

MINUTES OF THE MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON TUESDAY, 2 DECEMBER 2025, COMMENCING AT 9AM.

PRESENT

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

IN ATTENDANCE

S Hart (General Manager, Strategy Engagement and Economic Development), C Genet (General Manager Finance and Business Support), C Brown (General Manager Community and Recreation), G Cleary (General Manager Utilities and Roding), S Nichols (Governance Manager), J Recker (Stormwater and Waterways Manager), D Young (Senior Engineering Advisor), R Kerr (Rangiora Eastern Link Project Manager), S Docherty (Strategy and Business Manager), D Caird (Senior Policy Analyst), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

1. APOLOGIES

Moved: Councillor Goldsworthy

Seconded: Councillor McLaren

THAT the Council:

- (a) **Receives** and sustains an apology for leave of absence from Councillor W Doody.

CARRIED

2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

3. ACKNOWLEDGEMENTS

- Phyllis Strand of Woodend celebrated her 100th birthday. Councillor Powell accompanied the Mayor to visit Ms Strand at her Woodend home to present her with flowers. Ms Strand related many interesting stories about her life and attributed her longevity to the quality of the water in Canterbury.
- Living the Dream launch - Several students from Oxford Area School had been included in the publication, which was tabled for members' interest.
- The Soroptimist Christmas Tree Festival, which marked the start of the Festive Season, would be held at the Rangiora Service Centre until 17 December 2025.

4. CONFIRMATION OF MINUTES

4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday, 4 November 2025

Mayor Gordon expressed appreciation to Councillor Mealings for undertaking an analysis of the committee appointments made at the previous Council meeting. He noted that this review may lead to adjustments to the Committee's composition. Any changes, however, would be communicated directly to individual members and formally confirmed at a later date.

Moved: Deputy Mayor Redmond

Seconded: Councillor Goldsworthy

THAT the Council:

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

CARRIED

4.2 **Matters Arising**

Nil.

5. **DEPUTATIONS AND PRESENTATIONS**

5.1 **Stormwater Management Area (SMA) in Mill Road, Ohoka** - Ngaire Wilkinson

N Wilkinson attended via audiovisual link and spoke about the potential Stormwater Management Area (SMA) at Mill Road, Ohoka. N Wilkinson advised that she was the owner of 382 Mill Road, which was part of the 2013 Private Plan Change, ODP160. She noted that she had been trying to complete the subdivision of her land for several years, but that progress had been delayed by shifting regulatory requirements.

It was noted that part of Ms Wilkinson's land, along with that of seven neighbouring properties, had previously been purchased by the Council for stormwater management purposes but was now no longer required. Ms N Wilkinson provided an overview of the plan change, outlining delays and evolving requirements, including recent legislative changes currently before Parliament and the requirements of the Proposed District Plan.

N Wilkinson requested the Council to urgently:

- Proceed to declare the land surplus and revoke the SMA and Reserve status of the two parcels of her land.
- Confirm that individual onsite stormwater disposal was acceptable for the eight properties without the need for numerous individual reports, such as Geotech.
- Sell the land back to her, as the original owner.
- Write to the Ministry for the Environment requesting an exemption from the two-year moratorium, to allow this process to proceed.

Mayor Gordon thanked Ms N Wilkinson for her presentation and noted that a report on the matter was scheduled to be submitted to the Council in February 2026. The Mayor requested that a workshop be arranged beforehand to brief the Council on the delays and changes encountered, to ensure all aspects are clear and understood before consideration of the report.

6. **ADJOURNED BUSINESS**

Nil.

7. **WATER SERVICES RELATED REPORTS**

7.1 **Woodend Box Drain Treatment Facility Upgrade Project** – J Recker (Stormwater and Waterways Manager) and K Ismail (Waterways Engineer)

J Recker and D Young presented the report, which updated the Council on the progress of the Woodend Box Drain Treatment upgrade and sought approval to progress the project to the design stage based on the recommended solution of an offline first flush basin and wetland.

J Recker noted that the box drain catchment in Woodend was one of the largest without comprehensive stormwater treatment. Staff had been working with Ngai Tūāhuriri Rūnanga, who had expressed concern regarding the drain's discharges into the Tuahiwi Stream.

Councillor Fulton sought an explanation for the concept of a boxed drain. J Recker advised that the term originated from the former box-line drain, a rectangular channel supported by wooden struts. This system has since been upgraded to a 600mm pipe with a swale above it. He noted that a gross pollutant trap had previously been installed to capture larger litter and sediment. At present, during rainfall events, manhole overflows were directed into the swale and channel. The proposed flush basin in the wetland was of standard design. J Recker explained that the existing gross pollutant trap would act as the first filter, capturing large debris, before flows enter the flush basin, where smaller particles settle, and heavy metals subside. The water would then pass through the wetland, where vegetation and biological processes provide further treatment, before final discharge into the stream.

In response to Councillor Cairns' query about the disposal of soil during wetland creation, J Recker replied that most of the soil would be used on-site, and any removed soil would be included in the estimated cost. As regards archaeological considerations, this still needed to be assessed.

