

# Waimakariri District Council

## Community and Recreation Committee

# Agenda

Tuesday 16 June 2026

1pm

Council Chambers

215 High Street

Rangiora

**Members:**

Cr Brent Ciarns (Chairperson)

Cr Wendy Doody

Cr Bruce McLaren

Cr Niki Mealings

Cr Shona Powell

Cr Philip Redmond

Mayor Dan Gordon (ex officio)



WAIMAKARIRI  
DISTRICT COUNCIL

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**A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE WILL BE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY 16 JUNE AT 1PM**

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

**BUSINESS**

Page No

**1 APOLOGIES**

**2 CONFLICTS OF INTEREST**

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

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the meeting of the Community and Recreation Committee held on 21 April 2026**

7-21

*RECOMMENDATION*

**THAT** the Community and Recreation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Community and Recreation Committee, held on 21 April 2026 as a true and accurate record.

**3.2 Matters arising (From Minutes)**

**3.3 Notes of the Workshop of the Community and Recreation Committee held on 21 April 2026**

22-23

*RECOMMENDATION*

**THAT** the Community and Recreation Committee:

- (a) **Receives** the circulated Notes of the Workshop of the Community and Recreation Committee, held on 21 April 2026.

**4 DEPUTATIONS**

**4.1 Installation and Operation of Community Focused Padel Courts at Main Power Stadium, Rangiora – Riki Bennet**

R Bennett will be in attendance to discuss the installation and operation of a community focus Padel Club on land adjacent to MainPower Stadium.

## 5 REPORTS

### 5.1 Adoption of the Waimakariri Youth Action Plan 2026-2029 – Emily Belton (Youth Development Facilitator) and Lexie Mealings (Policy Analyst)

24-91

#### *RECOMMENDATION*

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 260309071759.
- (b) **Receives** the Waimakariri Youth Action Plan 2026-2029 (Trim 260528126247).
- (c) **Receives** the Draft Waimakariri Youth Action Plan 2026-2029 Consultation Responses document (Trim 260429105490).
- (d) **Receives** the staff recommendations in response to submissions received on the Draft Youth Action Plan 2026-2029 document (Trim 260430105805).

**THAT** the Community and Recreation Committee recommends:

**THAT** the Council:

- (e) **Adopts** the Waimakariri Youth Action Plan 2026-2029 (Trim 260528126247).
- (f) **Nominates** the General Manager of Community and Recreation to approve any minor edits to the Plan over the 2026 to 2029 period, should any circumstances change, in acknowledgement of the need for flexibility in the delivery of youth development.
- (g) **Notes** that no further funding is being sought in relation to the Youth Action Plan project at this time, and that the Community Team will continue to actively seek external funding to support the implementation of community-related strategies.
- (h) **Notes** that the Waimakariri Youth Action Plan 2026-2029 (Trim 260528126247) is the direct result of a thorough early engagement process, co-designed with the Youth Action Plan Advisory Group. This engagement directly captured the voices of over 1,100 local 12- to 24-year-olds.
- (i) **Notes** that the Waimakariri Youth Action Plan 2026-2029 (Trim 260528126247) has received endorsement from the Youth Action Plan Advisory Group, as well as Sport Canterbury.
- (j) **Circulates** this report and attachments to Community Boards for their information.

5.2 **Adoption of the Suite of Manuals for the Safety Management and Operation of Rangiora Airfield – Chris Brown (General Manager Community and Recreation), Duncan Roxborough (Strategic and Special Projects Manager) and Owen Stewart (Airfield Manager and Safety Officer)**

92-205

*RECOMMENDATION*

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 260604130478.
- (b) **Approves** the adoption of the updated 2026 version of Rangiora Airfield Safety Management Manual and embedded Safety Policy Statement, noting that this will be published on the Councils Airfield web page to replace the existing Safety Manual.
- (c) **Approves** the adoption of the Rangiora Airfield Operations Manual, noting that this will be an internal Council document for management of airfield operations.
- (d) **Approves** the adoption of the Rangiora Airfield Memorandum of Understanding and 'Fly Neighbourly' guideline document, noting that this will be issued to users in July 2026.
- (e) **Notes** the purpose and function of the Safety Management Manual, Airfield Operations Manual, Memorandum of Understanding, Fly Neighbourly Guidelines, and the Rangiora Airfield Safety Statement (Final Draft) as the core documents.
- (f) **Notes** the requirement for the continued use and periodic review of these documents to ensure alignment with Council requirements, Civil Aviation Authority expectations and community needs.
- (g) **Receives** the attached correspondence from Civil Aviation Authority (CAA) NZ with regard to their contributions to improving safety in the air at Rangiora Airfield, and endorses the planned actions within that correspondence from CAA.

