Notes** that key stakeholders including the Police and NZ Transport Agency will be notified prior to the variable speed limits being implemented.
- (f) **Notes** that at the time of writing this report, co-funding for the installation of the variable speed signs has been requested but not yet approved. Staff will provide an update to the In-coming Council when the report is presented.

3. **BACKGROUND**

- 3.1. When the Land Transport Rule: Setting of Speed Limits 2024 was introduced, it placed requirements on Road Controlling Authorities (RCA's) to implement variable speed limits (VSL) for all school within its jurisdiction before 30 June 2026.
- 3.2. When the new Rule was introduced, accompanying guidelines were provided by NZ Transport Agency, outlining requirements as to how the new Rule was to be implemented.
- 3.3. Requirements included
- Council having to consult with each school as to their specific requirements.
 - Times of Variable Speed Limit application.
 - Signage specifications for those Variable Speed Limit's

- Extent of the Variable Speed Limit's, relevant to the active school gates of each school.
- 3.4. There are 27 individual school in the Waimakariri District. By Community Board area this equates to:
- Oxford Ohoka Community Board has five (5) schools.
 - Kaiapoi Tuahiwi Community Board has six (6) schools.
 - Woodend Sefton Community Board has three (3) schools.
 - Rangiora Ashley Community Board has thirteen (13) schools.
- 3.5. Each Community Board has been briefed via a workshop on the proposal for the schools in their area. Feedback from each Community Board has been considered, and amendments to the proposal made as appropriate.

4. ISSUES AND OPTIONS

- 4.1. Staff workshopped the proposal for schools with the Oxford-Ohoka Community Board's area on the proposed Variable Speed Limit outside schools.
- 4.2. To establish a recommendation regarding signage, staff considered
- a) How the school uses the roads outside their gates.
 - b) The speed and volume of traffic on the various roads.
 - c) Which signs (static or electronic) to use to implement the required Variable Speed Limits.
 - d) What times those Variable Speed Limits need to be in force.
- 4.3. During workshops with Council and the Community Boards, there has been a desire expressed to standardise the Variable Speed Limit zone times across all schools was identified, to reduce complexity facing drivers. This was preferred to having bespoke zone times for each school, based on their individual needs.
- Schools each have individual start and finish times, and various pick up and drop off congestion needs. A further complication is that two schools have different finish times on some days of the week, mostly focused on schools' sports requirements.
- 4.4. For this reason, it is proposed to standardise the variable speed limit implementation times across all schools in the district to:
- Mornings: 8.20 a.m. – 9.20 a.m. (60 minutes)
 - Afternoons: 2.30 p.m. – 3.30 p.m. (60 minutes)
- 4.5. Feedback from the Oxford-Ohoka Community Board was generally supportive with the following specific items discussed as follows
- a) Further consideration of the area of the variable speed limit for West Eyreton School. The northern and western extents appeared to be short. Staff have reviewed the proposed signage locations, and this is largely due to the locations of the existing 80km/h / 100km/h speed limit change on North Eyre Road and School Road. The variable school signage must be located wholly within a speed zone and cannot traverse a speed limit change area, otherwise this would render the variable speed area unenforceable (i.e., we cannot have an 80/100 speed limit change inside a variable 30km/h school speed area).

Therefore, the signs on North Eyre Rd and School Road have had to be located within the 80km/h area and cannot be pushed out to the full 300m length from the school gate, without going through a full speed limit consultation process. This could be considered in the future as part of a wider review.

- b) Swannanoa School proposed variable speed limit at 60km/h as there is little school activity on the road. The existing signage to be retained at this time, however, is likely to be due for replacement in the next 2 to 3 years, at which time they would be upgraded with controllable signs (using a cloud-based system).
- c) View Hill School being in a location where there is limited visibility. The school would prefer electronic signs. The operating speed is lower due to the curvature in the road. Further consideration has been given to this school and the associated risk, and given the visibility issues, staff have updated these to electronic signs.

4.6. The following variable speed limits are proposed:

School and location of Proposed Variable Speed Limit	School Category	Proposed Variable Speed Limit	Time Zone	Signage Type
Ohoka School <u>Jacksons Road</u> <i>From 40m south of Mill Road to 115m north of Birchdale Place (RP 2.171 to RP 2.775)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs
Oxford Area School <u>Bay Road</u> <i>From 100m south of Bush Road to 20m north of Dohrmans Road. (RP 0.720 to RP 0.200)</i> And; <u>Showgate Drive</u> <i>The full length from Bay Road to the end.</i>	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs
Swannanoa School <u>Tram Road</u> <i>From 150m west of the school access (driveway) to 300m east of the access. (RP 13.432 to RP 12.994)</i>	2	60km/h	Morning – 8.20am to 9.20am. Afternoon 2.30pm – to 3.30pm	Existing electronic signs

View Hill School <u>Bay Road</u> <i>For a distance of 270m to the west and 270m to the east of the school gate.</i> <i>(RP 4.789 to RP 5.173)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs
West Eyreton School <u>North Eyre Road</u> <i>For 120m west of School Road to 350m east of School Road.</i> <i>(RP 16.682 to 16.200)</i> And <u>School Road</u> <i>From 85m north of North Eyre Road to 230m south of North Eyre Road.</i> <i>RP 1.672 to RP 1.349</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs

4.7. The Oxford-Ohoka Community Board has the following options available to them:

4.8. Option One: Recommend to the In-coming Council the proposed Variable Speed Limits outsides Schools in the Ward Area

Option One is to recommend to Council to approve this report and proceed with the implementation of the proposed variable speed limits outside schools in the ward area.

The implementation of these variable speed limits outside schools is a requirement of the Land Transport Rule: Setting of Speed Limits 2024 and is intended to improve safety for outside of the school gate. The proposal as outlined would ensure consistency in speeds and variable speed time zones across the district.

This is the recommended option because it allows staff to progress implementation of variable school limits outside schools and ensures compliance with the Land Transport Rule: Setting of Speed Limits 2024.

4.9. Option Two: Adopt an Amended Scope for the proposed Variable Speed Limits outsides Schools in the Ward Area

Option Two would see the Community Board recommend an amended motion to Council which changes the scope or timing of the variable speed limits.

This is not the recommended option as careful consideration has been given to the detail around the school variable speed zones and times, to ensure compliance with the Land Transport Rule: Setting of Speed Limits 2024.

4.10. Option Three: Retain the Status Quo and do not implement Variable Speed Limits Outside School

Option Three would result in the Community Board recommending to the Council that the report recommendations are declined and the status quo retained outside schools.

This is not the recommended option because this would result in Council as the Road Controlling Authority not complying with the Land Transport Rule: Setting of Speed Limits 2024.

The Rule requires all Road Controlling Authorities to have taken all practicable measures to implement variable speed limits outside of schools by 30 June 2026.

Implications for Community Wellbeing

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

Lower speeds around schools improve safety and reduce the risk of death and serious injury. Children are among the most vulnerable of pedestrians due to their limited abilities and lack of experience. Their abilities can vary according to their age. Pedestrian injury occurs among all age groups, with children accounting for the highest percentage of hospitalisations.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report beyond the effect on the general motoring public.

5.2. Groups and Organisations

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

School communities and Boards of Trustees are in support of this proposal, as confirmed by each of the school principals consulted. Most principals want electronic signage to be used at their schools.

5.3. Wider Community

The wider community is going to be affected by, or to have an interest in the subject matter of this report. Consideration of how the implementation of variable speed limits outside schools will take place has factored in the effect on the motoring public, and how that will influence compliance.

A communications plan will be developed to support the implementation of variable speeds outside of schools around the district.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

The estimated cost per sign based is:

- Electronic signs estimated cost - Approximately \$15,000 installed per sign depending on equipment choices (data connections, remote control capacity).
- Static signs estimated to cost - Approximately \$1,500 per sign.

The estimated to cost implement signage across the district is \$1,200,000 for which the budget is included in the Annual Plan/Long Term Plan. This is included in PJ 102724.000.5133 with budget of \$1,000,000 in 2025/26 and \$240,000 in 2026/27.

Co-funding for the installation of the variable speed signs has been requested from NZ Transport Agency, however at the time of writing this report, has not yet approved. Staff will provide an update to the In-coming Council on the funding decision when the report is presented. Subsidy of 51% is anticipated through the National Land Transport Programme (NLTP).

A competitive tender process will be used to procure the supply and installation of the variable speed limit signs.

6.2. **Sustainability and Climate Change Impacts**

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

Providing safer low speed areas around can encourage walking & cycling which has sustainability and health benefits.

6.3. **Risk Management**

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

There is a risk that schools, parents or the public may not support the variable speed limits or had alternate preferences for speed limits or signage. Staff will continue to work closely with the schools to ensure they are well informed of progress in terms of the proposed changes, and work with the Communications Team to develop a Communications Plan to support the roll out of the new variable speed limits.

6.4. **Health and Safety**

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

Lower speeds around schools improve safety and reduce the risk of death and serious injury. Children are among the most vulnerable of pedestrians due to their limited abilities and lack of experience. Their abilities can vary according to their age. Pedestrian injury occurs among all age groups, with children accounting for the highest percentage of hospitalisations.

The physical works associated with implementation of installation of signage will be competitively tendered and the successful contractor will be required to meet minimum SiteWise requirements.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Land Transport Rule: Setting of Speed Limits 2024

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report. In particular, the following community outcomes are of relevance to the issue under discussion:

Social: a place where everyone can have a sense of belonging

- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

Environmental: a place that values and restores our environment

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

7.4. **Authorising Delegations**

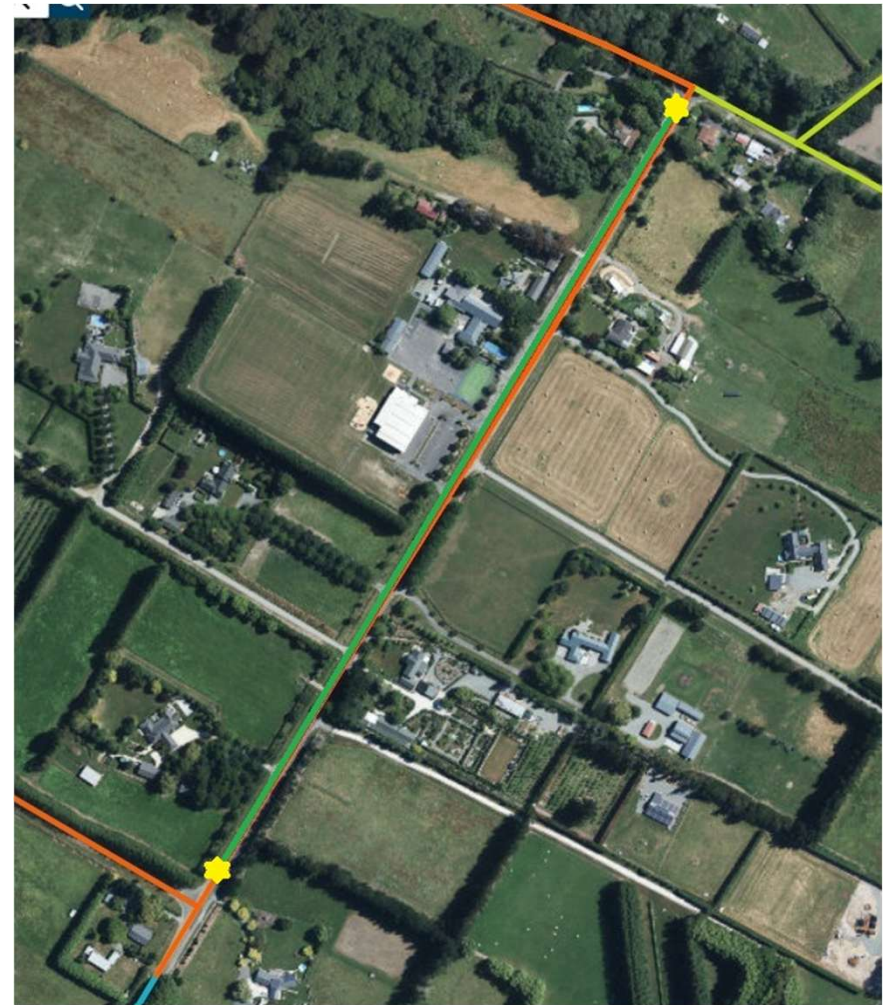
As per Part 3 of the Waimakariri District Council's *Delegations Manual*, the Oxford-Ohoka Community Board has the delegated authority to maintaining an overview of services provided by the Council such as road works, water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, and traffic management projects within the community.

The setting of speed limits is required to be carried out by Council resolution.

Ohoka School

Considerations:

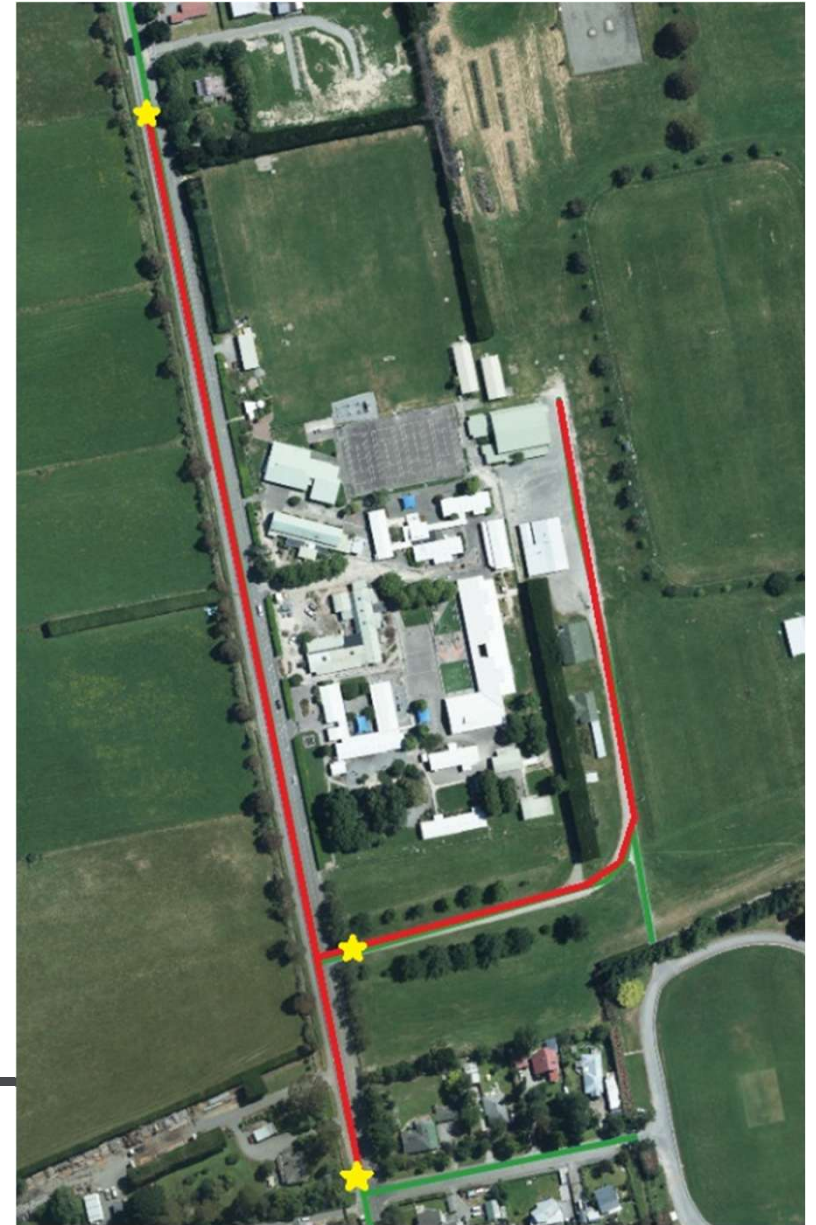
- Category 2 school, existing 60km/h speed area.
- Proposed VSL 30km/h.
- Parking on western side of the road.
- Static signage proposed (refer yellow stars).