Councillor Mealings queried what the original budget being considered for reallocation was to be used for, and whether any scheduled projects were being left out with the reallocation. J Recker noted that the budget was set to cover the Council's global consents throughout the four townships. Rangiora upgrades had been completed, and work for Woodend, Oxford and Kaiapoi had been started, which needed to be completed by 2040 to fulfil the consent requirements. As Woodend was the largest untreated catchment, it took priority.

Moved: Mayor Gordon

Seconded: Councillor Fulton

THAT the Council:

- (a) **Receives** report No. 251016197189.
- (b) **Authorises** Council staff to progress the Woodend Box Drain Treatment Facility Upgrade Project to the design stage, based on the recommended solution of an offline first flush basin and wetland, which currently has an estimated cost of \$1,419,000 for design and construction.
- (c) **Notes** that the total project cost of \$2,451,659 (when including the land acquisition and other costs to date) can be funded by \$2,215,750.00 from Box Drain Improvements (PJ 101736.000.5123) with an additional \$236,000.00 from Woodend Global Consent Implementation Works budget to be allocated to this project.
- (d) **Notes** that the total combined budget of \$2,451,750 is funded by multiple sources, being the sale of the property once the project is complete (\$600,000), Better of Funding (\$1,100,000) and through loan funds/rates (\$751,750).
- (e) **Notes** that Ngai Tūāhuriri Rūnanga have had a representative involved in the feasibility stage and will also be involved in reviewing and providing feedback on the following design phases.
- (f) **Notes** that the preliminary and detailed design are intended to be undertaken by an external consultant, and that a request for proposal will be issued following Council approval to proceed to the design stage.
- (g) **Notes** that this work will utilise existing Coastal Urban Drainage capital works budgets from the Woodend Box Drain Improvements Project and the Woodend Global Consent Implementation Works.

- (h) **Notes** that Council staff will be requesting realignment of budgets as part of the 2026/27 Annual Plan process.
- (i) **Notes** that if the above recommendations are approved, the staff will progress to tendering and awarding the design components of the project in keeping with the Delegations Manual, but the construction of the project will not commence until the Council has approved the construction tender award.
- (j) **Circulates** this report to the Woodend-Sefton and Kaiapoi-Tuahivi Community Boards for information.

CARRIED

Mayor Gordon acknowledged that by identifying and purchasing the land, the Council had recognised that the current situation was not sustainable and required improvement. The increased growth in the area had increased pressure on the system and therefore needed to be addressed. He thanked staff for co-designing a system with the Runanga, which was comfortable to support, especially given that this would be on Māori Reserve 873 land. Mayor Gordon believed that the design was a tangible demonstration of the partnership that the Council had developed with the Runanga. Drainage was a priority for investment, which was acknowledged in its Long Term Plan.

Councillor Fulton supported the motion, stating that it was a positive indication that the Council supported not only rural and urban areas but also the smaller communities within the Waimakariri District. This project addressed a past shortfall, and the proposed upgrade would filter and allow water to discharge in a more natural manner, thereby supporting the natural environment.

Councillor Powell applauded the co-design, which would improve drainage in an area that had been problematic. She noted that recommendation (j) requested that the report be circulated to the Woodend-Sefton Community Board and suggested that it be circulated to the Kaiapoi-Tuahivi Community Board as well. The Mayor and Councillor Fulton concurred.

8. REPORTS

8.1 Rangiora Eastern Link: Next Steps to Revise Concept Design and Approval of Expenditure – R Kerr (Rangiora Eastern Link Programme Manager)

R Kerr and D Young presented the report, which updated the Council on the progress of the Rangiora Eastern Link and sought approval to bring forward the 2026/27 budget. Funding would be used to develop a business case to present to the New Zealand Transport Agency (NZTA) to support the request for co-funding of the Rangiora Eastern Link. The Eastern Link would cover three kilometres, which included waterways and challenging geotechnical conditions.

Councillor Fulton asked how bringing forward budgets would affect the remainder of the financial year and the Council's Capital Programme. G Cleary replied that much consideration had gone into the year's budgets, with most of it focused on the Capital Works Programme. Staff developed the budget by predicting how much would be needed for each project and a series of milestones that needed to be reached before the money was spent. Therefore, on a large project such as this, the requested funds represented a very small percentage of the overall price. Bringing funding forward was actually a good thing in many ways, as the more conservative the approach, the faster the project could be completed, and the Council was unlikely to deliver all its projects within the financial year. The risk was not overspending but the opposite: the need was to draw down more money than was currently being drawn down, and this was managed throughout the year. The Management Team kept an active note on budgets that had been brought forward.

Councillor Ward queried why discussions with KiwiRail were occurring, given that the Council already had access across the railway line. R Kerr noted that KiwiRail had processes that took considerable time, and this was the reality when dealing with a partner organisation. The changes to the crossing were related to squaring and upgrading it, rather than relocating it. The changes would affect KiwiRail's signalling, causing ripples throughout the network.