5.3 **Aquatics June Update – Matthew Greenwood (Aquatics Manager)**

206-217

*RECOMMENDATION*

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 260603129612.
- (b) **Notes** a total customer year to date attendance of 229,329 as at 31 May 2026. This is down 17,937 (8%) in comparison to the same period last year with 247,266 visits as at 31 May 2025.
- (c) **Notes** these results include a programmed maintenance closure at Dudley in January 2026, with no significant disruptions in 2025/26 period.
- (d) **Notes** a better than forecast year to date income result of \$1,376,208 attributed to strong interest in Learn to Swim programming.
- (e) **Notes** an overall customer satisfaction survey result of 97% on a target of 90%.
- (f) **Notes** that the survey saw 337 responses over the two week period which equates to 24% of the 1400 customers who were emailed the survey.
- (g) **Circulates** this report to the Community Boards for their information.

5.4 **Libraries Update to June 2026 – Luke Sole (District Libraries Manager)**

218-225

*RECOMMENDATION*

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 260604130208.
- (b) **Notes** record visitation at Waimakariri Libraries during April School Holidays and increased book lending, with particular reference to children and young people.
- (c) **Circulates** the report to the Community Boards for their information.

**6 PORTFOLIO UPDATES**

6.1 **Greenspace (Parks, Reserves and Sports Grounds) – Councillor Brent Cairns**

6.2 **Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls and Museums) – Councillor Bruce McLaren**

6.3 **Community Development and Wellbeing – Councillor Shona Powell**

6.4 **Arts and Culture – Councillor Brent Cairns**

6.5 **Property – Deputy Mayor Philip Redmond**

6.6 **Housing – Councillor Wendy Doody**

**7 QUESTIONS**

**8 URGENT GENERAL BUSINESS**

**NEXT MEETING**

The next meeting of the Community and Recreation Committee is scheduled for Tuesday 18 August 2026 at 1pm in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora.

**Briefing**

- *Impediment of the Bowls Club and South Community Hub Decisions – Grant MacLeod (Greenspace Manager) and Jill Borland (Strategy and Partnerships Team Leader) 20mins*

**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON TUESDAY 21 APRIL AT 1PM**

**PRESENT**

Councillors B Cairns (Chairperson), W Doody, B McLaren, N Mealings, S Powell and Deputy Mayor Redmond.

**IN ATTENDANCE**

Councillors T Bartle and T Fulton (left 2:17pm) (Audiovisual Link)

J Millward (Chief Executive), C Brown (General Manager Community and Recreation), G MacLeod (Greenspace Manager), T Sturley (Community Team Manager), M Greenwood (Aquatics Manager), L Sole (District Libraries Manager), G Stephens (Design and Planning Team Leader), J Borland (Greenspace Strategy and Partnerships Team Leader) B Dollery (Biodiversity Team Leader), H Holmes (Ecologist) and C Fowler-Jenkins (Governance Support Officer).

There were three members of the public present.

**1. APOLOGIES**

Moved: Councillor Cairns

Seconded: Councillor Doody

**THAT** the Community and Recreation Committee:

- (a) **Receives** and **sustains** an apology for absence be received and sustained from Mayor Gordon.

**CARRIED**

**2. CONFLICTS OF INTEREST**

**Item 4.1** - Councillor Cairns declared a conflict as he was a member of the Food Secure North Canterbury Committee.

**3. CONFIRMATION OF MINUTES**

**3.1 Minutes of the meeting of the Community and Recreation Committee held on 17 February 2026**

Moved: Councillor McLaren

Seconded: Councillor Doody

**THAT** the Community and Recreation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Community and Recreation Committee, held on 17 February 2026, as a true and accurate record.

**CARRIED**

**3.2 Matters arising (From Minutes)**

There were no matters arising.

### 3.3 Notes of the Workshop of the Community and Recreation Committee held on 17 February 2026

Moved: Councillor Powell

Seconded: Councillor Mealings

**THAT** the Community and Recreation Committee:

- (a) **Receives** the circulated Notes of the Workshop of the Community and Recreation Committee, held on 17 February 2026.

**CARRIED**

## 4. DEPUTATIONS

### 4.1 Food Secure North Canterbury – Nicki Carter, Angela Clifford and Krysten Phillips

A Clifford noted that the Waimakariri District had experienced significant levels of food insecurity, alongside rising food prices in New Zealand and substantial global trade disruptions. She noted that the underlying message had remained consistent for many years, and that the present circumstances signalled an appropriate time to act by bringing stakeholders together. The intention was to determine how food security could be recognised as critical infrastructure within the district. A Clifford emphasised that this work was not novel; similar initiatives were already being replicated across the country, and she observed considerable momentum in this area. Food security as a critical infrastructure was, in her view, essential in the current environment and also contributed positively to regional economic development and social infrastructure. She therefore called for the establishment of a working party on food localisation and food security.

Councillor Doody asked how Food Secure North Canterbury intended to involve farmers and other producers in supplying food. A Clifford considered engagement with the farming sector essential, noting farmers' genuine interest in reconnecting with their communities and contributing to local food provision.

Councillor Powell queried whether fuel-related challenges served as an impetus for strengthening the local food supply. A Clifford responded that this was critical, as current food systems relied heavily on transportation, packaging, and the use of diesel in food production. Any measures that reduced these dependencies would be important as the district moved forward.