Oxford Area School

Considerations:

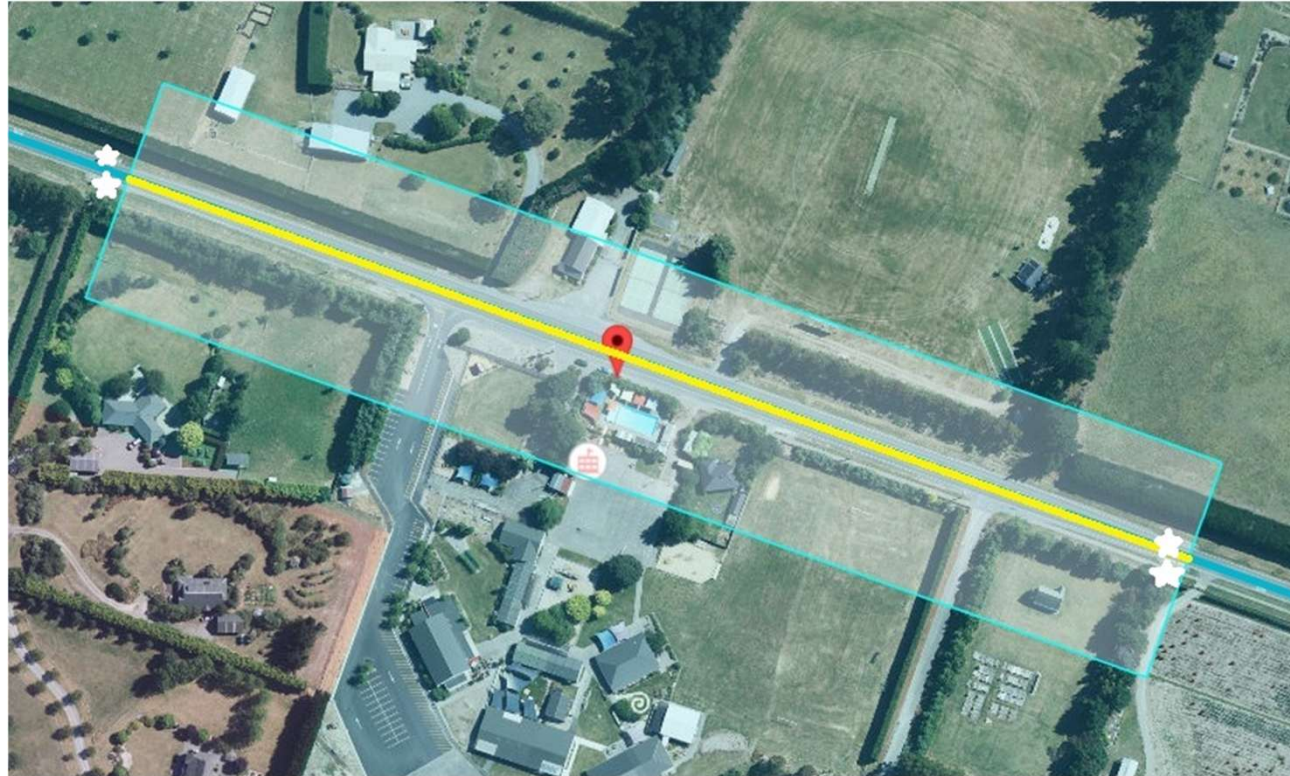
- Category 1 school, existing 50km/h speed area.
- VSL 30km/h required.
- Parents park on both sides of the road for drop off / pick up.
- School gate located on Showgate Drive
- Static signage is proposed (refer yellow stars).



Swannanoa School

Considerations:

- Category 2 school, existing 100km/h speed area.
- VSL 60km/h proposed.
- Large off-road pick-up & drop-off area.
- Retain existing VSL 60km/h (refer white stars).
- Some across road school activity during the day. 10 minute activations required.



View Hill School

Considerations:

- Category 2 school, existing 100km/h speed area,
- Proposed 30km/h VSL, using electronic signage (refer white stars).



West Eyreton School

Considerations:

- Category 2 school, existing 80km/h speed area.
- Proposed 30km/h VSL.
- Gates on North Eyre Road and School Road.
- Static signs are proposed due to lower traffic volumes (refer yellow stars).



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-31 / 250826157319

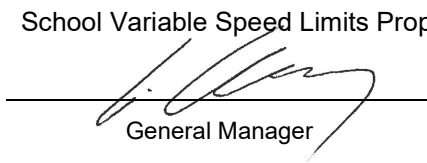
REPORT TO: WOODEND-SEFTON COMMUNITY BOARD


DATE OF MEETING: 8 September 2025

AUTHOR(S): Peter Daly, Road Safety Coordinator/Journey Planner
Joanne McBride, Roothing and Transport Manager

SUBJECT: School Variable Speed Limits Proposal

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

 General Manager

 Chief Executive

1. SUMMARY

- 1.1. This report seeks a recommendation to the incoming Council on the implement of variable speed limits (VSL) outside of schools within the Boards area.
- 1.2. All Road Controlling Authorities (RCA's) are required to take all reasonable steps to implement Variable Speed Limits (VSL's) at school gates by 30 June 2026.
- 1.3. This requirement was put in place through the Land Transport Rule: Setting of Speed Limits 2024, which came into effect on 30 October 2024.
- 1.4. There are 27 schools within the Waimakariri District, and three (3) of these schools are within the Woodend-Sefton Community Board area.
- 1.5. Staff have reviewed and met with each school, then considered how the Rule should be implemented around each of the schools in the district.
- 1.6. The new Land Transport Rule: Setting of Speed Limits 2024, allows for either static or electronic signs to be implemented outside of schools. Electronic signs must be used where there is a need to use the variable speed limit for periods up to 10 minutes during the school day (e.g., there is school activity across two sides of a road during the day).
- 1.7. All schools are categorised as either:
 - Category One School – Generally urban and in a 50km/h area. There is activity on roads around the school. These schools are required to have a 30km/h variable speed limit. The school variable speed zone can be put in place for a distance of up to 150m either side of the active school gate(s).
 - Category Two – Generally more rural in nature, and in areas of higher speed limits. These schools are required to have a variable speed limit of 60km/h **or less**, dependent on the roadside activity level. The school variable speed zone can be put in place for a distance of up to 300m either side of the active school gate(s).
- 1.8. It is proposed to implement uniform variable speed time zones across the district as follows:
 - Morning – 8.20am to 9.20am (1 hour)
 - Afternoon – 2.30pm to 3.30pm (1 hour)

This allows for consistency across the district and will mean drivers can expect the same conditions outside all schools at the same time of day, during the school term. The variable speed limits would not apply during the school holidays, or on other days where children are not present e.g. teacher-only days.

- 1.9. All speed limits once approved and uploaded into the National Speed Limit Register (NSLR), will be legally enforceable.
- 1.10. A balanced approach has been taken when recommending the mix of electronic and static signs, with higher risk areas and schools which have a higher level of roadside activity being recommended for electronic signs, or where school activity is regularly occurring across a road.
- 1.11. A workshop was held with the Woodend-Sefton Community Board on 11th August 2025, where staff presented the process for reviewing and initial thinking around variable speed limits for the schools within the Ward area, and invited feedback from Board members.
- 1.12. The Board expressed a desire for consistency, to make the changes more palatable for motorists. This proposal would see either 30km/h or 60kmh Variable Speed Limits outside all schools, depending on their specific circumstances.
- 1.13. In addition, a Communications Plan will be prepared prior to the implementation of the Variable Speed Limits, and Police will be informed of the changes prior to implementation.

Attachments:

- i. Proposal for the schools in the Woodend-Sefton Community Board area (TRIM No. 250826157240).

2. **RECOMMENDATION**

THAT the Woodend Sefton Community Board:

- (a) **Receives** Report No. 250826157319.

AND

THAT the Woodend-Sefton Community Board recommends:

THAT the In-coming Council:

- (b) **Approves** the following Variable Speed Limits for the schools in the Woodend-Sefton Community Board area:

School and location of Proposed Variable Speed Limit	School Category	Proposed Variable Speed Limit	Time Zone	Signage Type
<u>Pegasus Bay School</u> Solander Road/ Murfitt Street 20 metres south of Awarua Road to 20 metres north of Tahuna Street (Solander Road RP 0.350 to Murfitt Street RP 0.196) <u>Whakatipu Street</u>				

<p>25 metres west of Te Pakiaka Road to 20 metres north of Pegasus Boulevard (RP 0.020 to RP 0.430)</p> <p><u>Pegasus Boulevard</u> 70 metres west of Solander Road to 60 metres east of Solander Road (RP 1.789 to RP 1.923)</p> <p><u>Mary Ellen Street</u> Solander Road to 20 metres east of Solander Road (RP 0.000 to RP 0.020)</p> <p><u>Hikurangi Street</u> Whakatipu Street to 20 metres west of Whakatipu Street (RP 0.000 to RP 0.020)</p> <p><u>Awarua Road</u> Whakatipu Street to 20 metres north of Whakatipu Street (RP 0.000 to RP 0.020)</p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Whakatipu Street.</p> <p>Static signs on remaining sites</p>
<p>Sefton School <u>Upper Sefton Road</u> 10 metres west of Buller Street to 335 metres east of Buller Street (RP 7.037 to RP 6.680)</p> <p><u>Cross Street</u> 20 metres east of Buller Street to 320 metres east of Buller Street (RP 0.130 to RP 0.444)</p> <p><u>Buller Street</u> Upper Sefton Road to 20 metres north of Upper Sefton Road (RP 0.000 to RP 0.020)</p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Upper Sefton Road</p> <p>Static signs on remaining sites.</p>
<p>Woodend School <u>Main North Road</u> Main North Road extent of existing VSL north and south (managed by NZTA).</p> <p><u>Rangiora Woodend Road</u> 140 metres north of School Road to 445 metres south of School Road (RP 0.740 to RP 0.156)</p> <p><u>School Road</u> Main North Road to Rangiora-Woodend Road. (RP 0.000 to RP 0.299)</p> <p><u>Gibbs Drive</u> From School Road to 73 metres north of School Road (RP 0.000 to RP 0.073)</p> <p><u>Gladstone Road</u></p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Main North Road, provided and managed by NZTA.</p> <p>Static signs on remaining sites.</p>

Main North Road to 39 metres east of Main North Road (RP 0.000 to RP 0.039) <u>Petries Road</u> Main North Road to 39 metres east of Main North Road (RP 0.000 to RP 0.039)				
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- (c) **Notes** that the National Speed Limit Register (NSLR) will only be updated to include the variable speed limits following approval by Council to implement the changes.
- (d) **Notes** that the Land Transport Rule: Setting of Speed Limits 2024 does not require a cost benefit calculation or public consultation when setting variable speed limits outside schools.
- (e) **Notes** that key stakeholders including the Police and NZ Transport Agency will be notified prior to the variable speed limits being implemented.
- (f) **Notes** that at the time of writing this report, co-funding for the installation of the variable speed signs has been requested but not yet approved. Staff will provide an update to the In-coming Council when the report is presented.

3. **BACKGROUND**

- 3.1. When the Land Transport Rule: Setting of Speed Limits 2024 was introduced, it placed requirements on Road Controlling Authorities (RCA's) to implement variable speed limits (VSL) for all school within its jurisdiction before 30 June 2026.
- 3.2. When the new Rule was introduced, accompanying guidelines were provided by NZ Transport Agency, outlining requirements as to how the new Rule was to be implemented.
- 3.3. Requirements included
 - Council having to consult with each school as to their specific requirements.
 - Times of Variable Speed Limit application.
 - Signage specifications for those Variable Speed Limit's
 - Extent of the Variable Speed Limit's, relevant to the active school gates of each school.
- 3.4. There are 27 individual school in the Waimakariri District. By Community Board area this equates to:
 - Oxford Ohoka Community Board has five (5) schools.
 - Kaiapoi Tuahiwi Community Board has six (6) schools.
 - Woodend Sefton Community Board has three (3) schools.
 - Rangiora Ashley Community Board has thirteen (13) schools.
- 3.5. Each Community Board has been briefed via a workshop on the proposal for the schools in their area. Feedback from each Community Board has been considered, and amendments to the proposal made as appropriate.

4. **ISSUES AND OPTIONS**

- 4.1. Staff workshopped the proposal for schools with the Woodend-Sefton Community Board's area on the proposed Variable Speed Limit outside schools.

- 4.2. To establish a recommendation regarding signage, staff considered
- How the school uses the roads outside their gates.
 - The speed and volume of traffic on the various roads.
 - Which signs (static or electronic) to use to implement the required Variable Speed Limits.
 - What times those Variable Speed Limits need to be in force.
- 4.3. During workshops with Council and the Community Boards, there has been a desire expressed to standardise the Variable Speed Limit zone times across all schools was identified, to reduce complexity facing drivers. This was preferred to having bespoke zone times for each school, based on their individual needs.
- Schools each have individual start and finish times, and various pick up and drop off congestion needs. A further complication is that two schools have different finish times on some days of the week, mostly focused on schools' sports requirements.
- 4.4. For this reason, it is proposed to standardise the variable speed limit implementation times across all schools in the district to:
- Mornings: 8.20 a.m. – 9.20 a.m. (60 minutes)
 - Afternoons: 2.30 p.m. – 3.30 p.m. (60 minutes)
- 4.5. Feedback from the Woodend-Sefton Community Board was generally supportive with the following specific items discussed as follows:
- The Community Board expressed a desire for consistency, to make the changes more palatable for motorists. This proposal would see either 30km/h or 60kmh Variable Speed Limits outside all schools, depending on their specific circumstances.
 - The Community Board asked that a Communications Plan be prepared prior to the implementation of the Variable Speed Limits. Staff agree that
 - All key stakeholders including Police and NZ Transport Agency will be informed of the changes prior to implementation.
- 4.6. The following variable speed limits are proposed:

School and location of Proposed Variable Speed Limit	School Category	Proposed Variable Speed Limit	Time Zone	Signage Type
<p><u>Pegasus Bay School</u> <u>Solander Road/ Murfitt Street</u> 20 metres south of Awarua Road to 20 metres north of Tahuna Street (Solander Road RP 0.350 to Murfitt Street RP 0.196)</p> <p><u>Whakatipu Street</u> 25 metres west of Te Pakiaka Road to 20 metres north of Pegasus Boulevard (RP 0.020 to RP 0.430)</p> <p><u>Pegasus Boulevard</u> 70 metres west of Solander Road to 60 metres east of Solander Road (RP 1.789 to RP 1.923)</p>				Electronic signs on Whakatipu Street.