In response to Deputy Mayor Redmond's request for clarity on the risks for this project, R Kerr replied that affordability would be addressed by developing the business case for co-funding from NZTA which relied on developing a concept design and going through rigour with good contractor involvement to ensure the delivery of the most affordable design was cost effective and delivered the transport benefits that the project promised. The timeline depended on the project's cost: if it was under \$35,000, it was handled on a regional level with a 35-day turnaround; if it exceeded \$35,000, it was considered at the national level and took longer. Risks to the environment depended on the options considered, such as whether a coal lean or bridging was chosen around the diversion of waterways, and other such scope changes.

In response to Councillor McLaren's query regarding Geotech risks, R Kerr noted that it was established that the groundwater was very high in the northern section and better in the southern section. The Geotech team had done a lot of work in this area, including ongoing measurements with isometers and ongoing tests on soil contamination and cold tar testing.

Mayor Gordon asked if the term 'value engineering' meant that staff were working with a contractor to fact-check some of the old ground aspects. R Kerr agreed, noting the key was in the earthworks strategy and factoring in what was done with the material dug out, as well as any material brought onto the site.

Councillor Fulton asked whether consultation with landowners and the immediate community had taken place. R Kerr replied that the Spark family, in particular, were kept informed, and staff met with neighbours and landowner's fortnightly. There had also been discussions with neighbours around March and Dunlop Roads.

Moved: Councillor Ward

Seconded: Councillor McLaren

THAT the Council:

- (a) **Receives** Report No. 251105210048.
- (b) Approves bringing forward \$255,000 from the FY26/27 Rangiora Eastern Link budget (PJ 102432.000.5133) which has an available budget of \$5,000,000 (of which 51% is assumed to be subsidised) to fund additional design work and enable the project to continue to progress.
- (c) **Notes** that NZTA will not subsidise this additional expenditure as it exceeds the Business Case and Concept Design budget, and approval has not yet been given for the remainder of the spend.
- (d) **Notes** that a report will be brought to the February Council meeting with an updated cost estimate, a recommended draft Business Case for sending to NZTA and a full summary of the financial effects.

CARRIED

Councillor Ward stated that the Eastern Link project was essential to Rangiora, given the growth on the eastern side of the township. Currently, congestion in Southbrook was impacting retailers, and the Eastern Link Road would relieve some of the pressure on Southbrook Road. She urged staff and members not to delay. This was not a matter of affordability, as the longer the project was delayed, the more expensive it would become. It was up to the Council to support the staff in moving the project forward, which, in turn, would affect the desirability of living and working in Rangiora and the wider district.

Councillor McLaren concurred with Councillor Ward's comments, noting that funding from NZTA was critical, and time was well spent on ensuring the correct information was made available for a successful outcome.

Mayor Gordon supported the concept design. He agreed that this was a critical project for the district's transport network and required co-funding from NZTA. He urged staff to have a Communication Plan ready by February 2026, which should include letters to the Transport Minister and local Members of Parliament to ensure they were aware of the project's importance. Mayor Gordon also stated that this was the first step in improving the Waimakariri's transport network. The second part of that was the realignment of Skewbridge, which was an essential factor in the bigger scheme and should not be forgotten.

Councillor Powell endorsed the Mayor's comments, stating that a coordinated network plan affected all areas of the Waimakariri District, noting that traffic was currently diverting through Tuahiwi and Woodend, and that all the projects mentioned, as well as the Woodend bypass impact on the roading network.

Councillor Mealings supported the motion, also referring to the rapid growth of the area and noting that a viable roading infrastructure would benefit everyone in the district. She believed that taking time to get this concept right was key to future success.

Councillor Fulton supported value engineering, being adaptable and responsive; however, he urged the Council to have a light touch on the land, as environmental aspects were also imperative.

Deputy Mayor Redmond also supported the motion, noting the project was not without risks; however, this would be one step forward, and he supported a cautious approach.

Councillor Ward stated that she was aware that the Waimakariri roading network had been included in the National Long Term Plan and was currently awaiting NZTA's support. The Council needed to advocate for fast-tracking these projects at every opportunity.

8.2 **Council Submissions to Central Government Consultations for September and October 2025** – S Docherty (Strategy and Business Manager)

S Docherty presented the report, which provided the Council with the formal opportunity to receive submissions that had been submitted to meet the timeframes of consultations that were unable to be received at a formal Council meeting. S Docherty drew the members' attention to recommendation (e), which noted the proposed legislative changes anticipated for consultation and that would impact local government, including Phase 3 of the resource management reform, emergency management, the Building Act amendment, and local government infrastructure funding and financing.

Mayor Gordon noted that the legislative changes had been discussed at the Mayoral Forum and would like a session arranged to update members on the content of those discussions.

Moved: Councillor Ward

Seconded: Deputy Mayor Redmond

THAT the Council:

- (a) **Receives** Report No. 251116217091.
- (b) **Endorses** the attached submission made on 30 September 2025 to the Government's Justice Committee regarding Antisocial Road Use Legislation Amendment Bill (attachment i / 250919179110), noting that the draft submission was shared with the Council on 19 September 2025 for review and feedback.
- (c) **Endorses** the attached submission made on 3 October 2025 to the Government's Local Government Commission regarding the Draft Standard Code of Conduct developed for the Local Government (System Improvements) Bill (attachment ii / 250923181180), noting the draft submission was shared with the Council on 24 September 2025 for review and feedback.