Councillor McLaren questioned how adaptable the Waimakariri District's food systems would be in an emergency, particularly if the district were isolated and access to food were limited. A Clifford acknowledged that food exports played an important role in New Zealand's economic success. She explained that the intention was not to remove food from existing supply chains, but rather to establish a parallel system designed to ensure local food provision. A Clifford noted that the current Civil Defence approach to an event such as the loss of key bridges continued to rely on supermarket supply chains with distribution centres located in areas such as Hornby. She also noted that the region did not currently have a robust food resilience or food security strategy capable of responding effectively to a major event such as an Alpine Fault (AF8) scenario.

Councillor Mealings observed that the Food Secure North Canterbury had previously indicated they were undertaking mapping of North Canterbury's food system and asked whether any progress had been made. A Clifford advised that they had completed the mapping and that it was available on the North Canterbury website. The mapping reflected the food system as it existed, including retail outlets, food banks, community halls, and other locations where food could be sourced or processed.

Councillor Cairns requested that a report be presented to Council on Food Secure in the Waimakariri District.

## 5. REPORTS

### 5.1 Memorandum of Understanding Regarding Lizard Enhancement at Kaiapoi Lakes with the New Zealand Transport Agency – B Dollery (Biodiversity Team Leader)

B Dollery spoke to the report, noting that its purpose was to seek approval for a Memorandum of Understanding between the Council and the New Zealand Transport Agency (NZTA) regarding the use of the final Kaiapoi Lakes Reserve area to be developed as a Lizard Habitat for lizards displaced by the Woodend Bypass project. Staff had presented the proposal to the Kaiapoi–Tuahiwi Community Board, which supported the use of the reserve on the condition that a memorandum be established outlining the respective roles and responsibilities for its use.

Councillor Mealings asked how many lizards the reserve could sustainably support. B Dollery explained that the carrying capacity of the site was determined not only by its size but also by the quality of the habitat. Staff initially estimated that a maximum of 250 lizards would be relocated to the site; however, the number continued to increase, with a final total of 381 lizards relocated. The Lizard Management Plan included contingencies for population numbers exceeding initial estimates, and as a result, an additional 38 habitat piles had been created.

Councillor Cairns enquired whether planting was required to encourage insect populations for the lizards to feed on. B Dollery confirmed that planting would be required. Hence, additional funding from the NZTA had been provided, and the Lizard Management Plan outlined all contingencies should the population exceed projections. Operationally, the funding allocated by the Council for enhancing areas of the reserve outside the designated habitat zones had also been covered by the NZTA.

Councillor Cairns further asked whether the site had been checked for any lizards already living there. B Dollery advised that, during the development of the Lizard Management Plan, staff were mindful not to displace any existing population. Prior to drafting the plan, Wildlands conducted a survey to determine whether lizards were present. Some were identified, and this was factored into the plan to ensure that the existing and relocated populations could coexist successfully.

Moved: Councillor Mealings

Seconded: Councillor McLaren

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 250902164177.
- (b) **Approves** the Memorandum of Understanding between the New Zealand Transport Agency – Waka Kotahi and Waimakariri District Council to enhance the reserve as a lizard relocation site and wider recreation reserve.
- (c) **Notes** that the works and associated financing by the New Zealand Transport Agency – Waka Kotahi, outlined in the Lizard Management Plan and Memorandum of Understanding, will incur no additional costs for Council, including impact on rates. On completion of the Lizard Management Plan (at least five years), standard natural reserve management by Waimakariri District Council will occur as planned for in the Kaiapoi Lakes Concept Development Plan Ngā Tapuwae O Mua.
- (d) **Notes** that Greenspace staff will continue to work with New Zealand Transport Agency – Waka Kotahi to ensure contractors are sourced to maintain oversight of the works in the area. This is in lieu of the work already undertaken by the New Zealand Transport Agency – Waka Kotahi to design the area, which would have fallen to Council staff in the absence of collaboration.

- (e) **Notes** that the budget identified in the annual plan for the development of the lake area will be used to ensure that the level of service is met across the whole of the reserve, but there is likely to be an underspend due to the input of the New Zealand Transport Agency – Waka Kotahi.

**CARRIED**

Councillor Mealings commented that the report was comprehensive and that much of the work was already underway. She noted that the proposal would finalise how matters would be managed in the future. She observed that the Council was in a favourable financial position, as it would receive a contribution toward enhancing the lake area. Councillor Mealings further remarked that it was timely to see the completion of a plan first discussed in 1997 for an area long overdue for attention. She supported the motion and looked forward to seeing the project progress.

Councillor Cairns also supported the motion, noting that it was an exceptional report and commented that the historical background provided was particularly interesting.

*Councillor N Mealings and Deputy Mayor P Redmond left the Council Chamber from 1:26pm to 2:04pm to attend an urgent meeting.*

5.2 **Applications to the Biodiversity Fund Autumn 2026** – K Steel (Ecologist – Protected Areas)

B Dollery spoke to the report, noting that its purpose was to seek approval for the allocation of funds from the Biodiversity Contestable Fund. Several applications had been received in the current funding round. Staff had visited each applicant to assess their proposed projects and the level of funding sought.