<u>Mary Ellen Street</u> Solander Road to 20 metres east of Solander Road (RP 0.000 to RP 0.020) <u>Hikurangi Street</u> Whakatipu Street to 20 metres west of Whakatipu Street (RP 0.000 to RP 0.020) <u>Awarua Road</u> Whakatipu Street to 20 metres north of Whakatipu Street (RP 0.000 to RP 0.020)	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs on remaining sites
Sefton School <u>Upper Sefton Road</u> 10 metres west of Buller Street to 335 metres east of Buller Street (RP 7.037 to RP 6.680) <u>Cross Street</u> 20 metres east of Buller Street to 320 metres east of Buller Street (RP 0.130 to RP 0.444) <u>Buller Street</u> Upper Sefton Road to 20 metres north of Upper Sefton Road (RP 0.000 to RP 0.020)	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs on Upper Sefton Road Static signs on remaining sites.
Woodend School <u>Main North Road</u> Main North Road extent of existing VSL north and south (managed by NZTA). <u>Rangiora Woodend Road</u> 140 metres north of School Road to 445 metres south of School Road (RP 0.740 to RP 0.156) <u>School Road</u> Main North Road to Rangiora-Woodend Road. (RP 0.000 to RP 0.299) <u>Gibbs Drive</u> From School Road to 73 metres north of School Road (RP 0.000 to RP 0.073) <u>Gladstone Road</u> Main North Road to 39 metres east of Main North Road (RP 0.000 to RP 0.039) <u>Petries Road</u> Main North Road to 39 metres east of Main North Road (RP 0.000 to RP 0.039)	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs on Main North Road, provided and managed by NZTA. Static signs on remaining sites.

- 4.7. The Woodend-Sefton Community Board has the following options available to them:
- 4.8. Option One: Recommend to the In-coming Council the proposed Variable Speed Limits outside Schools in the Ward Area

Option One is to recommend to Council to approve this report and proceed with the implementation of the proposed variable speed limits outside schools in the ward area.

The implementation of these variable speed limits outside schools is a requirement of the Land Transport Rule: Setting of Speed Limits 2024 and is intended to improve safety for outside of the school gate. The proposal as outlined would ensure consistency in speeds and variable speed time zones across the district.

This is the recommended option because it allows staff to progress implementation of variable school limits outside schools and ensures compliance with the Land Transport Rule: Setting of Speed Limits 2024.

- 4.9. Option Two: Adopt an Amended Scope for the proposed Variable Speed Limits outside Schools in the Ward Area

Option Two would see the Community Board recommend an amended motion to Council which changes the scope or timing of the variable speed limits.

This is not the recommended option as careful consideration has been given to the detail around the school variable speed zones and times, to ensure compliance with the Land Transport Rule: Setting of Speed Limits 2024.

- 4.10. Option Three: Retain the Status Quo and do not implement Variable Speed Limits Outside School

Option Three would result in the Community Board recommending to the Council that the report recommendations are declined and the status quo retained outside schools.

This is not the recommended option because this would result in Council as the Road Controlling Authority not complying with the Land Transport Rule: Setting of Speed Limits 2024.

The Rule requires all Road Controlling Authorities to have taken all practicable measures to implement variable speed limits outside of schools by 30 June 2026.

Implications for Community Wellbeing

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

Lower speeds around schools improve safety and reduce the risk of death and serious injury. Children are among the most vulnerable of pedestrians due to their limited abilities and lack of experience. Their abilities can vary according to their age. Pedestrian injury occurs among all age groups, with children accounting for the highest percentage of hospitalisations.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report beyond the effect on the general motoring public.

5.2. Groups and Organisations

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

School communities and Boards of Trustees are in support of this proposal, as confirmed by each of the school principals consulted. Most principals want electronic signage to be used at their schools.

5.3. **Wider Community**

The wider community is going to be affected by, or to have an interest in the subject matter of this report. Consideration of how the implementation of variable speed limits outside schools will take place has factored in the effect on the motoring public, and how that will influence compliance.

A communications plan will be developed to support the implementation of variable speeds outside of schools around the district.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

The estimated cost per sign based is:

- Electronic signs estimated cost - Approximately \$15,000 installed per sign depending on equipment choices (data connections, remote control capacity).
- Static signs estimated to cost - Approximately \$1,500 per sign.

The estimated to cost implement signage across the district is \$1,200,000 for which the budget is included in the Annual Plan/Long Term Plan. This is included in PJ 102724.000.5133 with budget of \$1,000,000 in 2025/26 and \$240,000 in 2026/27.

Co-funding for the installation of the variable speed signs has been requested from NZ Transport Agency, however at the time of writing this report, has not yet approved. Staff will provide an update to the In-coming Council on the funding decision when the report is presented. Subsidy of 51% is anticipated through the National Land Transport Programme (NLTP).

A competitive tender process will be used to procure the supply and installation of the variable speed limit signs.

6.2. **Sustainability and Climate Change Impacts**

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

Providing safer low speed areas around can encourage walking & cycling which has sustainability and health benefits.

6.3. **Risk Management**

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

There is a risk that schools, parents or the public may not support the variable speed limits or had alternate preferences for speed limits or signage. Staff will continue to work closely with the schools to ensure they are well informed of progress in terms of the proposed changes, and work with the Communications Team to develop a Communications Plan to support the roll out of the new variable speed limits.

6.4. **Health and Safety**

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

Lower speeds around schools improve safety and reduce the risk of death and serious injury. Children are among the most vulnerable of pedestrians due to their limited abilities and lack of experience. Their abilities can vary according to their age. Pedestrian injury occurs among all age groups, with children accounting for the highest percentage of hospitalisations.

The physical works associated with implementation of installation of signage will be competitively tendered and the successful contractor will be required to meet minimum SiteWise requirements.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

Land Transport Rule: Setting of Speed Limits 2024

7.3. Consistency with Community Outcomes

The Council's community outcomes are relevant to the actions arising from recommendations in this report. In particular, the following community outcomes are of relevance to the issue under discussion:

Social: a place where everyone can have a sense of belonging

- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

Environmental: a place that values and restores our environment

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

7.4. Authorising Delegations

As per Part 3 of the Waimakariri District Council's *Delegations Manual*, the Woodend-Sefton Community Board has the delegated authority to maintaining an overview of services provided by the Council such as road works, water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, and traffic management projects within the community.

The setting of speed limits is required to be carried out by Council resolution.

Sefton School

Considerations:

- Category 1 school, existing 50/60 km/h speed area.
- 30km/h VSL required.
- Higher speeds on Upper Sefton Road
- All other signs proposed to be static signs



Key:

Static Sign



Electronic Sign



Pegasus Bay School

Considerations:

- Category 1 school, existing 50km/h speed area.
- 30km/h VSL required.
- Whakatipu Street has higher speeds, and is proposed for electronic signage.
- Remaining signage is proposed to be static.

Key:

Static Sign



Electronic Sign



Woodend School

Considerations:

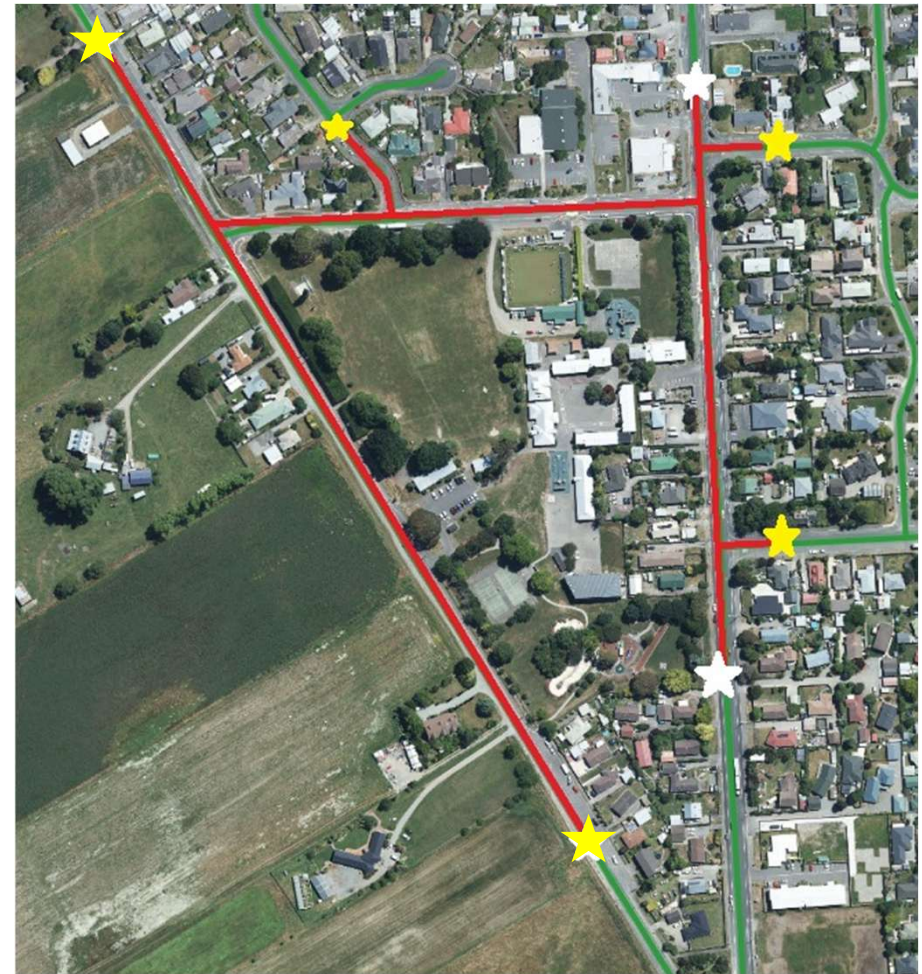
- Category 1 school, existing 50km/h speed area.
- 30km/h VSL required.
- SH1 currently has electronic 40km/h VSL.
- NZTA agreed to replace with 30km/h VSL (NZTA cost).
- Rangiora Woodend Road is proposed for static signage.

Key:

Static Sign



Electronic Sign



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-31 / 250826157522

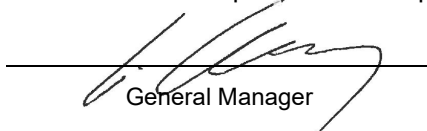
REPORT TO: RANGIORA-ASHLEY COMMUNITY BOARD

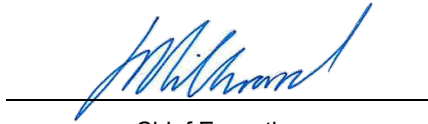
DATE OF MEETING: 10 September 2025

AUTHOR(S): Peter Daly, Road Safety Coordinator/Journey Planner
Joanne McBride, Roding and Transport Manager

SUBJECT: School Variable Speed Limits Proposal

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

 General Manager

 Chief Executive

1. SUMMARY

- 1.1. This report seeks a recommendation to the incoming Council on the implement of variable speed limits (VSL) outside of schools within the Boards area.
- 1.2. All Road Controlling Authorities (RCA's) are required to take all reasonable steps to implement Variable Speed Limits (VSL's) at school gates by 30 June 2026.
- 1.3. This requirement was put in place through the Land Transport Rule: Setting of Speed Limits 2024, which came into effect on 30 October 2024.
- 1.4. There are 27 schools within the Waimakariri District, and thirteen (13) of these schools are within the Rangiora-Ashley Community Board area.
- 1.5. Staff have reviewed and met with each school, then considered how the Rule should be implemented around each of the schools in the district.
- 1.6. The new Land Transport Rule: Setting of Speed Limits 2024, allows for either static or electronic signs to be implemented outside of schools. Electronic signs must be used where there is a need to use the variable speed limit for periods up to 10 minutes during the school day (e.g., there is school activity across two sides of a road during the day).
- 1.7. All schools are categorised as either:
 - Category One School – Generally urban and in a 50km/h area. There is activity on roads around the school. These schools are required to have a 30km/h variable speed limit. The school variable speed zone can be put in place for a distance of up to 150m either side of the active school gate(s).
 - Category Two – Generally more rural in nature, and in areas of higher speed limits. These schools are required to have a variable speed limit of 60km/h **or less**, dependent on the roadside activity level. The school variable speed zone can be put in place for a distance of up to 300m either side of the active school gate(s).
- 1.8. It is proposed to implement uniform variable speed time zones across the district as follows:
 - Morning – 8.20am to 9.20am (1 hour)
 - Afternoon – 2.30pm to 3.30pm (1 hour)

This allows for consistency across the district and will mean drivers can expect the same conditions outside all schools at the same time of day, during the school term. The variable speed limits would not apply during the school holidays, or on other days where children are not present e.g. teacher-only days.

- 1.9. All speed limits once approved and uploaded into the National Speed Limit Register (NSLR), will be legally enforceable.
- 1.10. A balanced approach has been taken when recommending the mix of electronic and static signs, with higher risk areas and schools which have a higher level of roadside activity being recommended for electronic signs, or where school activity is regularly occurring across a road.
- 1.11. Feedback from the workshop with the Community Board has been considered and applied to the proposal as outlined in Section 4.6 of this report.

Attachments:

- i. Proposal for the schools in the Rangiora-Ashley Community Board area (TRIM No. 250826157738).

2. **RECOMMENDATION**

THAT the Rangiora Ashley Community Board:

- (a) **Receives** Report No. 250826157522.

AND

THAT the Rangiora Ashley Community Board recommends:

THAT the In-coming Council:

- (a) **Receives** Report No. 250826157522.
- (b) **Approves** the following Variable Speed Limits for the schools in the Rangiora-Ashley Community Board area:

School and location of Proposed Variable Speed Limit	School Category	Proposed Variable Speed Limit	Time Zone	Signage Type
Tutira Ashgrove School <u>Kingsbury Avenue</u> 70 metres east of Regent Avenue to 20 metres west of White Street (RP 1.230 to RP 0.907) <u>Regent Avenue</u> Kingsbury Avenue to 20 metres north of Kingsbury Avenue. (RP 0.001 to RP 0.021) <u>Windsor Court</u> Kingsbury Avenue to 20 metres north of Kingsbury Avenue. (RP 0.001 to RP 0.021) <u>Kinley Street</u> From north end of Kinley Street to 40 metres south of Seddon Street (RP 0.580 to RP 0.250)	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs at all sites.

<p><u>Seddon Street</u> 20 metres east of Ashgrove Street to 43 metres east of Kinley Street (RP 0.800 to RP 0.463)</p> <p><u>McKenzie Place/Keldon Avenue</u> On Keldon Avenue 82 metres south of Seddon Street to the north end of McKenzie Place (McKenzie Place RP 0.105 to Keldon Avenue RP 0.260)</p>				
<p>Ashley Rakahuri School <u>Fawcetts Road/ Upper Sefton Road</u> Existing VSL. Fawcetts Road 165 metres west of Boundary Road to Upper Sefton Road 70 metres east of High Street (Fawcetts Road RP 0.960 to Upper Sefton Road RP 0.054)</p> <p><u>Boundary Road</u> 20 metres north of Fawcetts Road to 210 metres north of Fawcetts Road (RP 0.268 to RP 0.098)</p> <p><u>Marshmans Road</u> 20 metres north of Fawcetts Road to 170 metres north of Fawcetts Road (RP 0.172 to RP 0.031)</p> <p><u>High Street</u> 20 metres south of Fawcetts Road to 20 metres north of Canterbury Street (RP 0.395 to RP 0.256)</p>	2	<p>60 km/h Fawcetts Road</p> <p>30km/h other roads</p>	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Fawcetts Road.</p> <p>Static signs at all sites.</p>
<p>Cust School <u>Earlys Road</u> Cust Road to 260 metres south of Cust Road (RP 4.570 to RP 4.798)</p> <p><u>Cust Road</u> 40 metres west of Earlys Road to 45 metres east of Cust Road (RP 16.355 to RP 16.265)</p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic sign on east approach, Cust Road, and on Earlys Road.</p> <p>Static sign on west approach, Cust Road.</p>
<p>Fernside School <u>Swannanoa Road</u> 65 metres south of Oxford Road to 325 metres south of Oxford Road (RP 2.898 to RP 2.631)</p>	2	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Swannanoa Road</p> <p>Static signs on O'Roarkes Road.</p>

O'Roarkes Road <i>75 metres south of Swannanoa Road to north end of O'Roarkes Road</i> <i>(RP 0.000 to RP 0.189)</i>				
Loburn School <u>Hodgsons Road</u> <i>375 metres west of Loburn Whiterock Road to 920 metres west of Loburn Whiterock Road</i> <i>(RP 1.085 to RP 0.402)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs on Swannanoa Road Static signs on O'Roarkes Road.
North Loburn School <u>Loburn Whiterock Road</u> <i>190 metres north of Bradys Road to</i> <i>(RP 8.480 to RP 7.906)</i> <u>Bradys Road</u> <i>Loburn Whiterock Road to 20 metres east of Loburn Whiterock Road</i> <i>(RP 0.000 to RP 0.020)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs.
One School Global <u>Lehmans Road</u> <i>20 metres south of Johns Road to 330 metres south of Johns Road</i> <i>(RP 0.912 to RP 0.587)</i>	2	60km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs.
Rangiora Borough School <u>Church Street</u> <i>20 metres south of High Street to 65 metres south of Queen Street</i> <i>(RP 0.805 to RP 0.507)</i> <u>King Street</u> <i>20 metres south of High Street to 65 metres south of Queen Street</i> <i>(RP 1.608 to RP 1.311)</i> <u>Queen Street</u> <i>20 metres east of King Street to Church Street</i> <i>(RP 0.632 to RP 0.486)</i>	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs Church Street and King Street. Additional electronic on Queen Street to facilitate 10-minute periods on Church Street. Other Queen Street sign static.
Rangiora High School <u>East Belt</u> <i>110 metres north of Keir Street to 180 metres north of Wales Street</i> <i>(RP 1.169 to RP 1.739)</i>		30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs on East Belt. Additional electronic sign on Wales Street to facilitate 10-minute use on East Belt.