- (d) **Notes** both Council submissions were shared with Elected Members in draft form prior to final review and signature by the Mayor and Chief Executive.
- (e) **Notes** proposed legislative changes are anticipated to be available for consultation within the next two months that will impact local government including phase 3 of the resource management reform, emergency management, building act amendment and local government infrastructure funding and financing (development levies).
- (f) **Circulates** the report and attached submissions to the Community Boards for their information.

CARRIED

Councillor Ward commented that the Council were fortunate to have the Policy Team managing the Council's submissions on the programme of Government changes.

Deputy Mayor Redmond noted that the quality of the submissions from the Council had been commended. He applauded the team for their work, especially during the time when the Councillors were unavailable due to the election process.

Councillor Fulton raised concerns regarding the Code of Conduct changes in respect of risks to the Chief Executive and queried whether this was general or specific to Waimakariri. Mayor Gordon assured him that it was a generic comment that referred to local government as a whole and did not reflect on staff or the Chief Executive.

The Mayor asked S Docherty to pass on his thanks to her team for the quality submissions developed on the Council's behalf.

8.3 **Adoption of Community Board Submissions on Resource Management Matters Policy** – D Caird (Senior Policy Analyst)

D Caird and S Docherty presented the report, which sought approval to adopt the Community Board Submissions on Resource Management Matters Policy. D Caird noted that staff had presented at the All Board session in July 2025 to obtain feedback, which had been included in the policy before the Council for approval.

Mayor Gordon questioned why this had not gone to the Community Boards individually, and D Caird replied that it was partly a timing issue and also gave the Board members a chance to discuss the matter openly, providing shared views and consistent feedback. The main feedback point was a request to carry forward the unused funding into the following year's budget to establish a buffer. Mayor Gordon requested that, in future, feedback and changes be summarised and included in the report. Hence, Councillors were aware of precisely what had been amended as a result of the feedback received.

Deputy Mayor Redmond asked for clarification on the \$10,000 limit, as he was under the impression that the \$40,000 set aside was to be pooled rather than divided between Community Boards, i.e., \$10,000 per Board. D Caird replied that the \$10,000 was per RMA consent and not per Community Board; therefore, a Board could receive \$20,000 by opposing two different consents, with a maximum of \$10,000 per consent. S Hart noted that it was hard to predict which consents would be contested and in which areas; therefore, it was unfair to limit the Boards to \$10,000 if they had more than one consent in their area.

Councillor Fulton queried whether, with the fast-track process, RMA changes, and the reduction in the power of local authorities, the fund would be enough to make a significant difference to Community Boards. D Caird replied that if the situation changed, the amount set aside could be reviewed when required.

Councillor Fulton also asked what the process would be if a consent affected more than one ward or even more than one district. Mayor Gordon replied that a policy could only be put in place for what was currently occurring, and if there were a change, then the policy would need to be reviewed and amended if required.

Councillor Goldsworthy queried what would happen if the consent was on the boundary between wards, and D Caird advised that a joint submission was possible in those cases.

Mayor Gordon noted that any applications require the review of the General Manager of the Board applying for funding, who would consult with the Board Adviser, the Management Team and the Chief Executive to ensure consistent allocations. He asked that the Chair of the District Planning and Regulation Committee and the District Planning Portfolio Holder be included in the team reviewing the applications and allocations.

Moved: Deputy Mayor Redmond Seconded: Councillor Fulton

THAT the Council:

- (a) **Receives** Report No. 250814150730.
- (b) **Adopts** the Community Board Submissions on Resource Management Matters Policy.
- (c) **Notes** the Policy is intended to provide a clear and transparent process for Community Boards to access the funds provided by the Council when submitting on Resource Management matters.
- (d) **Notes** the draft Policy was presented at an All-Boards workshop 23 July 2025.
- (e) **Notes** that if a Community Board chooses to pursue further action after a consent hearing, it must submit a more detailed application.
- (f) **Notes** the Policy will be reviewed in 1 year to assess the effectiveness of the Policy.
- (g) **Circulates** this report to Community Boards for information.

CARRIED

Deputy Mayor Redmond noted that a productive discussion among the Community Boards had led to changes in the policy wording. He believed the suggested shift in representation, with elected members in the guise of the Committee Chair and Portfolio Holder, was relevant and struck a good balance when allocating funds.

Councillor Fulton agreed that the elected member's input was essential and felt that the fund was currently sufficient to address the need for community involvement.

Councillor Mealings noted that it was much better to have a policy to deal with funding requests rather than handle each request on an ad hoc basis. She stated that it was essential to allow Community Boards to represent their communities, as it was challenging for the average resident to fight RMA consents on their own.

Mayor Gordon supported the Policy, noting that the matter had been thoroughly discussed during a workshop. With the changes to the RMA, it was important to give Community Boards a pathway to speak on behalf of their communities. He believed these requests for funding assistance would increase, given the current legislative changes. He commended S Barkle and T Robson of the Oxford-Ohoka Community Board for the work they had done, and the results accomplished in the Board's opposition to the Woodstock Quarries Limited

Resource Consent application. By doing much of the work themselves, they had managed to greatly reduce the costs of lawyers and other consultants.