Councillor Doody asked how the Canterbury Grass Project was intended to operate. B Dollery explained that the site was similar to the Kaiapoi Lakes environment, containing numerous large rock piles and supporting a significant lizard population. One of the key issues at the site was predation of skinks by cats. The project, therefore, proposed installing rabbit-proof fencing to deter cats and prevent hedgehogs from entering the area.

Councillor Fulton questioned how successful the establishment of plantings at Eyrewell had been. B Dollery advised that the project related to the same site and that school children had undertaken planting there each year. New Zealand Conservation Volunteers had also been involved in supporting plant survival. Overall, the planting efforts had been largely successful.

Moved: Councillor Doody

Seconded: Councillor Powell

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 260325083582.
- (b) **Approves** the allocation of \$4,608 from the Biodiversity Contestable Fund to Trevor Best for planting on the condition that any areas of wetland on the property are properly defined and permitted activity rules for any restoration activities in areas of wetland are followed.
- (c) **Approves** the allocation of \$1,570 from the Biodiversity Contestable Fund to Matiu Cookson for weed control.
- (d) **Approves** the allocation of \$6,000 from the Biodiversity Contestable Fund to Pamu for predator control fencing and trapping.

- (e) **Approves** the allocation of \$2,200 from the Biodiversity Contestable Fund to Te Kohaka O Tuhaitara for wetland restoration on the condition that the trust works with Environment Canterbury Biodiversity staff to ensure the works undertaken follow expert advice and permitted activity rules.
- (f) **Approves** the allocation of \$16,192 from the Biodiversity Contestable Fund to Environment Canterbury for sycamore control in a Waimakariri District Council road reserve.
- (g) **Approve** the allocation of \$3,217 from the Biodiversity Contestable Fund for Kane Lowther and Kirsten Sadler-Bridge for weed control and planting of appropriate eco-sourced species in a Significant Natural Area.
- (h) **Notes** staff will use predator-free Waimakariri Funding to provide Kane Lowther and Kirsten Sadler-Bridge with six traps and help them organise volunteers to assist with weed control.
- (i) **Declines** funding from the Biodiversity Contestable Fund for Simon Pulley for pond clearance and planting in a Significant Natural Area, and notes that staff will provide feedback to S Pulley that could assist in future applications to the Biodiversity Fund when next advertised.
- (j) **Notes** that this will leave \$40,319 available in the Biodiversity Contestable Fund for allocation in the next funding round in September 2026.
- (k) **Notes** that all application forms and supporting information are available on request.

**CARRIED**

Councillor Doody thanked staff for the very interesting report. She noted her strong appreciation for nature and expressed that the work undertaken by staff in this area was excellent. Councillor Doody therefore supported the motion.

Councillor commented that it was a comprehensive report and observed that it was pleasing to see staff assessing the success of the initiatives implemented to date to ensure their continued effectiveness.

### 5.3 **Applications to the Waimakariri Natural Environment Strategy Implementation Fund for Community Organisations** – H Holmes (Ecologist)

H Holmes took the report as read.

Councillor Cairns asked whether staff had anticipated that the funding would be used for wages. B Dollery explained that, when the fund was established, it was intentional that organisations be able to apply for operational funding. Much of the feedback received during consultations with groups working in the natural environment indicated that, while numerous funding sources were available for capital works, there was a significant lack of support for coordination roles and for labour to undertake tasks such as planting. Operational funding had therefore been identified as a major gap for these groups. This fund was designed to provide a measure of support to address that need.

Moved: Councillor Powell

Seconded: Councillor McLaren

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 260325083766.
- (b) **Approves** the allocation of a one-off grant of \$5,000 in 25/26 (from the requested \$10,000) to North Canterbury Community College (Comcol) for a part-time co-ordinator for the restoration project.
- (c) **Approves** the allocation of a one-off grant of \$5,000 in 25/26 (from the requested \$5,184) to Ashley Rakahuri Rivercare Group (ARRG) for one month of ranger wages.
- (d) **Declines** the funding request of \$600 from the Kaiapoi East Residents Association (KERA).
- (e) **Notes** that the fund would be fully allocated if the recommendations are supported and that there was a shortfall between demand and supply of \$5,784.00.
- (f) **Notes** that Comcol are still able to fund the proposed coordinator position with the allocation of \$5,000 out of the requested \$10,000.
- (g) **Notes** that Comcol understands that this is a one-off payment and not an ongoing contribution to operational funding.
- (h) **Notes** that mulch for the KERA project will be provided from a separate budget (\$600 from the WNES Transitional Planting Budget).
- (i) **Notes** that successful applications will be subject to an accountability agreement between the applicant and Council.

**CARRIED**

Councillor Powell supported the motion, noting that the work being undertaken was impressive, and thanked staff for their efforts and for the work being carried out in the community through the funding provided.