<p><u>Wales Street</u> From East Belt to 20 metres west of Edward Street. (Wales Street RP 0.251 to RP 0.271 and Wales Street RP 0.225 to RP 0.005)</p> <p><u>Edward Street</u> 38 metres north of Duke Street to 120 metres north of Duke Street (RP 0.509 to RP 0.594)</p>				Other Wales Street sign static, Edward Street signs static.
<p>Rangiora New Life School / Southbrook School</p> <p><u>Southbrook Road</u> 56 metres north of Pearson Lane to 53 metres south of Coronation Street (RP 0.628 to RP 0.318)</p> <p><u>Marshall Street</u> From Denchs Road to 48 metres south of Torlesse Street (RP 0.230 to RP 0.001)</p> <p><u>Railway Road</u> From Gefkins Road to 48 metres south of Torlesse Street (RP 0.603 to RP 0.740)</p> <p><u>Coronation Street/Torlesse Street</u> From Railway Road to 48 metres west of Southbrook Road. (Coronation Street RP 0.044 to Torlesse Street RP 0.003)</p> <p><u>Denchs Road</u> From Southbrook Road to east end of Denchs Road (RP 0.005 to RP 0.207)</p> <p><u>Pearson Lane</u> From Southbrook Road to 30 metres west of Southbrook Road (RP 0.033 to RP 0.001)</p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs Southbrook Road</p> <p>Static signs all other sites</p>
<p>St Josephs School, Rangiora</p> <p><u>Victoria Street</u> 150 metres north of Buckham Street to 150 metres south of Buckham Street (RP 0.609 to RP 0.304)</p> <p><u>Percival Street</u> 55 metres south of George Street to 95 metres north of Scott Street (RP 1.145 to RP 1.013)</p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs Victoria Street and Percival Street</p> <p>Static signs all other sites</p>

<u>George Street</u> <i>Victoria Street to 46 metres west of Percival Street (RP 0.200 to RP 0.005)</i> <u>Scott Street</u> <i>20 metres east of Murray Street to Percival Street (RP 0.089 to RP 0.003)</i> <u>Buckham Street</u> <i>20 metres west of Ivory Street to Victoria Street (RP 0.020 to RP 0.118)</i>				
Te Matauru Primary School <u>Pentecost Road</u> <i>90 metres south of Charles Street to Johns Road (RP 0.799 to RP 0.424)</i> <u>Townsend Road / West Belt</u> <i>100 metres south of McCahon Drive to 35 metres north of Johns Road (Townsend Road RP 1.606 to West Belt RP 0.035)</i> <u>Johns Road</u> <i>27 metres east of Pentecost Road to 35 metres west of Townsend Road (RP 1.276 to RP 1.044)</i> <u>Charles Street</u> <i>Pentecost Road to 67 metres east of Pentecost Road (RP 1.131 to RP 1.069)</i> <u>McCahon Drive</u> <i>Townsend Road to 30 metres west of Townsend Road (RP 0.005 to RP 0.035)</i>	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs Townsend Road and Johns Road. Static signs all other sites

- (c) **Notes** that the National Speed Limit Register (NSLR) will only be updated to include the variable speed limits following approval by Council to implement the changes.
- (d) **Notes** that the Land Transport Rule: Setting of Speed Limits 2024 does not require a cost benefit calculation or public consultation when setting variable speed limits outside schools.
- (e) **Notes** that key stakeholders including the Police and NZ Transport Agency will be notified prior to the variable speed limits being implemented.
- (f) **Notes** that at the time of writing this report, co-funding for the installation of the variable speed signs has been requested but not yet approved. Staff will provide an update to the In-coming Council when the report is presented.

3. **BACKGROUND**

- 3.1. When the Land Transport Rule: Setting of Speed Limits 2024 was introduced, it placed requirements on Road Controlling Authorities (RCA's) to implement variable speed limits (VSL) for all school within its jurisdiction before 30 June 2026.
- 3.2. When the new Rule was introduced, accompanying guidelines were provided by NZ Transport Agency, outlining requirements as to how the new Rule was to be implemented.
- 3.3. Requirements included
 - Council having to consult with each school as to their specific requirements.
 - Times of Variable Speed Limit application.
 - Signage specifications for those Variable Speed Limit's
 - Extent of the Variable Speed Limit's, relevant to the active school gates of each school.
- 3.4. There are 27 individual school in the Waimakariri District. By Community Board area this equates to:
 - Oxford Ohoka Community Board has five (5) schools.
 - Kaiapoi Tuahiwi Community Board has six (6) schools.
 - Woodend Sefton Community Board has three (3) schools.
 - Rangiora Ashley Community Board has thirteen (13) schools.
- 3.5. Each Community Board has been briefed via a workshop on the proposal for the schools in their area. Feedback from each Community Board has been considered, and amendments to the proposal made as appropriate.

4. **ISSUES AND OPTIONS**

- 4.1. Staff workshopped the proposal for schools with the Rangiora-Ashley Community Board's area on the proposed Variable Speed Limit outside schools.
- 4.2. To establish a recommendation regarding signage, staff considered
 - a) How the school uses the roads outside their gates.
 - b) The speed and volume of traffic on the various roads.
 - c) Which signs (static or electronic) to use to implement the required Variable Speed Limits.
 - d) What times those Variable Speed Limits need to be in force.
- 4.3. During workshops with Council and the Community Boards, there has been a desire expressed to standardise the Variable Speed Limit zone times across all schools was identified, to reduce complexity facing drivers. This was preferred to having bespoke zone times for each school, based on their individual needs.

 Schools each have individual start and finish times, and various pick up and drop off congestion needs. A further complication is that two schools have different finish times on some days of the week, mostly focused on schools' sports requirements.
- 4.4. For this reason, it is proposed to standardise the variable speed limit implementation times across all schools in the district to:
 - Mornings: 8.20 a.m. – 9.20 a.m. (60 minutes)
 - Afternoons: 2.30 p.m. – 3.30 p.m. (60 minutes)

- 4.5. A workshop was held with the Rangiora-Ashley Community Board on 13th August 2025, where staff presented the process for reviewing and initial thinking around variable speed limit for the schools within the Ward area.
- 4.6. There have been several changes to the proposal since the workshop, following feedback from the Community Board and further consideration of options:
- 4.6.1. An electronic sign is now proposed on Cust Road (Cust School) at the eastern approach to Earlys Road.
 - 4.6.2. The extent of the Variable Speed Limit on Boundary Road (Ashley School) has been reduced.
 - 4.6.3. It has been confirmed that there is school signage on Oxford Road (Fernside School).
 - 4.6.4. An additional electronic sign is now proposed on Queen Street (Rangiora Borough School) in order to allow use of 10-minute applications of the VSL.
 - 4.6.5. Static signs are now proposed on Kingsbury Avenue (Ashgrove School)
 - 4.6.6. Staff have confirmed that there is a requirement for Variable Speed Limits outside all schools.
 - 4.6.7. In order to provide consistency across the District, only 30 kmh and 60 kmh VSLs will be used.
- 4.7. The following variable speed limits are proposed:

School and location of Proposed Variable Speed Limit	School Category	Proposed Variable Speed Limit	Time Zone	Signage Type
Tutira Ashgrove School <u>Kingsbury Avenue</u> 70 metres east of Regent Avenue to 20 metres west of White Street (RP 1.230 to RP 0.907) <u>Regent Avenue</u> Kingsbury Avenue to 20 metres north of Kingsbury Avenue. (RP 0.001 to RP 0.021) <u>Windsor Court</u> Kingsbury Avenue to 20 metres north of Kingsbury Avenue. (RP 0.001 to RP 0.021) <u>Kinley Street</u> From north end of Kinley Street to 40 metres south of Seddon Street (RP 0.580 to RP 0.250) <u>Seddon Street</u> 20 metres east of Ashgrove Street to 43 metres east of Kinley Street (RP 0.800 to RP 0.463)	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs at all sites.

<p><u>McKenzie Place/Keldon Avenue</u> On Keldon Avenue 82 metres south of Seddon Street to the north end of McKenzie Place (McKenzie Place RP 0.105 to Keldon Avenue RP 0.260)</p>				
<p>Ashley Rakahuri School <u>Fawcetts Road/ Upper Sefton Road</u> Existing VSL. Fawcetts Road 165 metres west of Boundary Road to Upper Sefton Road 70 metres east of High Street (Fawcetts Road RP 0.960 to Upper Sefton Road RP 0.054)</p> <p><u>Boundary Road</u> 20 metres north of Fawcetts Road to 210 metres north of Fawcetts Road (RP 0.268 to RP 0.098)</p> <p><u>Marshmans Road</u> 20 metres north of Fawcetts Road to 170 metres north of Fawcetts Road (RP 0.172 to RP 0.031)</p> <p><u>High Street</u> 20 metres south of Fawcetts Road to 20 metres north of Canterbury Street (RP 0.395 to RP 0.256)</p>	2	<p>60 km/h Fawcetts Road</p> <p>30km/h other roads</p>	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Fawcetts Road.</p> <p>Static signs at all sites.</p>
<p>Cust School <u>Earlys Road</u> Cust Road to 260 metres south of Cust Road (RP 4.570 to RP 4.798)</p> <p><u>Cust Road</u> 40 metres west of Earlys Road to 45 metres east of Cust Road (RP 16.355 to RP 16.265)</p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic sign on east approach, Cust Road, and on Earlys Road.</p> <p>Static sign on west approach, Cust Road.</p>
<p>Fernside School <u>Swannanoa Road</u> 65 metres south of Oxford Road to 325 metres south of Oxford Road (RP 2.898 to RP 2.631)</p> <p><u>O’Roarkes Road</u> 75 metres south of Swannanoa Road to north end of O’Roarkes Road (RP 0.000 to RP 0.189)</p>	2	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Swannanoa Road</p> <p>Static signs on O’Roarkes Road.</p>

Loburn School <u>Hodgsons Road</u> 375 metres west of Loburn Whiterock Road to 920 metres west of Loburn Whiterock Road (RP 1.085 to RP 0.402)	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs on Swannanoa Road Static signs on O’Roarkes Road.
North Loburn School <u>Loburn Whiterock Road</u> 190 metres north of Bradys Road to (RP 8.480 to RP 7.906) <u>Bradys Road</u> Loburn Whiterock Road to 20 metres east of Loburn Whiterock Road (RP 0.000 to RP 0.020)	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs.
One School Global <u>Lehmans Road</u> 20 metres south of Johns Road to 330 metres south of Johns Road (RP 0.912 to RP 0.587)	2	60km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs.
Rangiora Borough School <u>Church Street</u> 20 metres south of High Street to 65 metres south of Queen Street (RP 0.805 to RP 0.507) <u>King Street</u> 20 metres south of High Street to 65 metres south of Queen Street (RP 1.608 to RP 1.311) <u>Queen Street</u> 20 metres east of King Street to Church Street (RP 0.632 to RP 0.486)	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs Church Street and King Street. Additional electronic on Queen Street to facilitate 10- minute periods on Church Street. Other Queen Street sign static.
Rangiora High School <u>East Belt</u> 110 metres north of Keir Street to 180 metres north of Wales Street (RP 1.169 to RP 1.739) <u>Wales Street</u> From East Belt to 20 metres west of Edward Street. (Wales Street RP 0.251 to RP 0.271 and Wales Street RP 0.225 to RP 0.005) <u>Edward Street</u> 38 metres north of Duke Street to 120 metres north of Duke Street (RP 0.509 to RP 0.594)	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs on East Belt. Additional electronic sign on Wales Street to facilitate 10- minute use on East Belt. Other Wales Street sign static, Edward Street signs static.

<p>Rangiora New Life School / Southbrook School</p> <p><u>Southbrook Road</u> 56 metres north of Pearson Lane to 53 metres south of Coronation Street (RP 0.628 to RP 0.318)</p> <p><u>Marshall Street</u> From Denchs Road to 48 metres south of Torlesse Street (RP 0.230 to RP 0.001)</p> <p><u>Railway Road</u> From Gefkins Road to 48 metres south of Torlesse Street (RP 0.603 to RP 0.740)</p> <p><u>Coronation Street/Torlesse Street</u> From Railway Road to 48 metres west of Southbrook Road. (Coronation Street RP 0.044 to Torlesse Street RP 0.003)</p> <p><u>Denchs Road</u> From Southbrook Road to east end of Denchs Road (RP 0.005 to RP 0.207)</p> <p><u>Pearson Lane</u> From Southbrook Road to 30 metres west of Southbrook Road (RP 0.033 to RP 0.001)</p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs Southbrook Road</p> <p>Static signs all other sites</p>
<p>St Josephs School, Rangiora</p> <p><u>Victoria Street</u> 150 metres north of Buckham Street to 150 metres south of Buckham Street (RP 0.609 to RP 0.304)</p> <p><u>Percival Street</u> 55 metres south of George Street to 95 metres north of Scott Street (RP 1.145 to RP 1.013)</p> <p><u>George Street</u> Victoria Street to 46 metres west of Percival Street (RP 0.200 to RP 0.005)</p> <p><u>Scott Street</u> 20 metres east of Murray Street to Percival Street (RP 0.089 to RP 0.003)</p> <p><u>Buckham Street</u> 20 metres west of Ivory Street to Victoria Street (RP 0.020 to RP 0.118)</p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon 2.30pm to 3.30pm – to</p>	<p>Electronic signs Victoria Street and Percival Street</p> <p>Static signs all other sites</p>

Te Matauru Primary School <u>Pentecost Road</u> 90 metres south of Charles Street to Johns Road (RP 0.799 to RP 0.424) <u>Townsend Road / West Belt</u> 100 metres south of McCahon Drive to 35 metres north of Johns Road (Townsend Road RP 1.606 to West Belt RP 0.035) <u>Johns Road</u> 27 metres east of Pentecost Road to 35 metres west of Townsend Road (RP 1.276 to RP 1.044) <u>Charles Street</u> Pentecost Road to 67 metres east of Pentecost Road (RP 1.131 to RP 1.069) <u>McCahon Drive</u> Townsend Road to 30 metres west of Townsend Road (RP 0.005 to RP 0.035)	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs Townsend Road and Johns Road. Static signs all other sites
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4.8. The Rangiora-Ashley Community Board has the following options available to them:

4.9. Option One: Recommend to the In-coming Council the proposed Variable Speed Limits outsides Schools in the Ward Area

Option One is to recommend to Council to approve this report and proceed with the implementation of the proposed variable speed limits outside schools in the ward area.