8.4 **Report Adoption of Elected Member Expenses Policy** – S Nichols (Governance Manager)

S Nichols presented the report seeking the Council's approval of the updates to the Elected Member Expenses Policy required by the Remuneration Authority. The key change was the provision of a Home Security allowance for elected members, which would cover the purchasing and installation of a security system, as well as \$1,000 towards monitoring the system.

Councillor Fulton raised concerns about the onus placed on the Chief Executive and asked how the Chief Executive could determine his own risk. S Nichols explained that independent consultants would be used to assess the risk's severity and report back to the Chief Executive with their recommendations. She also noted that the policy would be evaluated by the Remuneration Authority to ensure there were no conflicts or contradictions within the policy.

In response to a query from Councillor Cairns, S Nichols replied that the home security would only be implemented from the beginning of this term and could not be backdated to the previous term.

Moved: Councillor Powell

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** Report No. 251121221669.
- (b) **Approves** the Elected Member Expenses Policy to 30 June 2026 (Trim 251121221672).
- (c) **Notes** that a copy of the updated adopted Policy is sent to the Remuneration Authority.
- (d) **Circulates** a copy of this report and the approved Expenses Policy to all Community Boards for their reference.

CARRIED

Councillor Fulton supported the motion; however, he noted that he was concerned that the onus was on the member to comply with all reporting requirements when threatened, which would only cause further stress and anxiety. He asked whether the process could be streamlined and simplified.

Mayor Gordon concurred and requested that S Nichols take Councillor Fulton's concerns on board to mitigate this concern. He asked that the matter be workshopped to address members' reservations and ensure the policy was clear and understandable.

A refresh briefing would be held in the near future to aid councillors understanding of techniques for handling risks they may face during the course of their role.

8.5 **Elected Member Pecuniary Interests Register** – S Nichols (Governance Manager)

S Nichols presented the report, which formally provided an update on the Register of Interests, which recorded elected members' pecuniary (financial) interests.

Councillor Mealings requested that her entry be amended to read Waimakariri Diversity Trust.

Moved: Mayor Gordon

Seconded: Councillor Cairns

THAT the Council:

- (a) **Receives** Report No. 251113216245.

- (b) **Notes** that members supplied information directly to the Governance Manager to enable Register compilation no later than 24 November 2025.
- (c) **Notes** that the Register of Interests will be placed on the Council website.
- (d) **Notes** that a copy of this report will be circulated to the Community Boards, who are also subject to the Register.
- (e) **Notes** that the updated Elected Members Pecuniary Interests Register will be uploaded to the Council website prior to 20 December 2025.

CARRIED

Mayor Gordon noted that it was important that the public were aware of the Councillors' commitments and responsibilities, and to which organisations they had been appointed, to ensure complete transparency. Mayor Gordon noted that misinformation had been spread regarding his involvement with Waitaha Primary Health Limited and Waitaha Primary Health Holdings Ltd, confusing some members of the public.

Councillor Cairns said the Council was obliged to carry out its business as transparently as possible.

Councillor McLaren agreed, noting that when he had started in public service, he was required to sign a non-disclosure agreement, and at that time, much of the work was kept in-house. Since changes to the legislation, there has been an obligation for council business to be carried out in public and for information to be made easily accessible.

The meeting was adjourned from 10.57 am to 11.10 am for refreshments.

8.6 **Oxford-Ohoka Community Board Chairpersons Report for the Period 1 January 2025 to 30 September 2025** – S Barkle (Oxford-Ohoka Community Board Chairperson)

T Kunkel took the report as read, and there were no questions from elected members.

Moved: Councillor Mealings

Seconded: Councillor Fulton

THAT the Council:

- (a) **Receives** report No. 250904167536.
- (b) **Circulates** a copy of this report to all the Community Boards.

CARRIED

Councillor Mealings commented that it had been a momentous year, and S Barkle and T Robson had done an outstanding job on behalf of the Community Board and the community.

Councillor Fulton noted that the representation that S Barkle and T Robson had given in the last term and were still giving was impressive.

Mayor Gordon endorsed the members' comments. He noted that S Barkle and T Robson had put in enormous effort on various submissions covering a range of topics.

8.7 **Kaiapoi-Tuahiwi Community Board Chairpersons Report for the Period 1 January 2025 to 30 September 2025** – J Watson (Kaiapoi-Tuahiwi Community Board Chairperson)

T Kunkel took the report as read, and there were no questions from elected members.

Moved: Deputy Mayor Redmond

Seconded: Councillor Cairns

THAT the Council:

- (a) **Receives** report No. 250922179735.
- (b) **Circulates** a copy of this report to all the Community Boards.

CARRIED

Deputy Mayor Redmond stated that he was not a member of the Kaiapoi-Tuahiwi Community Board during this period, but he did attend their meetings. He wished the Board well in the future.

Councillor Cairns noted this showed the importance of our local Community Boards and the amount of work they conducted on the Council's behalf for the community. He commended the Governance Team and staff for their work supporting the Community Boards.