Councillor McLaren also supported the motion and expressed that he was satisfied that the question regarding wage funding had been resolved.

Councillor Cairns observed that it was unusual for the Council to fund wages; however, he acknowledged that securing funding for wages was often difficult for community groups. He was pleased that the Council was taking a flexible approach with this fund and supported the motion.

Councillor Doody expressed her pleasure that the Council was able to provide this support, noting the importance of planting and the positive impact that increased vegetation would have on the environment.

#### 5.4 **Welcoming Communities Stage One Accreditation** – T Sturley (Community Team Manager)

T Sturley spoke to the report, noting that at a recent meeting, the Council adopted the Welcoming Communities Plan as a framework for welcoming newcomers to the Waimakariri District. This report sought approval to apply for Welcoming Communities Accreditation. She highlighted that the Council had already met four of the five criteria required for Stage One accreditation, with the final step being the Mayor's signing of a Statement of Commitment. T Sturley further advised that progression through the subsequent phases of the Welcoming Communities Accreditation process could be

undertaken within existing Community Development budgets. Achieving accreditation would align the Council with a recognised best-practice model and provide opportunities to connect with initiatives being undertaken in other communities across the country.

Councillor Cairns sought clarity on the likely increase in funding required. T Sturley confirmed that the increase would not be significant, noting that external funding avenues existed for larger-scale projects. She observed that progression to Stage Two accreditation would include an allocation of approximately \$9,500 for activities, followed by an additional \$2,000 for professional development.

Councillor Powell questioned how onerous Stages Two, Three, and Four accreditation would be. T Sturley explained that the Council had initially been cautious about pursuing accreditation because staff had understood from other communities that the administrative requirements were substantial. However, after reviewing the updated process, staff now understood that the focus going forward was primarily on documenting the stories, initiatives, achievements, and challenges associated with the programme. T Sturley noted that staff were confident the requirements were now more manageable.

Moved: Councillor Cairns

Seconded: Councillor McLaren

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 260408092138.
- (b) **Approves** the application for Welcoming Communities accreditation.
- (c) **Notes** that four out of five steps of Stage One Welcoming Communities accreditation have been undertaken.
- (d) **Notes** that the final step to complete Stage One Welcoming Communities accreditation criteria is the signing of a Statement of Commitment by the Mayor and Council's Chief Executive, along with community partners.
- (e) **Notes** an expectation that the Statement of Commitment signing may take the form of a small ceremony attended by the Mayor, the Chief Executive, the Waimakariri Welcoming Working Group and appropriate senior staff and management, dependent on availability.
- (f) **Notes** that moving through further phases of Welcoming Communities accreditation can and will be done utilising existing Council budgets.

**CARRIED**

Councillor Cairns commented that he appreciated the aspiration to operate to best-practice standards, noting that such a benchmark was one that any Council should set for its projects. He thanked staff for the report and observed that linking with other councils already undertaking this work was a logical and beneficial approach.

Councillor McLaren commented that at each census, Rangiora had recorded one of the highest proportions of residents of European descent, which had decreased only marginally over time. Hence, it would have been easy for the Council to adopt a narrow view of cultural diversity. Councillor McLaren expressed pride and optimism that the Waimakariri District had developed such a mature Welcoming Communities approach, which he believed reflected positively on the district's future.

Councillor Powell thanked staff for the work undertaken and acknowledged the commitment of A Claassens and the Community Team, who developed the Welcoming Communities Plan and were now progressing toward accreditation. She noted that gathering the information required to demonstrate that Waimakariri was a welcoming community was a valuable step.

Councillor Doody supported the motion and congratulated staff on their work.

In his right of reply, Councillor Cairns noted that he had moved to Kaiapoi in 2005 and had immediately recognised how welcoming the community was. He reflected on Kaiapoi's long history as one of New Zealand's most significant trading posts over many centuries, observing that it had always been a welcoming area. He stated that seeking accreditation to strengthen this welcoming approach further was a logical progression.

5.5 **Appointment of Community and Recreation Member to the Rangiora High School Performing Arts Feasibility Study Working Group** – J Borland (Greenspace Strategy and Partnerships Team Leader)

J Borland took the report as read.

Councillor McLaren asked whether staff had a sense of what would be required from the Committee representative. J Borland advised that the indication was that the appointed member would work alongside the school as it established a working group, with the intention of remaining informed about proposed initiatives and reporting back to the Committee.

Moved: Deputy Mayor Redmond      Seconded: Councillor Mealings

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 260326084430
- (b) **Notes** the Committee's direction to staff provided at the 17 February 2026 workshop to provide a report seeking appointment of an Elected Member to work alongside Rangiora High School as they progress a performing arts feasibility study.
- (c) **Appoints** Councillor B McLaren as the Community and Recreation Committee representative to work alongside Rangiora High School towards the proposed feasibility study.
- (d) **Notes** that the appointment of an Elected Member does not represent a financial commitment from Council towards this project.

**CARRIED**

Councillor Mealings stated that she believed Councillor McLaren's knowledge and experience would make a valuable contribution to the group.