The implementation of these variable speed limits outside schools is a requirement of the Land Transport Rule: Setting of Speed Limits 2024 and is intended to improve safety for outside of the school gate. The proposal as outlined would ensure consistency in speeds and variable speed time zones across the district.

This is the recommended option because it allows staff to progress implementation of variable school limits outside schools and ensures compliance with the Land Transport Rule: Setting of Speed Limits 2024.

4.10. Option Two: Adopt an Amended Scope for the proposed Variable Speed Limits outsides Schools in the Ward Area

Option Two would see the Community Board recommend an amended motion to Council which changes the scope or timing of the variable speed limits.

This is not the recommended option as careful consideration has been given to the detail around the school variable speed zones and times, to ensure compliance with the Land Transport Rule: Setting of Speed Limits 2024.

4.11. Option Three: Retain the Status Quo and do not implement Variable Speed Limits Outside School

Option Three would result in the Community Board recommending to the Council that the report recommendations are declined and the status quo retained outside schools.

This is not the recommended option because this would result in Council as the Road Controlling Authority not complying with the Land Transport Rule: Setting of Speed Limits 2024.

The Rule requires all Road Controlling Authorities to have taken all practicable measures to implement variable speed limits outside of schools by 30 June 2026.

Implications for Community Wellbeing

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

Lower speeds around schools improve safety and reduce the risk of death and serious injury. Children are among the most vulnerable of pedestrians due to their limited abilities and lack of experience. Their abilities can vary according to their age. Pedestrian injury occurs among all age groups, with children accounting for the highest percentage of hospitalisations.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report beyond the effect on the general motoring public.

5.2. Groups and Organisations

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

School communities and Boards of Trustees are in support of this proposal, as confirmed by each of the school principals consulted. Most principals want electronic signage to be used at their schools.

5.3. Wider Community

The wider community is going to be affected by, or to have an interest in the subject matter of this report. Consideration of how the implementation of variable speed limits outside schools will take place has factored in the effect on the motoring public, and how that will influence compliance.

A communications plan will be developed to support the implementation of variable speeds outside of schools around the district.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

The estimated cost per sign based is:

- Electronic signs estimated cost - Approximately \$15,000 installed per sign depending on equipment choices (data connections, remote control capacity).
- Static signs estimated to cost - Approximately \$1,500 per sign.

The estimated to cost implement signage across the district is \$1,200,000 for which the budget is included in the Annual Plan/Long Term Plan. This is included in PJ 102724.000.5133 with budget of \$1,000,000 in 2025/26 and \$240,000 in 2026/27.

Co-funding for the installation of the variable speed signs has been requested from NZ Transport Agency, however at the time of writing this report, has not yet approved. Staff will provide an update to the In-coming Council on the funding decision when the report is presented. Subsidy of 51% is anticipated through the National Land Transport Programme (NLTP).

A competitive tender process will be used to procure the supply and installation of the variable speed limit signs.

6.2. **Sustainability and Climate Change Impacts**

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

Providing safer low speed areas around can encourage walking & cycling which has sustainability and health benefits.

6.3. **Risk Management**

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

There is a risk that schools, parents or the public may not support the variable speed limits or had alternate preferences for speed limits or signage. Staff will continue to work closely with the schools to ensure they are well informed of progress in terms of the proposed changes, and work with the Communications Team to develop a Communications Plan to support the roll out of the new variable speed limits.

6.4. **Health and Safety**

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

Lower speeds around schools improve safety and reduce the risk of death and serious injury. Children are among the most vulnerable of pedestrians due to their limited abilities and lack of experience. Their abilities can vary according to their age. Pedestrian injury occurs among all age groups, with children accounting for the highest percentage of hospitalisations.

The physical works associated with implementation of installation of signage will be competitively tendered and the successful contractor will be required to meet minimum SiteWise requirements.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Land Transport Rule: Setting of Speed Limits 2024

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report. In particular, the following community outcomes are of relevance to the issue under discussion:

Social: a place where everyone can have a sense of belonging

- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

Environmental: a place that values and restores our environment

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

7.4. Authorising Delegations

As per Part 3 of the Waimakariri District Council's *Delegations Manual*, the Rangiora-Ashley Community Board has the delegated authority to maintaining an overview of services provided by the Council such as road works, water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, and traffic management projects within the community.

The setting of speed limits is required to be carried out by Council resolution.

Cust School

Considerations:

- Category 1 school, existing 50km/h speed area, 30km/h VSL required.
- Children crossing Cust Road and Earlys Road at the intersection
- Higher speeds approaching the school on Earlys Road from the south, and Cust Road from the east.
- Static VSL signs proposed for west approach on Cust Road.
- Electronic VSL signs proposed for Earlys Road, and east approach on Cust Road.

Key:

Static Sign



Electronic Sign



Tutira Ashgrove School

Considerations:

- Category 1 school, existing 50km/h speed area.
- VSL 30 kmh required.
- Students walk across park on the north side of the school.
- Kingsbury Ave is a primary drop-off, pick-up point.
- Static signs proposed for all locations.

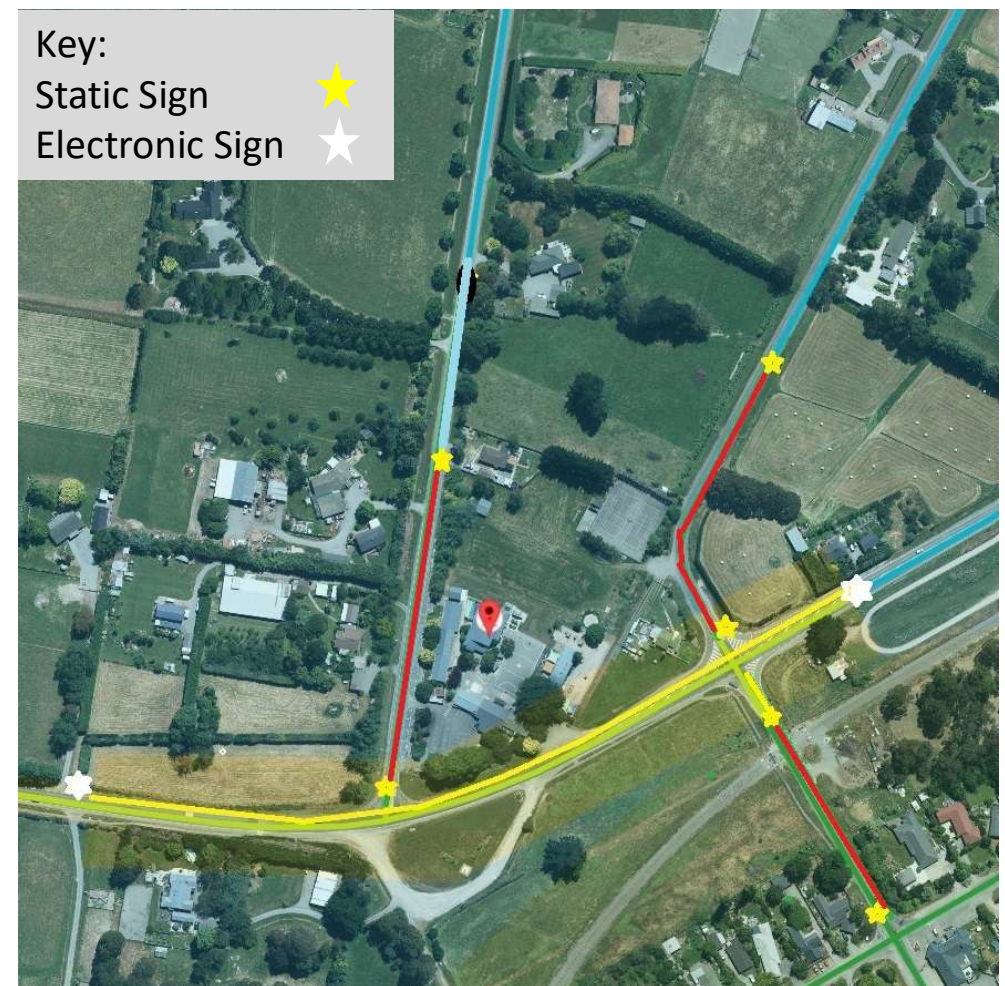
Key:
Static Sign ★
Electronic Sign ☆



Ashley Rakahuri School

Considerations:

- Category 2 school, existing 80km/h speed area.
- Proposed split VSL, Fawcetts Road remaining at 60km/h, side roads 30km/h.
- Electronic signage for Fawcetts Road, static signs proposed for other locations.
- Students walk from Ashley Village via High Street.
- The primary drop off is on Boundary Road.



Fernside School

Considerations:

- Category 2 school, existing 60km/h speed area.
- Proposed VSL 30km/h.
- Electronic VSL signs proposed on Swannanoa Rd due to higher speeds.
- Static signs proposed for O’Roarkes Road.
- O’Roarkes Road adjacent the school is currently 100 kmh in the NSLR. Will need to be corrected.



Loburn School

Considerations:

- Category 2 school, existing 80km/h speed area.
- Proposed VSL 30km/h with electronic signs.
- School currently has 60km/h electronic signs.
- Significant U-turning traffic on Hodgsons Road at drop off & pick up times.

Key:
Static Sign 
Electronic Sign 

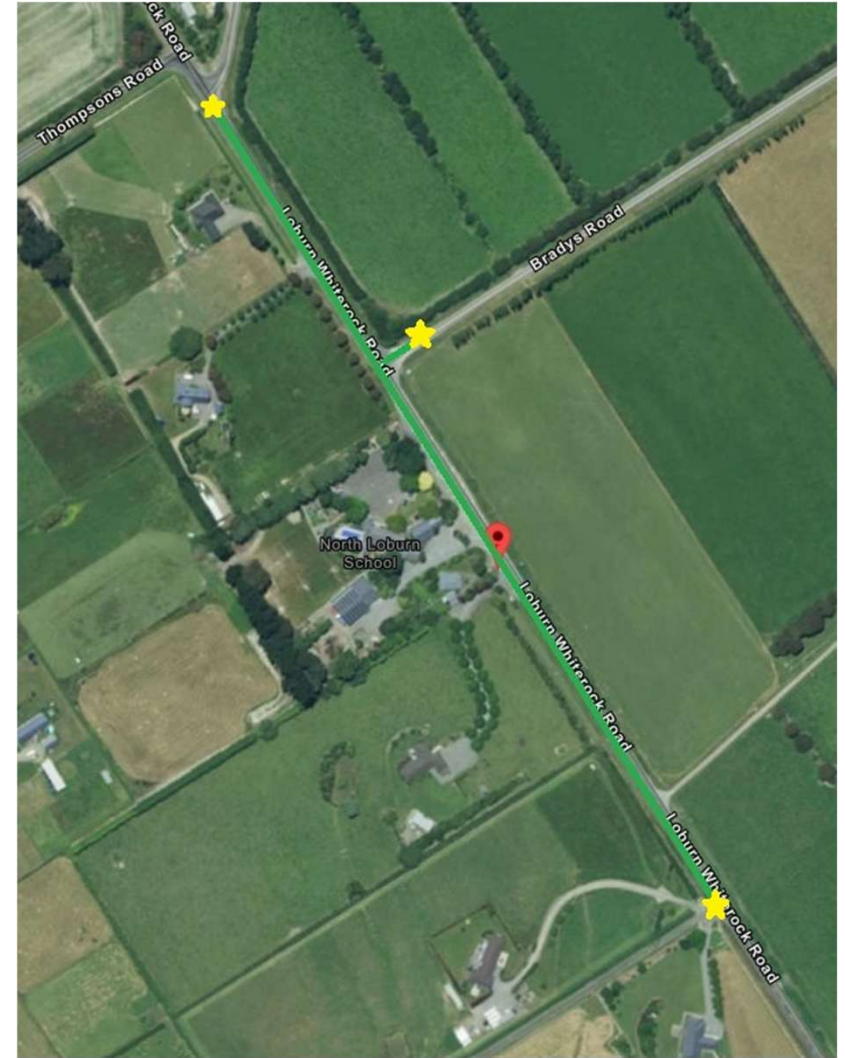


North Loburn School

Considerations:

- Category 2 school, existing 100km/h speed area.
- Proposed VSL 30km/h.
- Loburn Whiterock Road has low traffic volume.
- Drop off on the western side of the road.
- Static VSL signage proposed.

Key:
Static Sign ★
Electronic Sign ☆



OneSchool Global

Considerations:

- Category 2 school, existing 80km/h speed area.
- Proposed VSL 60km/h.
- No pick up or drop off on roadside.
- All students arrive via mini-bus into the school grounds.
- VSL will enhance the safety of the vehicles entering and leaving the school grounds.
- Static VSL signage proposed.

Key:
 Static Sign ★
 Electronic Sign ☆

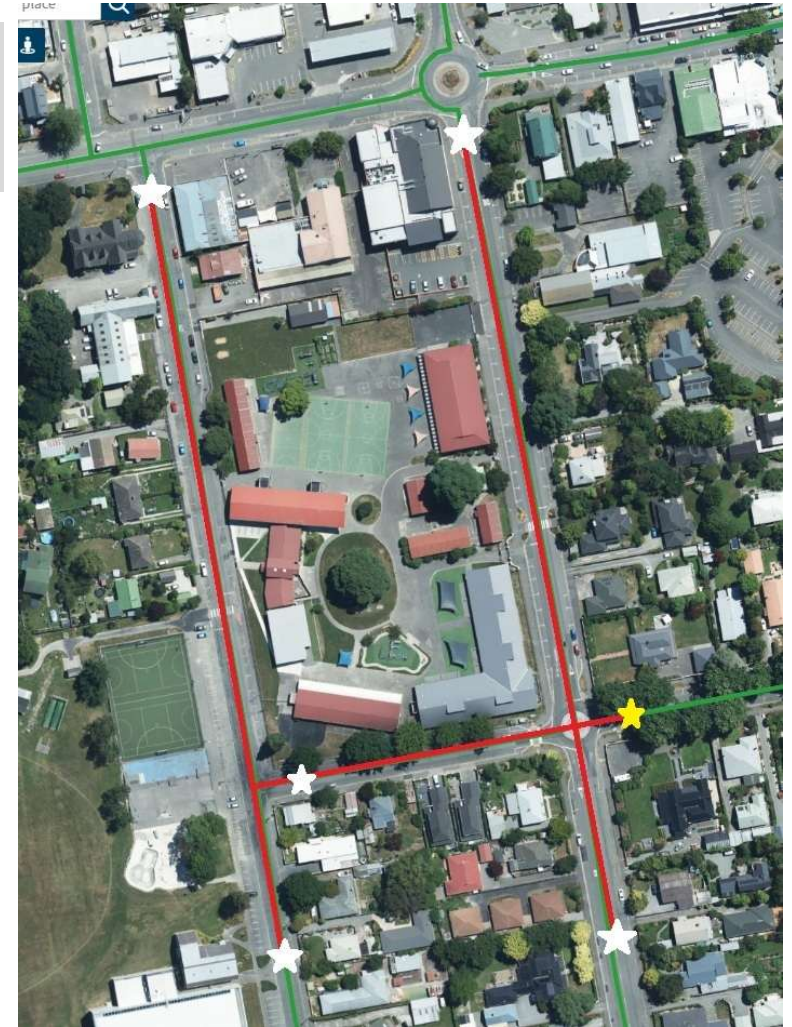


Rangiora Borough School

Key:
 Static Sign ★
 Electronic Sign ☆

Considerations:

- Category 1 school, existing 50km/h speed area.
- VSL 30km/h required.
- The school uses Dudley Park as recreation space during the day.
- Electronic signs proposed for Church Street and King Street.
- The electronic sign on Queen Street allows 10-minute use on Church Street for children crossing to Dudley Park for recreation at lunch times.