Mayor Gordon endorsed the members' comments. J Watson was very generous with her time, donating it to various groups. Kaiapoi looked incredible, thanks to the work put in by the Board members.

8.8 **Rangiora-Ashley Community Board Chairpersons Report for the Period 1 January 2025 to 30 September 2025** – J Gerard (Rangiora-Ashley Community Board Chairperson)

T Kunkel noted that the Chairperson wished to acknowledge the Community Board members' effort, dedication, and commitment to the community, especially the work of Board Members Monique Flemming, Murray Clarke, and Ivan Campbell, who retired at the end of the term. The Board also wished to acknowledge and thank Mayor Gordon and the Councillors for their continued support, as well as the staff for their assistance.

There were no questions from elected members.

Moved: Councillor McLaren

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** report No. 250922179987.
- (b) **Circulate** a copy of this report to all the Community Boards.

CARRIED

Councillor McLaren noted the report reflected the significant amount of work undertaken. He was impressed by the level of delegation and the trust placed in Community Board members.

Councillor Ward acknowledged M Fleming, who had stood down from the Community Board. She had been a tireless and, tremendous supporter of the Waimakariri District.

Mayor Gordon acknowledged and thanked J Gerard for his many years of service as a Community Board member, Councillor, and Mayor. He noted that J Gerard has stepped down as Chairperson however was now the Deputy Chairperson. Mayor Gordon also commended L McClure on her appointment as Chairperson of the Rangiora–Ashley Community Board.

8.9 **Woodend-Sefton Community Board Chairpersons Report for the Period 1 January 2025 to 30 September 2025** – S Powell (Woodend-Sefton Community Board Chairperson)

Councillor Powell acknowledged the achievements of the Woodend–Sefton Community Board over the past year, noting that several longstanding projects had been completed while others remain ongoing for the incoming Board. She recognised the contributions of I Fong and R Mather, who retired from the Board, and expressed appreciation to the Governance Team for their support and to the Council for considering the Board’s requests.

There were no questions from elected members.

Moved: Councillor Cairns

Seconded: Deputy Mayor Redmond

THAT the Council:

- (a) **Receives** report No. 250922179579.
- (b)
- (c) **Circulates** a copy of this report to all the Community Boards.

CARRIED

Councillor Cairns acknowledged Councillor Powell for her extensive work on numerous projects, particularly the Woodend Bypass and the Pegasus Community Centre, and commended her longstanding advocacy. He also congratulated the Community Board on its achievements.

Deputy Mayor Redmond noted his six years of service on the Woodend–Sefton Community Board under Councillor Powell’s chairmanship, recognising her as an excellent Chair and congratulating her on her election to Council.

Mayor Gordon endorsed these remarks, highlighting Councillor Powell’s strong and effective advocacy, her exceptional effort in preparing submissions, and stated that her election to Council was unsurprising given her record of service.

9. HEALTH, SAFETY AND WELLBEING

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

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

Moved: Councillor Mealings

Seconded: Councillor McLaren

THAT the Council:

- (a) **Receives** Report No 251118219225.
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at Work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

CARRIED

10. **COMMUNITY BOARD MINUTES FOR INFORMATION**

- 10.1 Minutes of the Rangiora-Ashley Community Board meeting 29 October 2025
- 10.2 Minutes of the Woodend-Sefton Community Board meeting of 29 October 2025
- 10.3 Minutes of the Kaiapoi-Tuahiwi Community Board meeting 30 October 2025

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

THAT the Council:

- (a) **Receives** Items 10.1 to 10.3 for information.

CARRIED

11. **COUNCIL PORTFOLIO UPDATES**

11.1 **Iwi Relationships** – Mayor Dan Gordon

Mayor Gordon thought the Council's relationship with the iwi was in a positive position. The Chief Executive kept in regular contact with various partners. A Runanga liaison meeting was coming up.

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

There was a meeting scheduled for Friday, 5 December 2025.

11.3 **Government Reforms** – Mayor Dan Gordon

Mayor Gordon noted the draft points that the Minister for the South Island, J Meager, had asked councils to submit on.

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

Councillor Mealings highlighted the following:

- Canterbury Climate Partnership Plan
 - The Group continues to meet quarterly and has made progress across planned actions, although some are lagging due to limited staff resources.
 - Canterbury councils have contributed over 1,000 staff hours to the project between the start of the financial year and 30 October 2025.
 - Environment Canterbury has allocated Partnership Plan funds to employ a part-time project manager to support implementation, following completion of their improvement process.
- Canterbury Risk Visualisation Tool Project
 - Responsibility for project management has been handed to Selwyn District Council. A decision on whether to proceed with a region-wide tool is pending, with next steps likely to include regional data analysis.
- Blue Green Network
 - A University of Canterbury Climate and Resilience Intern has been employed for six weeks to prepare the regional inventory tender document for the project.
- Organisational Sustainability Emission Reduction Plan
 - In October 2025, team leaders were asked to identify current or proposed actions to reduce organisational emissions. Seven teams have responded to date.
 - Staff was continuing work on the Council's risk assessment, scheduled for completion by the end of January 2026.
 - The Government released its national adaptation framework in October 2025, with consultation expected in early 2026.