Councillors Doody and Cairns supported the motion and congratulated Councillor McLaren on his appointment.

5.6 **Aquatics April Update** – M Greenwood (Aquatics Manager)

M Greenwood spoke to the report, noting that its purpose was to update the Committee on the Aquatic Facilities year-to-date progress. He advised that attendance continued to recover following the maintenance closure of the Dudley Aquatic Facility; however, numbers were still approximately 1,000 lower than at the same time in 2025. M Greenwood also provided an update on promotional activities, including the season wrap-up for the Oxford Pool. He noted that it had been a mixed season, largely due to the changeable summer weather. The final day had been particularly successful, with 126 dogs attending the dog pool party.

Councillor Cairns enquired whether there was a minimum number of lifeguards required to be on duty at the Oxford Pool. M Greenwood advised that there were always two staff members present, because one person might need to call an ambulance while the other attended to the patient. At times, staffing increased to three, generally during crossover periods. He added that the Council was required to comply with break-time provisions and that a number of operational factors, including plant maintenance tasks, also influenced staffing levels.

Moved: Councillor Doody

Seconded: Councillor Cairns

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 260402090035.
- (b) **Notes** total customer attendance of 22,508 customers for the month of March 2026. This is down 1,014 (3.9%) from the 26,522 customers recorded in March 2025.
- (c) **Notes** a better-than-forecast year-to-date income result of \$1,185,251 attributed to strong interest in Learn to Swim programming.
- (d) **Notes** completion of successful promotional activities with our easter promotion, attracting 176 entries.
- (e) **Notes** a successful season at Oxford pool, balanced by sometimes challenging weather.
- (f) **Circulates** this report to the Community Boards for their information.

**CARRIED**

Councillor Doody commented that it was a good report and she was pleased that the Oxford Pool was performing well.

Councillor Cairns noted that he was impressed with how quickly staff had progressed the promotional activities. He noted that he looked forward to seeing further promotion of the pools to increase their visibility.

#### 5.7 **Libraries Update to April 2026** – L Sole (District Libraries Manager)

L Sole to the report as read and highlighted the main points.

Councillor Cairns asked whether the libraries had become so popular that staff were finding it difficult to accommodate all the programmes they were seeking to deliver. L Sole explained that staff distributed events and programmes across different locations and were increasing their offerings within local communities so that residents did not need to travel. Given the district's size, the community expected this level of service, and staff were doing their best to meet those expectations.

Councillor Cairns observed that the pop-up library was a trial and asked what the long-term intention was. L Sole noted that the pop-up library aimed to engage with outlying communities that might not easily access library services. As part of the trial, staff had, for example, met residents in Cust who lacked transport. Staff were also assisting people with online registration, which helped partially reduce demand for in-person library services.

Deputy Mayor Redmond asked whether extending library opening hours might alleviate some of the space constraints staff had described. L Sole noted that, when compared with other growth councils, Waimakariri Libraries were particularly restricted in their weekend hours. He advised that options were available and that staff were committed to conducting a formal review.

Deputy Mayor Redmond then asked whether staff viewed the pop-up library as a means of distributing demand. L Sole explained that the mobile service was limited in what it could offer, as it could not carry many books. While staff could offer assistance and engagement through the service, it did not significantly reduce the overall demand for books.

Councillor Powell asked whether demand for the Tinker Zone was increasing, and L Sole confirmed that it was well utilised.

Moved: Councillor Mealings

Seconded: Councillor Powell

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 260204020236
- (b) **Notes** high community engagement with the annual libraries survey, with space issues at Trevor Inch Memorial Library and limitations of existing opening hours being key themes. A total of 842 responses were received, representing a significant increase from previous years (591 responses in 2024 and 324 in 2023).
- (c) **Circulates** the report to the Community Boards for their information.

**CARRIED**

Councillor Mealings commented that it was marvellous to hear about the initiatives taking place within the libraries. She noted that the depth and breadth of programmes and outreach across the Waimakariri District were impressive, with a wide range of activities appealing to many different groups within the community.

Councillor Powell expressed her appreciation for reading about the work occurring in the libraries and remarked that the level of community engagement was outstanding.

Councillor Cairns commented that the new design for the seed desk, built by J Clements, was highly innovative.

Councillor Doody noted that it was a joy to see what children were achieving in the libraries and added that she enjoyed looking through the seed box.

In her right of reply, Councillor Mealings remarked that she appreciated the report's summary of libraries' role, noting that they played an important part in challenging economic times by providing freely accessible community spaces where people could connect, share resources, and build practical skills.