Rangiora High School

Key:

Static Sign



Electronic Sign



Considerations:

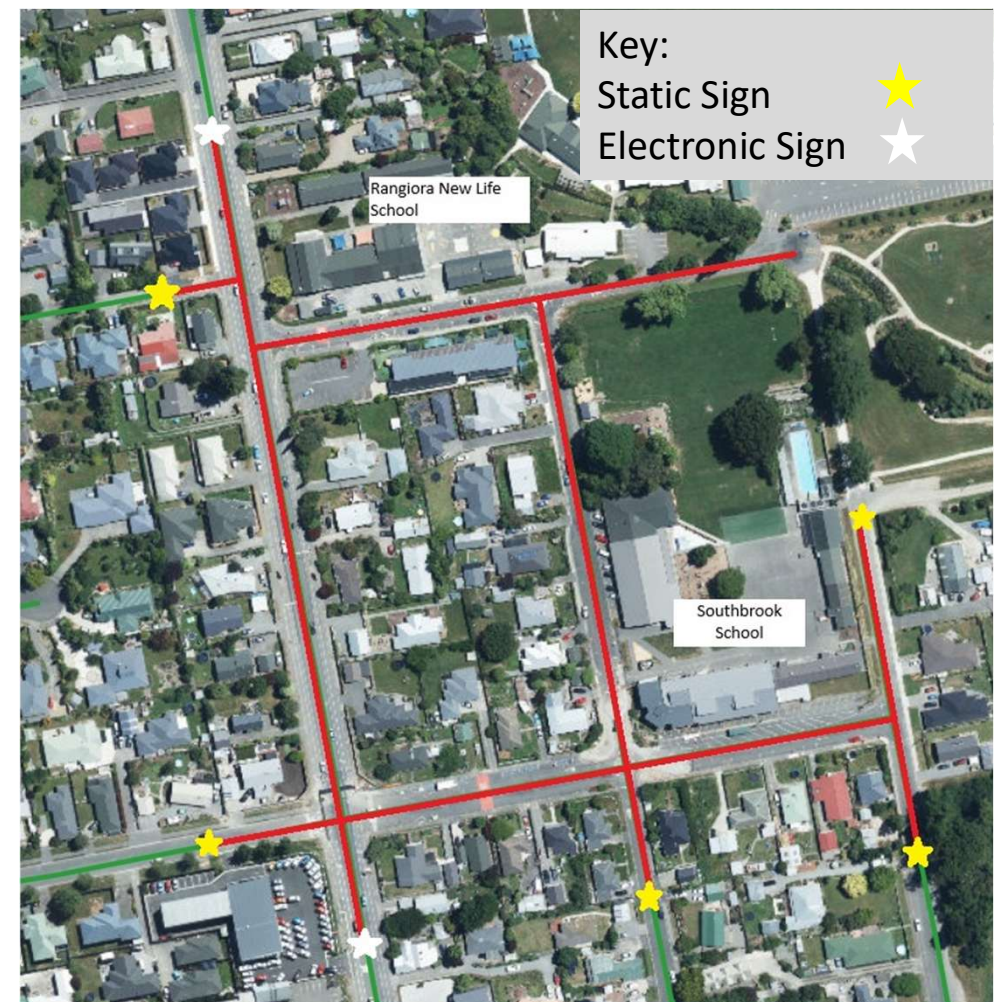
- Category 1 school, existing 50km/h speed area.
- VSL 30km/h required.
- School operates across East Belt. Multiple crossing times between school periods with significant numbers of students crossing the road.
- Electronic signs proposed for East Belt and Wales Street for 10-minute activations between periods.
- Static signs are proposed for additional roads.



Rangiora New Life School / Southbrook School

Considerations:

- Category 1 schools, existing 50km/h speed area.
- VSL 30km/h required.
- School zones overlap, considered as a network.
- Southbrook Road is very busy, and is proposed for electronic signage.
- All side roads are proposed as static signage.

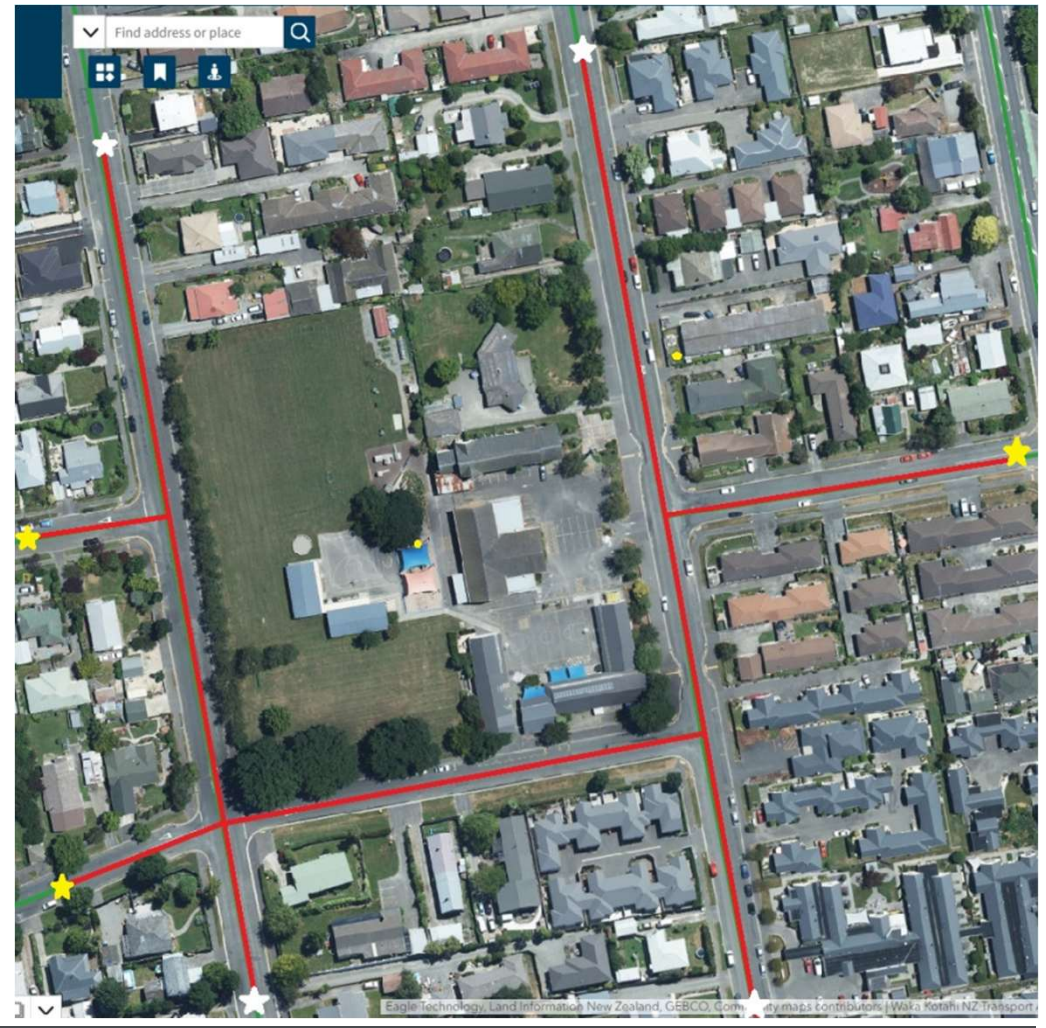


St. Josephs School, Rangiora

Considerations:

- Category 1 school, existing 50km/h speed area.
- VSL 30km/h required.
- Percival Street and Victoria Street are higher speed, with significant numbers of students crossing.
- Proposed for electronic signage.
- All side roads proposed for static signage.

Key:
Static Sign
Electronic Sign



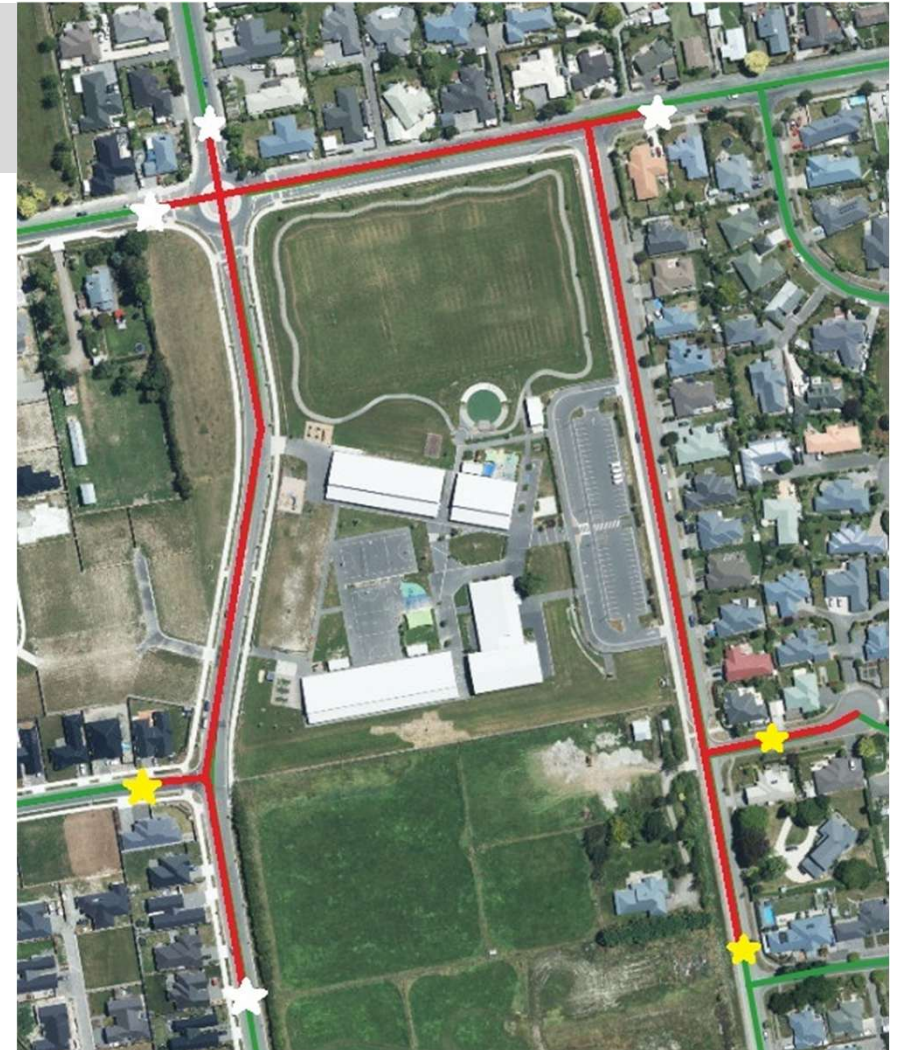
Te Matauru School

Key:
Static Sign
Electronic Sign



Considerations:

- Category 1 school, existing 50km/h speed area.
- VSL 30km/h required.
- The majority of the students come from the area to the North West.
- Crossing Johns Road at the Townsend Road/West Belt roundabout is a challenge.
- Electronic VSL signs are proposed for Townsend Rd and Johns rd.
- Static signs on the remaining side roads.



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-31 / 250825156613

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 15 September 2025

AUTHOR(S): Peter Daly, Road Safety Coordinator/Journey Planner
Joanne McBride, Roding and Transport Manager

SUBJECT: School Variable Speed Limits Proposal

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report seeks a recommendation to the incoming Council on the implement of variable speed limits (VSL) outside of schools within the Boards area.
- 1.2. All Road Controlling Authorities (RCA's) are required to take all reasonable steps to implement Variable Speed Limits (VSL's) at school gates by 30 June 2026.
- 1.3. This requirement was put in place through the Land Transport Rule: Setting of Speed Limits 2024, which came into effect on 30 October 2024.
- 1.4. There are 27 schools within the Waimakariri District, and six (6) of these schools are within the Kaiapoi-Tuahiwi Community Board area.
- 1.5. Staff have reviewed and met with each school, then considered how the Rule should be implemented around each of the schools in the district.
- 1.6. The new Land Transport Rule: Setting of Speed Limits 2024, allows for either static or electronic signs to be implemented outside of schools. Electronic signs must be used where there is a need to use the variable speed limit for periods up to 10 minutes during the school day (e.g., there is school activity across two sides of a road during the day).
- 1.7. All schools are categorised as either:
 - Category One School – Generally urban and in a 50km/h area. There is activity on roads around the school. These schools are required to have a 30km/h variable speed limit. The school variable speed zone can be put in place for a distance of up to 150m either side of the active school gate(s).
 - Category Two – Generally more rural in nature, and in areas of higher speed limits. These schools are required to have a variable speed limit of 60km/h **or less**, dependent on the roadside activity level. The school variable speed zone can be put in place for a distance of up to 300m either side of the active school gate(s).
- 1.8. It is proposed to implement uniform variable speed time zones across the district as follows:
 - Morning – 8.20am to 9.20am (1 hour)
 - Afternoon – 2.30pm to 3.30pm (1 hour)

This allows for consistency across the district and will mean drivers can expect the same conditions outside all schools at the same time of day, during the school term. The variable speed limits would not apply during the school holidays, or on other days where children are not present e.g. teacher-only days.

- 1.9. All speed limits once approved and uploaded into the National Speed Limit Register (NSLR), will be legally enforceable.
- 1.10. A balanced approach has been taken when recommending the mix of electronic and static signs, with higher risk areas and schools which have a higher level of roadside activity being recommended for electronic signs, or where school activity is regularly occurring across a road.
- 1.11. A workshop was held with the Kaiapoi-Tuahiwi Community Board and the following feedback was received:
 - Request to consideration of the signage proposed for Robert Coup Drive given the lower traffic volumes.
 - Consideration of the proposed Variable Speed Limit zone at Te Kura o Tuahiwi be undertaken.

The Boards feedback has been incorporated into this proposal and report.

Attachments:

- i. Proposal for the schools in the Kaiapoi-Tuahiwi Community Board area (TRIM No. 250825156658).