11.5 **International Relationships** – Deputy Mayor Philip Redmond

Three areas of international relationships were noted: the twinning relationship with Zonnebeke, Belgium; the connection of the Passchendaele Advisory Group with Zonnebeke; and the sister city relationship with Enshi, established in 2016.

12. **QUESTIONS**

Nil.

13. **URGENT GENERAL BUSINESS**

Nil.

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

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

Moved: Councillor Mealings

Seconded: Councillor Ward

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

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

- 14.1 Mandeville Resurgence Project Update and Proposed Strategy Direction
- 14.2 East Woodend Stormwater Improvements
- 14.3 Business Case Approval for Solar Farm at Rangiora WWTP – Pre-Construction Phase
- 15.1 Extension of Contracts 18/17 and 18/18: Kerbside Collection & Facilities Operations
- 15.2 Partial Acquisition of Todds Road and Fernside Road, Rangiora
- 15.3 Approval of Scheme Design and Commence Property Purchase Negotiations at Parsonage Road.
- 15.4 Request to Bring Forward Budget for the Kaiapoi Bridge Balustrade Upgrade
- 15.5 Contract 25/61 Parks and Reserves Maintenance Contract Tender Award
- 15.6 Scheduled Cleaning Services
- 15.7 Housing for the Elderly – Update on Projects and Planning

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

Item No	Subject	Reason for excluding the public	Grounds for excluding the public.
WATER SERVICES RELATED REPORTS			
14.1	Mandeville Resurgence Project Update and Proposed Strategy Direction	Good reason to withhold exists under Section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. LGOIMA Section 7(h).
14.2	East Woodend Stormwater Improvements	Good reason to withhold exists under Section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities, LGOIMA Section 7(h) and 7(2)(i).
14.4	Business Case Approval for Solar Farm at Rangiora WWTP – Pre-Construction Phase	Good reason to withhold exists under Section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities, LGOIMA Section 7(h).

Item No	Subject	Reason for excluding the public	Grounds for excluding the public.
REPORTS			
15.1	Extension of Contracts 18/17 and 18/18: Kerbside Collection & Facilities Operations	Good reason to withhold exists under Section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial), and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).
15.2	Partial Acquisition of Todds Road and Fernside Road, Rangiora	Good reason to withhold exists under Section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial), and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).
15.3	Approval of Scheme Design and Commence Property Purchase Negotiations at Parsonage Road.	Good reason to withhold exists under Section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial), and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).
15.4	Request to Bring Forward Budget for the Kaiapoi Bridge Balustrade Upgrade	Good reason to withhold exists under Section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial), and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).
15.5	Contract 25/61 Parks and Reserves Maintenance Contract Tender Award <i>(Refer to Supplementary Agenda)</i>	Good reason to withhold exists under Section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities, LGOIMA Section 7(h).
15.6	Scheduled Cleaning Services	Good reason to withhold exists under Section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial), and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).
15.7	Housing for the Elderly – Update on Projects and Planning	Good reason to withhold exists under Section 7	To enable the local authority to carry out, without prejudice or disadvantage, commercial activities and enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Section 7(2)(h) and (i).

CLOSED MEETING

The public excluded portion went from 12:06pm to 3:17pm

OPEN MEETING

14.3 **Business Case Approval for Solar Farm at Rangiora Wastewater Treatment Plant – Pre Construction Phase** – J Throne (Strategic Asset Management Advisor) and K Simpson (3 Waters Manager)

Moved: Councillor Ward

Seconded: Councillor McLaren

THAT the Council:

(d) **Receives** Report No. 251021200651.

(e) **Approves** the recommended option to progress to the design and pre-construction phase for a 1.1 megawatt \$2.4 million solar farm at the eastern extent of the Rangiora Wastewater Treatment Plant (WWTP).

(f) **Approves** staff to seek a budget of \$150,000 as a Level of Service capital works project for the Council to consider among other priorities through the 2026/27 Annual Plan process. The \$150,000 is to complete the design and pre-construction project phase in the 2026/27 financial year under the Rangiora Wastewater Scheme.

(g) **Notes** that the project is estimated to create a net lifetime saving of approximately \$850,000.

(h) **Notes** that the project is estimated to create a net lifetime saving of approximately 2,567 tonnes of carbon emissions as carbon dioxide equivalent (CO₂e).

(i) **Notes** that budget will be loan-funded, with the repayment of the loan coming through internal charging of the various operational expenditure accounts that will benefit from paying for electricity supplied by the solar farm at a lower price, such that there is no negative rating impact.

(j) **Notes** that provision for the remaining \$2.25 million construction budget will be sought through the 2027/28 Long Term Plan process.

(k) **Notes** that final approval of construction funding will be subject to future Council decision and is dependent on an acceptable pre-construction phase and design-build procurement outcome.

(l) **Resolves** that the recommendations in this report be made publicly available but that the contents remain public excluded as there is good reason to withhold in accordance with Section 7(h) of the Local Government Official Information and Meetings Act; to enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.