## 6. PORTFOLIO UPDATES

### 6.1 Greenspace (Parks, Reserves and Sports Grounds) – Councillor Brent Cairns

- The NCF playground in Kaiapoi was well underway in terms of construction.
- The new innovative playground in Currie Park playground, Kaiapoi, had signage installed. The signs were good and well worth reading, helping visitors understand how they could use the space.
- General Landscape Fund Review - During the last Long Term Plan process, the Woodend–Sefton Community Board requested a review of the General Landscape Fund. Greenspace staff had been liaising with each Community Board to begin discussions on the scope and direction of the review. Each of the Community Boards received an annual fund that could be allocated to projects within their area. These projects were typically small-scale interventions intended to enhance community wellbeing and were identified either through staff advice or community feedback. The total fund could be allocated to a single project or divided across several initiatives. Previous projects had been varied, including seating installations, public

artwork, and planting. Once staff had gathered feedback from all Boards, the next step would be to prepare a report for elected members.

- Parks Maintenance - Staff continued to monitor the impacts of the fuel crisis and rising costs of materials and services, with no significant issues identified at this stage. Annual bedding plants had been replaced around the town centre. Delta had also explored procuring alternative battery-powered equipment. The first frosts would provide an early indication of reduced grass growth, typically resulting in a decrease in mowing frequency and allowing staff to redirect efforts to other tasks. Autumn sports field renovations had been completed, including decompaction work and broadleaf spraying. This period was particularly busy for the operations team as summer sports clubs wound down and winter codes prepared to start their seasons.
- Anzac Day - Preparations for Anzac Day were well underway, with contractors visiting key locations to ensure they were ready for the day of remembrance. The Council's contractor and staff took great pride in supporting this annual event, recognising its significance to elected members, the community, and the strong ongoing relationship with local RSAs.
- Mandeville Concept Plan - The Mandeville Concept Plan was nearing agreement with the Mandeville Sports Club (MSC) Committee, with staff scheduled to attend a meeting with the Committee on 22 April. The plan provided a roadmap for the future layout of the Domain and offered a framework for the MSC to work towards. The MSC had been working with its member clubs on the plan for the past year, and it was now close to a form they were comfortable supporting. The intention was to present the plan to the Oxford–Ohoka Community Board and the Community and Recreation Committee, followed by wider public engagement.
- Community Facilities - Staff had progressed several key projects, including improvements to the Council's AED network across facilities and the replacement of the projector at the Oxford Town Hall. This was an exciting period for the facilities team and the wider Council, given the strong customer-facing nature of the work and the pride the team took in delivering high-quality outcomes.
- PARS - Public engagement on the PARS project had been completed. The consultant was now working with key staff to analyse the findings and test an emerging draft with the Steering Group. Overall, the programme remained on track for inclusion in the draft 2027–2037 Long Term Plan.

6.2 **Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls and Museums)** – Councillor Bruce McLaren

- He attended three of the pop-up libraries during the first phase, at Pegasus, Woodend, and the Oxford A&P Show. He commended the initiative and expressed hope that staff would continue to build on its success.
- He noted that the aquatic facilities were outstanding. He attended the recent dog pool event, which hosted 126 dogs; while lively and energetic, the atmosphere remained positive and well-managed.
- The first meeting of the North Canterbury Museums Liaison Group is scheduled for 2 May 2026.
- He attends the monthly committee meetings of the Kaiapoi Museum. The primary issue raised concerns access to the archives area above the workroom.
- Planning was underway for the Rangiora Town Hall centennial celebration, scheduled for 5 September 2026.
- He expressed support for the Pegasus Community Centre project, noting that it would be an excellent facility and could serve as a strong model for other community centres across the district.

### 6.3 **Community Development and Wellbeing – Councillor Shona Powell**

- Mayor's Taskforce for Jobs (MTFJ)
  - Placements tracking well with 31 sustainable placements so far toward meeting the contracted 35 placements for the 25/26 year to 30 June.
  - Business Breakfast – well attended with good feedback and some viable opportunities with local employers.
  - The Weekly Job Opportunities hub continued to have regular attendance from around 25 young job seekers. Support included CV preparation, Interview Skills, Driver Licensing, and personal development.
- Homelessness - Staff were continuing to work with the pastoral network and providers on the proposed model.
- Volunteer Expo - 31 Community Groups were represented, and around 100 potential volunteers engaged with the exhibits. All groups reported high levels of interest.
- Welcoming Communities – the plan now adopted, the Committee approved staff progressing the application for formal accreditation as a 'Welcoming Community':
  - English Language Classes continued to operate, with two classes each Saturday, with good attendance.
  - Global Locals of Waimakariri -
  - attended prizegiving for Race Unity Poster competition on 31 March.
  - monthly socials continued.
  - A midwinter multicultural dinner was being planned.
- Waimakariri Access Group
  - held their annual awareness training around accessibility for 26 staff and elected members on Thursday, 12 March 2026—very good feedback received.
  - Also, training was held with CDEM volunteers to help them consider accessibility and how to cater for this in emergency evacuation situations.
- Youth
  - Youth Action Plan - report would be presented to the Council in June for adoption as the strategic document to guide youth development over the next three years
  - Planning continued for the annual Youth Futures Employment Expo to be held in August. This typically attracted an audience of over 2,000 and around 70 exhibits.
- Local Transport – staff were continuing to work with local providers on a planned approach to local solutions to transport. This was particularly important, given the current fuel crisis, youth unemployment, social isolation and challenges around housing people of limited means.
- Food Security
  - Food Secure North Canterbury had good attendance at "Grow and Tell", edible garden and farm trails over two weekends in March, with support from staff in promotion and planning.
  - Good presentation from Food Secure North Canterbury to the Community and Recreation Committee around establishing a working party on food re-localisation and food security.