2. **RECOMMENDATION**

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250825156613.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the In-coming Council:

- (b) **Approves** the following Variable Speed Limits for the schools in the Kaiapoi-Tuahiwi Community Board area:

School and location of Proposed Variable Speed Limit	School Category	Proposed Variable Speed Limit	Time Zone	Signage Type
Clarkville School <u>Heywards Road</u> From 30m south of Tram Road to 320m south of Tram Road <i>RP 0.030 to RP 0.320</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs
Kaiapoi Borough School <u>Hilton Street</u> 105 metres south of Rich Street to the north end of Hilton Street <i>(RP 0.030 to RP 0.320)</i> <u>Raven Quay</u>	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs

62 metres south of Rich Street to the north end of Raven Quay <i>(RP 0.246 to RP 0.000)</i> <u>Rich Street / Revell Street</u> From Hilton Street, through the Raven Quay intersection, 12 metres into Revell Street. <i>Rich Street RP 0.005 to Revell Street RP 0.012</i>				
Kaiapoi High School <u>Ohoka Road / Ohoka Road Overpass</u> From 45 metres west of Akaroa Street to 40 metres west of Robert Coup Road <i>Ohoka Road RP 0.556 to Ohoka Road Overpass RP 0.426</i> <u>Robert Coup Road</u> From 88 metres south of Glenvale Drive to Ohoka Road, 15 metres north of the first Ohoka Road intersection <i>Robert Coup Road RP 0.319 to Ohoka Road RP 0.216</i> <u>Glenvale Drive</u> From Robert Coup Road, 20 metres into Glenvale Drive <i>Glenvale Drive RP 0.000 to RP 0.020</i> <u>McDougall Place</u> From Robert Coup Road, 20 metres into McDougall Place <i>McDougall Place RP 0.000 to RP 0.020</i> <u>Otaki Street</u> From Ohoka Road, 50 metres into McDougall Place <i>Otaki Street RP 0.000 to RP 0.050</i>	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs on Ohoka Road Static signs in remaining sites.
Kaiapoi North School <u>Williams Street</u> 88 metres north of the Smith Street roundabout, to 80 metres north of Sims Road <i>Williams Street RP 2.107 to RP 2.496</i> <u>Coups Terrace</u> 20 metres into Coups Terrace from Williams Street <i>Coups Terrace RP 0.000 to RP 0.020</i> <u>Sims Road</u>	1	30km/h	Morning – 8.20am to 9.20am.	Electronic signs on Williams Street

<p>20 metres into Sims Road from Williams Street <i>Sims Road RP 0.000 to RP 0.020</i> <u>Allison Place</u> From 20 metres south of Forest Lane to 200 metres south of Magnolia Boulevard <i>Allison Place RP 0.556 to RP 0.253</i></p> <p><u>Heney Street / Ranginui Drive</u> Heney Street 15 metres in from Ngahau Street to Ranginui Drive, 15 metres west of Ngahau Street <i>Heney Street RP 0.134 to Ranginui Drive RP 0.146</i></p>			<p>Afternoon – 2.30pm to 3.30pm</p>	<p>Static signs in remaining sites.</p>
<p>St Patricks School, Kaiapoi <u>Fuller Street</u> Fuller Street 40 metres in from Williams Street to 40 metres west of Peraki Street <i>Fuller Street RP 0.953 to RP 0.663</i></p> <p><u>Peraki Street</u> Peraki Street 30 metres north of Carew Street to 30 metres north of Fuller Street <i>Peraki Street RP 0.282 to RP 0.0583</i></p>	1	30km/h	<p>Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Fuller Street</p> <p>Static signs on Peraki Street</p>
<p>Te Kura o Tuahiwi Tuahiwi Road 220 metres south of Pitama Drive to 85 metres north of Pitama Drive <i>Tuahiwi Road RP 1.930 to RP 1.591</i></p>	1	30km/h	<p>Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Tuahiwi Road.</p>

- (c) **Notes** that the National Speed Limit Register (NSLR) will only be updated to include the variable speed limits following approval by Council to implement the changes.
- (d) **Notes** that the Land Transport Rule: Setting of Speed Limits 2024 does not require a cost benefit calculation or public consultation when setting variable speed limits outside schools.
- (e) **Notes** that key stakeholders including the Police and NZ Transport Agency will be notified prior to the variable speed limits being implemented.
- (f) **Notes** that at the time of writing this report, co-funding for the installation of the variable speed signs has been requested but not yet approved. Staff will provide an update to the In-coming Council when the report is presented.

3. **BACKGROUND**

- 3.1. When the Land Transport Rule: Setting of Speed Limits 2024 was introduced, it placed requirements on Road Controlling Authorities (RCA's) to implement variable speed limits (VSL) for all school within its jurisdiction before 30 June 2026.

- 3.2. When the new Rule was introduced, accompanying guidelines were provided by NZ Transport Agency, outlining requirements as to how the new Rule was to be implemented.
- 3.3. Requirements included
- Council having to consult with each school as to their specific requirements.
 - Times of Variable Speed Limit application.
 - Signage specifications for those Variable Speed Limit's
 - Extent of the Variable Speed Limit's, relevant to the active school gates of each school.
- 3.4. There are 27 individual school in the Waimakariri District. By Community Board area this equates to:
- Oxford-Ohoka Community Board has five (5) schools.
 - Kaiapoi-Tuahiwi Community Board has six (6) schools.
 - Woodend-Sefton Community Board has three (3) schools.
 - Rangiora-Ashley Community Board has thirteen (13) schools.
- 3.5. Each Community Board has been briefed via a workshop on the proposal for the schools in their area. Feedback from each Community Board has been considered, and amendments to the proposal made as appropriate.

4. ISSUES AND OPTIONS

- 4.1. Staff workshopped the proposal for schools with the Kaiapoi-Tuahiwi Community Board's area on the proposed Variable Speed Limit outside schools.
- 4.2. To establish a recommendation regarding signage, staff considered
- a) How the school uses the roads outside their gates.
 - b) The speed and volume of traffic on the various roads.
 - c) Which signs (static or electronic) to use to implement the required Variable Speed Limits.
 - d) What times those Variable Speed Limits need to be in force.
- 4.3. During workshops with Council and the Community Boards, there was expressed a desire to align the Variable Speed Limit zone times across all schools, to reduce complexity facing drivers. This was preferred to having bespoke zone times for each school, based on their individual needs.
- Schools each have individual start and finish times, and various pick up and drop off congestion needs. A further complication is that two schools have different finish times on some days of the week, mostly focused on schools' sports requirements.
- 4.4. For this reason, it is proposed to standardise the variable speed limit implementation times across all schools in the district to:
- Mornings: 8.20 a.m. – 9.20 a.m. (60 minutes)
 - Afternoons: 2.30 p.m. – 3.30 p.m. (60 minutes)

4.5. Feedback from the Kaiapoi-Tuahiwi Community Board was generally supportive with the following specific item discussed as follows

- a) Further consideration of the signage proposed for Robert Coup Drive. The Board felt that given the relatively lower traffic volume and speed on Robert Coup Drive, that a static VSL sign would be more appropriate for that location. This change has been made.
- b) Further consideration of the proposed VSL zone at Te Kura o Tuahiwi was undertaken, and the zone adjusted to reflect the additional active school gate which was identified.

4.6. The following variable speed limits are proposed:

School and location of Proposed Variable Speed Limit	School Category	Proposed Variable Speed Limit	Time Zone	Signage Type
Clarkville School <u>Heywards Road</u> From 30m south of Tram Road to 320m south of Tram Road <i>RP 0.030 to RP 0.320</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs
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Kaiapoi High School <u>Ohoka Road / Ohoka Road Overpass</u> From 45 metres west of Akaroa Street to 40 metres west of Robert Coup Road <i>Ohoka Road RP 0.556 to Ohoka Road Overpass RP 0.426</i> <u>Robert Coup Road</u> From 88 metres south of Glenvale Drive to Ohoka Road, 15 metres north of the first Ohoka Road intersection <i>Robert Coup Road RP 0.319 to Ohoka Road RP 0.216</i>	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs on Ohoka Road Static signs in remaining sites.

<p><u>Glenvale Drive</u> From Robert Coup Road, 20 metres into Glenvale Drive <i>Glenvale Drive RP 0.000 to RP 0.020</i></p> <p><u>McDougall Place</u> From Robert Coup Road, 20 metres into McDougall Place <i>McDougall Place RP 0.000 to RP 0.020</i></p> <p><u>Otaki Street</u> From Ohoka Road, 50 metres into McDougall Place <i>Otaki Street RP 0.000 to RP 0.050</i></p>				
<p>Kaiapoi North School</p> <p><u>Williams Street</u> 88 metres north of the Smith Street roundabout, to 80 metres north of Sims Road <i>Williams Street RP 2.107 to RP 2.496</i></p> <p><u>Coups Terrace</u> 20 metres into Coups Terrace from Williams Street <i>Coups Terrace RP 0.000 to RP 0.020</i></p> <p><u>Sims Road</u> 20 metres into Sims Road from Williams Street <i>Sims Road RP 0.000 to RP 0.020</i></p> <p><u>Allison Place</u> From 20 metres south of Forest Lane to 200 metres south of Magnolia Boulevard <i>Allison Place RP 0.556 to RP 0.253</i></p> <p><u>Heney Street / Ranginui Drive</u> Heney Street 15 metres in from Ngahau Street, to Ranginui Drive, 15 metres west of Ngahau Street <i>Heney Street RP 0.134 to Ranginui Drive RP 0.146</i></p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Williams Street</p> <p>Static signs in remaining sites.</p>
<p>St Patricks School, Kaiapoi</p> <p><u>Fuller Street</u> Fuller Street 40 metres in from Williams Street to 40 metres west of Peraki Street <i>Fuller Street RP 0.953 to RP 0.663</i></p>	1	30km/h	<p>Morning – 8.20am to 9.20am.</p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Fuller Street</p> <p>Static signs on Peraki Street</p>

Peraki Street Peraki Street 30 metres north of Carew Street to 30 metres north of Fuller Street <i>Peraki Street RP 0.282 to RP 0.0.583</i>				
Te Kura o Tuahiwi Tuahiwi Road 220 metres south of Pitama Drive to 85 metres north of Pitama Drive <i>Tuahiwi Road RP 1.930 to RP 1.591</i>	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs on Tuahiwi Road.

4.7. The Kaiapoi-Tuahiwi Community Board has the following options available to them:

4.8. Option One: Recommend to the In-coming Council the proposed Variable Speed Limits outsides Schools in the Ward Area

Option One is to recommend to Council to approve this report and proceed with the implementation of the proposed variable speed limits outside schools in the ward area.

The implementation of these variable speed limits outside schools is a requirement of the Land Transport Rule: Setting of Speed Limits 2024 and is intended to improve safety for outside of the school gate. The proposal as outlined would ensure consistency in speeds and variable speed time zones across the district.

This is the recommended option because it allows staff to progress implementation of variable school limits outside schools and ensures compliance with the Land Transport Rule: Setting of Speed Limits 2024.

4.9. Option Two: Adopt an Amended Scope for the proposed Variable Speed Limits outsides Schools in the Ward Area

Option Two would see the Community Board recommend an amended motion to Council which changes the scope or timing of the variable speed limits.

This is not the recommended option as careful consideration has been given to the detail around the school variable speed zones and times, to ensure compliance with the Land Transport Rule: Setting of Speed Limits 2024.

4.10. Option Three: Retain the Status Quo and do not implement Variable Speed Limits Outside School

Option Three would result in the Community Board recommending to the Council that the report recommendations are declined and the status quo retained outside schools.

This is not the recommended option because this would result in Council as the Road Controlling Authority not complying with the Land Transport Rule: Setting of Speed Limits 2024.

The Rule requires all Road Controlling Authorities to have taken all practicable measures to implement variable speed limits outside of schools by 30 June 2026.

Implications for Community Wellbeing

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

Lower speeds around schools improve safety and reduce the risk of death and serious injury. Children are among the most vulnerable of pedestrians due to their limited abilities and lack of experience. Their abilities can vary according to their age. Pedestrian injury occurs among all age groups, with children accounting for the highest percentage of hospitalisations.

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by or have an interest in the subject matter of this report beyond the effect on the general motoring public.

The installation of electronic signage in Tuahiwi Road provides scope for future application of a Variable Speed Limit for use by the local hapū in the event of tangi, pursuant to Section 4.9(1)(b). This could support lower speeds around the Marae and through to the Urupā.

5.2. **Groups and Organisations**

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

School communities and Boards of Trustees are in support of this proposal, as confirmed by each of the school principals consulted. Most principals want electronic signage to be used at their schools.

5.3. **Wider Community**

The wider community is going to be affected by, or to have an interest in the subject matter of this report. Consideration of how the implementation of variable speed limits outside schools will take place has factored in the effect on the motoring public, and how that will influence compliance.

A communications plan will be developed to support the implementation of variable speeds outside of schools around the district.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

The estimated cost per sign based is:

- Electronic signs estimated cost - Approximately \$15,000 installed per sign depending on equipment choices (data connections, remote control capacity).
- Static signs estimated to cost - Approximately \$1,500 per sign.

The estimated to cost implement signage across the district is \$1,200,000 for which the budget is included in the Annual Plan/Long Term Plan. This is included in PJ 102724.000.5133 with budget of \$1,000,000 in 2025/26 and \$240,000 in 2026/27.

Co-funding for the installation of the variable speed signs has been requested from NZ Transport Agency, however at the time of writing this report, has not yet approved. Staff will provide an update to the In-coming Council on the funding decision when the report is presented. Subsidy of 51% is anticipated through the National Land Transport Programme (NLTP).

A competitive tender process will be used to procure the supply and installation of the variable speed limit signs.

6.2. **Sustainability and Climate Change Impacts**

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

Providing safer low speed areas around can encourage walking & cycling which has sustainability and health benefits.

6.3. Risk Management

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

There is a risk that schools, parents or the public may not support the variable speed limits or had alternate preferences for speed limits or signage. Staff will continue to work closely with the schools to ensure they are well informed of progress in terms of the proposed changes, and work with the Communications Team to develop a Communications Plan to support the roll out of the new variable speed limits.

6.4. Health and Safety

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

Lower speeds around schools improve safety and reduce the risk of death and serious injury. Children are among the most vulnerable of pedestrians due to their limited abilities and lack of experience. Their abilities can vary according to their age. Pedestrian injury occurs among all age groups, with children accounting for the highest percentage of hospitalisations.

The physical works associated with implementation of installation of signage will be competitively tendered and the successful contractor will be required to meet minimum SiteWise requirements.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

Land Transport Rule: Setting of Speed Limits 2024

7.3. Consistency with Community Outcomes

The Council's community outcomes are relevant to the actions arising from recommendations in this report. In particular, the following community outcomes are of relevance to the issue under discussion:

Social: a place where everyone can have a sense of belonging

- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

Environmental: a place that values and restores our environment

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

7.4. Authorising Delegations

As per Part 3 of the Waimakariri District Council's *Delegations Manual*, the Kaiapoi-Tuahiwi Community Board has the delegated authority to maintaining an overview of services provided by the Council such as road works, water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, and traffic management projects within the community.