CARRIED

15.1 **Extension of Contracts 18/17 ad 18/18: Kerbside Collection and Facilities Operations**
– K Waghorn (Solid Waste Asset Manager)

Moved: Councillor Ward

Seconded: Councillor McLaren

THAT the Council:

- (a) **Receives** Report No. 251119219772.
- (b) **Approves** the first one-year extension to the Solid Waste Contracts, at a forecast total value of \$4,253,800, comprising:
 - (i) Contract 18/17 Kerbside Collections at a forecast value of \$2,736,700, to be funded out of Collections Account budgets for Rubbish, Recycling and Organics Collections.
 - (ii) Contract 18/18 Facilities Operations and Maintenance, at a forecast value of \$1,517,100, to be funded out of the Disposal Account budgets for Oxford Transfer Station, Southbrook Transfer Station, Transportation (greenwaste) and Recycling.
- (c) **Notes** that the contract documents for Contract 18/17 Kerbside Collections and Contract 18/18 Facilities Operations & Maintenance allow for two (2) more one-year extensions to both contracts.
- (d) **Resolves** that the recommendations in this report be made publicly available but that the contents of the report, attachments, discussion and minutes remain public excluded for reasons of protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).

CARRIED

15.5 **Contract 25/61 Parks and Reserves Maintenance Contract Tender Award** –
G MacLeod (Community Greenspace Manager)

Moved: Deputy Mayor Redmond

Seconded: Councillor Mealings

THAT the Council:

- (e) **Receives** Report No. 251110213355.
- (f) **Authorises** Council staff to award Contract 25/61 – Parks and Reserves Maintenance Contract to Delta Utility Services Limited for a sum of \$12,952,640 over the five-year contract term. This figure is within existing budgets.
- (g) **Notes that** the annual budget available is spread across four activities. Recreation, Cemeteries, Drainage and Rooding. The budget is \$5,478,093, which exceeds the tender price from Delta of \$2,590,528.
- (h) **Notes** that both figures provided above do not include Consumer Price Index adjustments over the contract term.
- (i) **Notes** that the overall budget reconciliation will be reported through the Annual Plan process.
- (j) **Notes** that the contract term is for five years, plus two rights of renewal at two years each, nine years in total.
- (k) **Notes** that the five-year engineer's estimate for this contract was \$16,400,000.00 following the Section 17A review that was presented to Council in April 2025.

- (l) **Notes** that the provisional items of Sports Field Maintenance and Native Garden Maintenance are to remain within the contract, given the competitive rate that has been submitted.
- (m) **Notes** that Delta Utility Services Limited is the incumbent contractor. Mobilisation is still expected under the new contract, as updated systems and reporting are put in place to support effective management and tracking.
- (n) **Notes** that in accordance with the Conditions of Tendering, all tenderers will be advised of the name and price of the successful tenderer, and the range and number of tenders received. This information will be made available to the public if requested.
- (o) **Resolves** that the recommendations in this report be made publicly available but that the contents remain public excluded as there is good reason to withhold in accordance with Section 7(h) of the Local Government Official Information and Meetings Act; “enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities”.

CARRIED

15.6 **Scheduled Cleaning Services** – R Bailey (Procurement Specialist)

Moved: Councillor McLaren

Seconded: Deputy Mayor Redmond

THAT the Council:

- (a) **Receives** Report No. 251031206836.
- (b) **Approves** Option 1 for the Council to sign the All of Government (AoG) Syndicated Services Agreement for Scheduled Cleaning Services with OCS Limited.
- (c) **Approves** the Council participating in the Cleaning and Related Services Agreement, maintaining the current level of service with minor adjustments to reflect current operational practices. No substantial changes to service levels are proposed:
 - i. The agreement has a total annual value of \$642,848 over a term of three (3) years, resulting in a total contract value of \$1,988,805, inclusive of a 3.6% Consumer Price Index (CPI) adjustment, under the Common Use Provision of the Agreement.
 - ii. The allocated budget for cleaning services in the 2025/26 financial year is \$1,146,820.
 - iii. Estimated savings are \$177,151 (21.6%) on current costs using minimum wage schedules, or \$117,227 (14.3%) using living wage schedules.
- (d) **Notes** the Council investigated including MainPower Stadium in the cleaning schedule, but it was identified that it was preferable to stay with the local provider used by the Sports Trust.
- (e) **Notes** the Council has maintained its existing levels of cleaning service. Minor adjustments have been made to reflect current operational practices that were previously not included in the contract; however, these changes are not considered substantial. Overall, cleaning schedules and service standards remain consistent, with generally high levels of satisfaction reported through regular user surveys conducted by various asset managers.

- (f) **Resolves** that the recommendations in this report be made publicly available but that the contents remain public excluded as there is good reason to withhold in accordance with Section 7(2)(h) of the Local Government Official Information and Meetings Act: “enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities”.

CARRIED

16. NEXT MEETING

The Council was scheduled to meet in the Council Chamber, Rangiora Service Centre, Rangiora, at 9am on Tuesday, 27 January 2026, to consider the Draft Annual Plan Budget for 2026/27.

The next ordinary meeting of the Council was scheduled for Tuesday, 3 February 2026, commencing at 9am to be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 12:06pm.

CONFIRMED



Chairperson
Mayor Dan Gordon

3 February 2026

Date