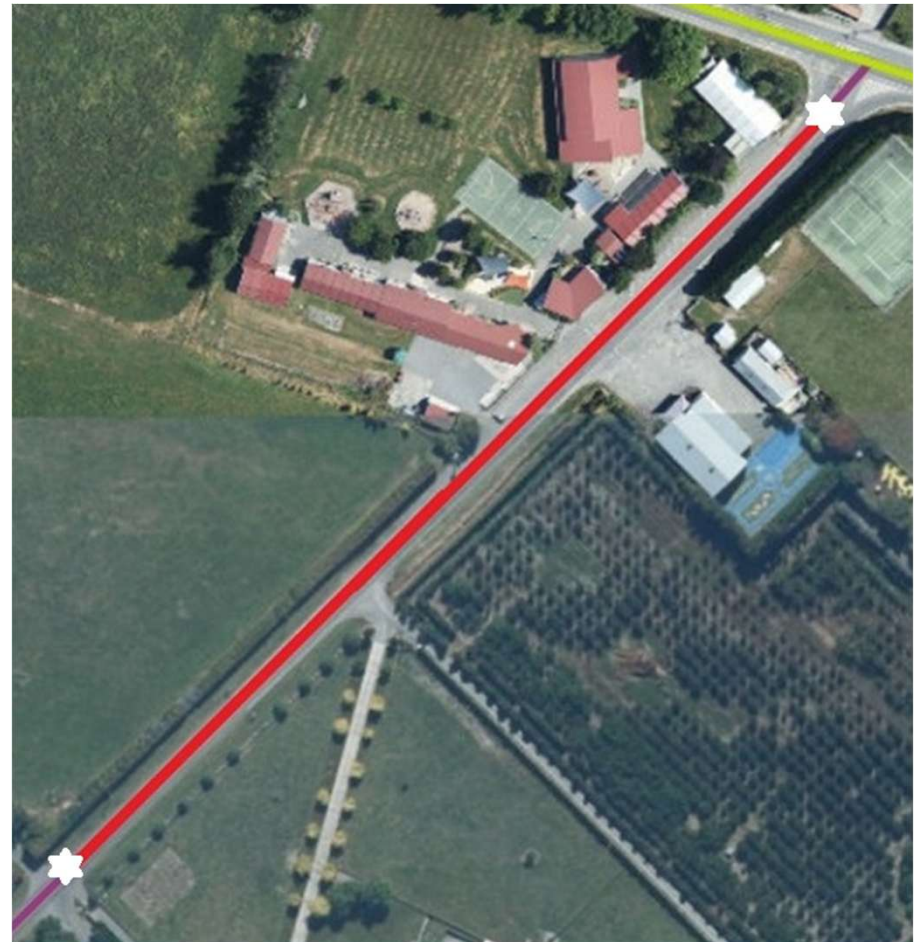
The setting of speed limits is required to be carried out by Council resolution.

Clarkville School

Considerations:

- Category 2 school, existing 70km/h speed area.
- Proposed 30km/h VSL.
- Pick up and drop off both sides of Heywards Road.
- Electronic signage proposed.
- A formal crossing point could be considered once the VSL is established.

Key:
Static Sign
Electronic Sign

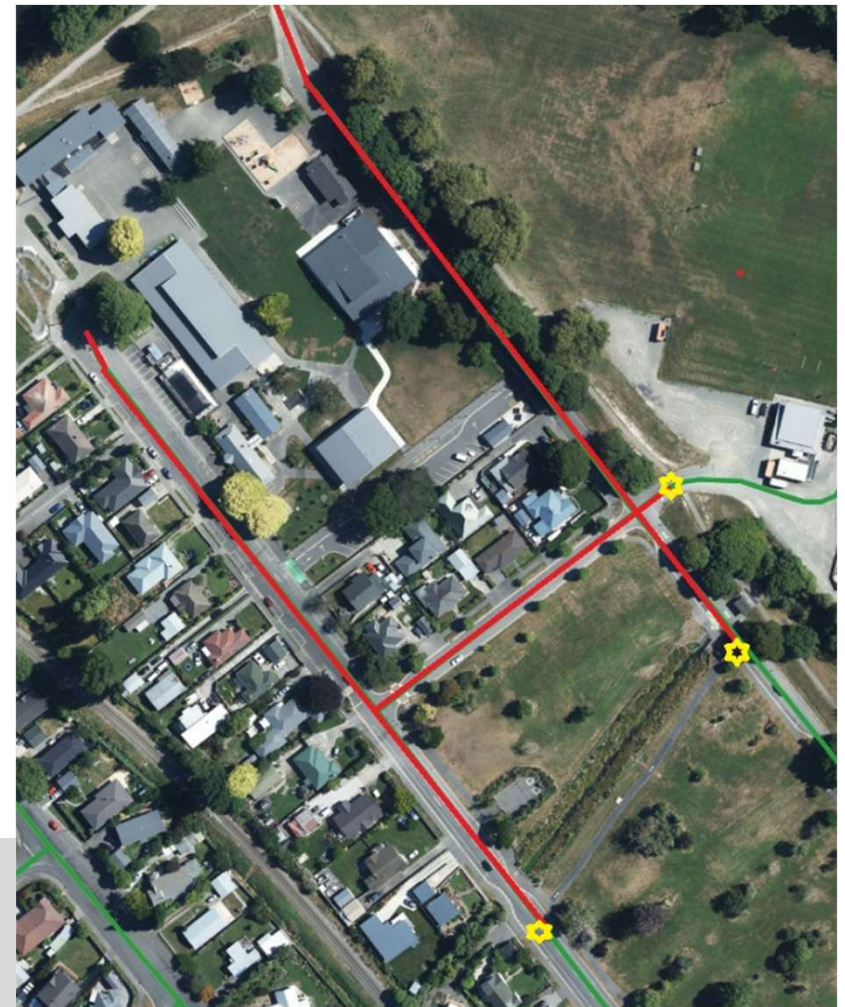


Kaiapoi Borough School

Considerations:

- Category 1 school, existing 50km/h speed area.
- 30km/h VSL required.
- School is at the end of two cul-de-sacs.
- Static signage is proposed for the school.

Key:
Static Sign ★
Electronic Sign ☆



Kaiapoi High School

Considerations:

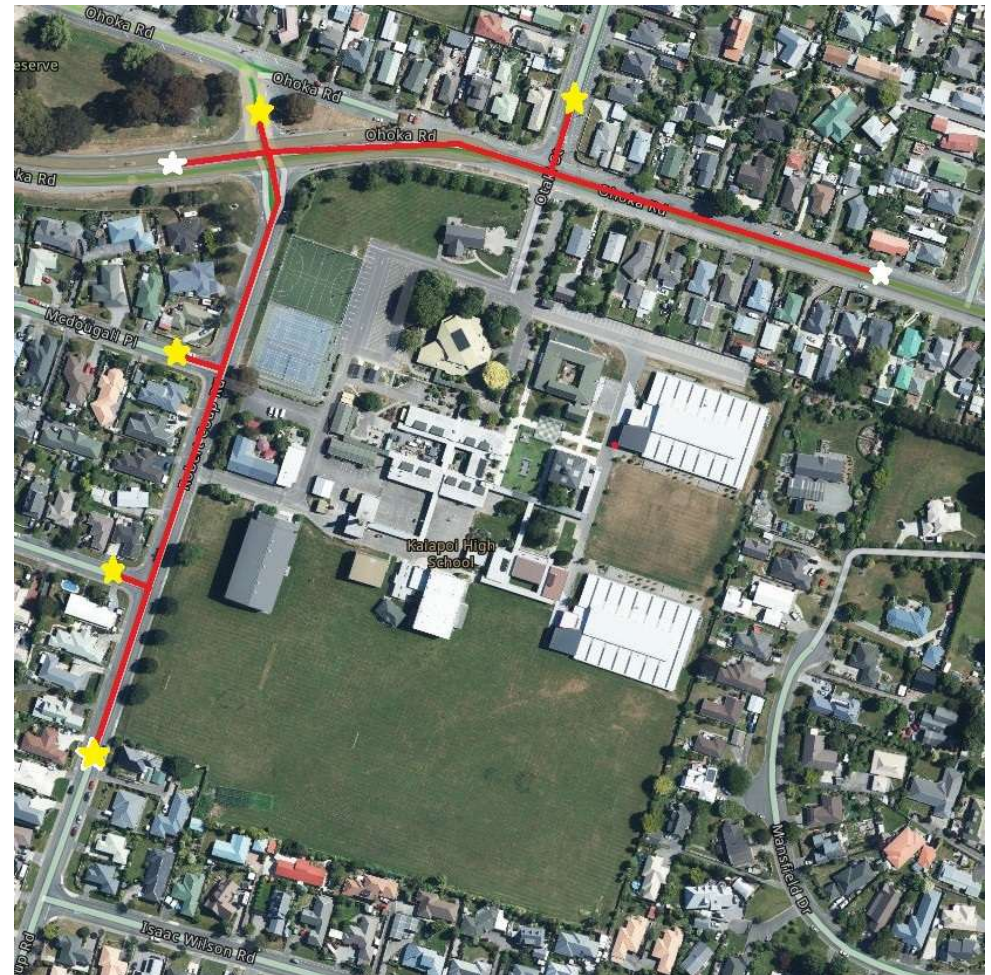
- Category 1 school, existing 50km/h speed area.
- 30km/h VSL required.
- Electronic VSL signs are proposed for Ohoka Road.
- Static VSL signs are proposed for all others.

Key:

Static Sign



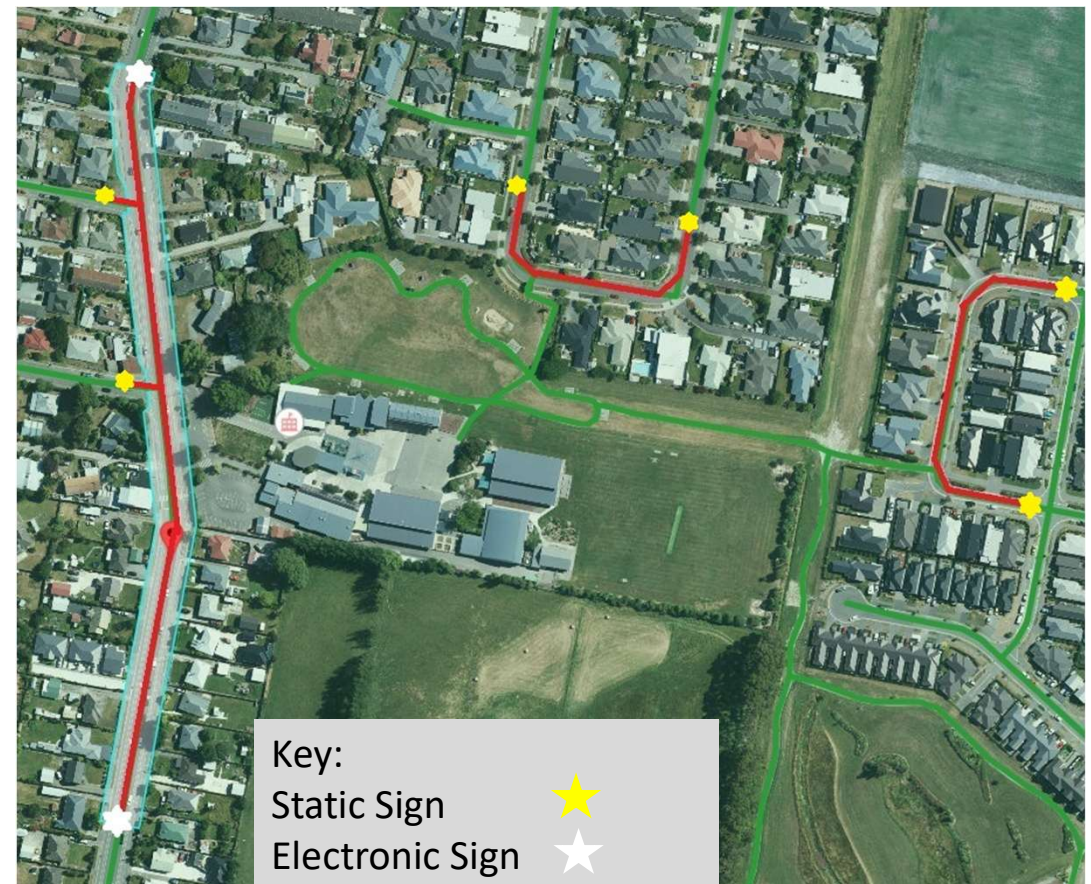
Electronic Sign



Kaiapoi North School

Considerations:

- Category 1 school, existing 50km/h speed area.
- 30km/h VSL required.
- Williams Street has existing 40km/h electronic signs. Proposed to reduce to 30km/h.
- Static VSL signs on side roads.
- Allison Crescent & Ranginui Drive are busy pick up & drop off areas.

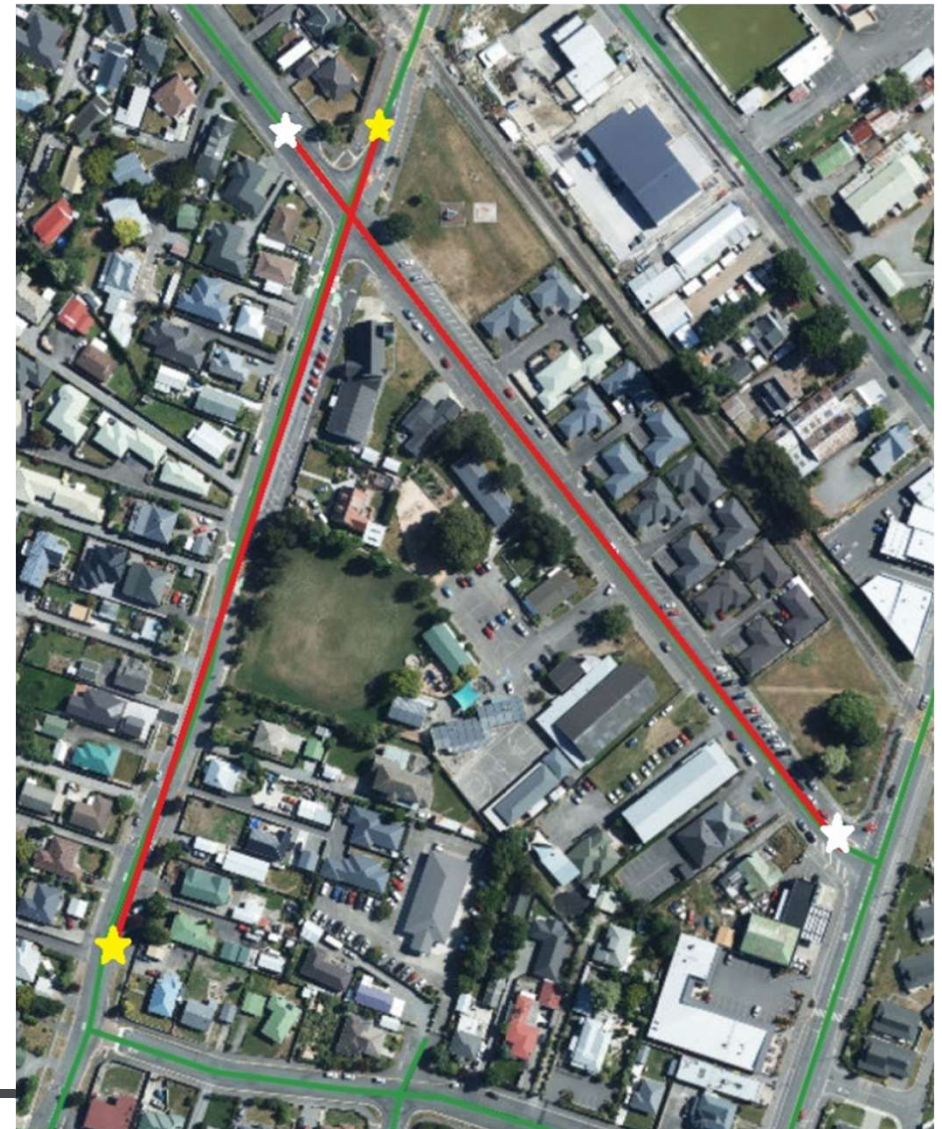


St. Patricks School, Kaiapoi

Considerations:

- Category 1 school, existing 50km/h speed area.
- 30km/h VSL required.
- Fuller Street is busier / higher traffic volume.
- Electronic VSL proposed for Fuller Street.
- Static VSL signs proposed for Peraki Street.

Key:
Static Sign ★
Electronic Sign ☆



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Te Kura o Tuahiwi

Considerations:

- Category 1 school, existing 40km/h speed area.
- Proposed 30km/h VSL.
- School uses the marae each school day. Students crossing the road between the school and marae.
- Electronic VSL signs proposed for 10-minute activations at busy crossing times.
- In future could consider wider variable for events between the Marae and the Urupa.

Key:

Static Sign



Electronic Sign