- Other items of interest:
  - Citizens Advice Bureau North Canterbury had slightly reduced their hours to 9.30am to 3.30 pm.
  - Upcoming community fundraising events include:
    - The Big Breakfast Fundraiser for Big Brothers Big Sisters of North Canterbury –Wednesday 13 May 7am to 8.30am, Rangiora Baptist Church.
    - Abbeyfield Auction of Promises – Saturday 16 May 7pm, Rangiora RSA.

Councillor Cairn asked whether, in relation to the Waimakariri Access Group, there had ever been consideration of taking volunteers to practise boarding buses. Councillor Powell advised that such consideration had occurred and that an attempt had been made to establish a programme with Environment Canterbury; however, no progress had been made. He noted that a similar initiative was underway in Christchurch and that information had been circulated to members.

He added that having a bus available in Waimakariri for this purpose would be beneficial, as feedback from some individuals indicated uncertainty about the process. They wished to learn, in a low-pressure environment, how to board the bus, complete their ticketing, and make their way to a seat.

#### 6.4 **Arts and Culture** – Councillor Brent Cairns

- A new arts educational business had opened on High Street, Rangiora. Offering pottery and stitching/quilting/sewing workshops.
- FOLD gallery in Rangiora was set to close in June.
- Art installations
  - Mainpower Stadium sculpture - The artist had been presented with a contract but had not yet signed it. Concern over increased export prices for essential materials, which she was investigating.
  - Howard Kippenberger Sculpture - Report to go to the next Rangiora-Ashley Community Board meeting with two submissions for consideration. The Waimakariri Public Arts Trust had recommended a preferred option.
- Supporting Arts Organisations
  - Waimakariri Public Arts Trust:
    - Recruitment of new trustees was in progress.
    - Memorandum of Understanding between the Council and Trust had now been signed.
  - Public Arts Framework document:
    - Awaiting feedback from the Waimakariri Public Arts Trust and Policy.
    - A draft will be presented to the Committee.
    - The intention was to launch at the Arts Forum.
  - Waimakariri Community Arts Council
    - Working closely with Waimakariri Community Arts Council to clarify and improve processes (in conjunction with Libraries).
  - Art Collection Trust
    - Working through a few processes as advised by the lawyer to ensure the correct process of the disestablishment of the trust and transfer of art collection and funds to the Council.
    - There was considerable work to be done relating to cataloguing the art collection and the public art, and an application for a student from the University of Canterbury to undertake this through the PACE programme had been submitted. It is hoped this will occur in semester two this year.

- Arts Strategy Activation Plan - Working on this. Would be meeting with key stakeholders to develop a draft plan. An important early event in activating and reviewing the plan is the Arts Forum
- Arts forum - Dates set for 27 and 28 August at John Knox, Rangiora. Waimakariri Arts Trust (the Kaiapoi Expo trust) had agreed to sponsor the event, donating funds to cover venue hire and catering. Community stakeholders will have input into the forum programme.
- Regional partnerships - Initial steps undertaken to extend/build relationships with Creative New Zealand and Regional Arts organisations around the country, in preparation for likely restructuring in the distribution mechanism of Creative New Zealand funding.

#### 6.5 **Property – Deputy Mayor Philip Redmond**

- The Council had declined to investigate some opportunities to purchase property in Kaiapoi, which were not strategic.
- Townsend Road, the staff were looking at a revised approach to dispose of that property. There was a report to be presented at the 5 May Council meeting for a decision.
- The Council was negotiating under the Public Works Act to acquire a property in Woodend. A report would be presented to the 5 May Council meeting.
- Subway in Kaiapoi required earthquake strengthening, and the tenant was vacating in June and was relocating behind the Paper Plus in Kaiapoi.
- There was some forestry harvest coming up in Moderates Road, Baird's Road, Loburn Domain, Woodend Beach Road and the corner of Beach Road and Ferry Road, which the Council's property team administered.
- Staff had been supporting work with the Blake Street carpark project, the eastern link and transfer station options.

#### 6.6 **Housing – Councillor Wendy Doody**

- Housing for older people had 90.18% occupancy. She outlined the reasons why.
  - Tyler Courts had numbers five, six, seven and eight vacant for refurbishment to bring them up to standard.
  - Number ten Tyler Courts was scheduled to be tenanted.
  - Unit 28 had been identified to have some structural faults.
  - Markham Place in Kaiapoi, one unit had intensive fire and smoke damage.
  - Meyer Place had two units that required asbestos removal and full refurbishment.
  - Matthew Courts required refurbishment.
  - Courtenay Drive in Kaiapoi staff were currently undertaking interviews for tenants.
  - Durham Street had a proposed six new units being built.

### 7. **QUESTIONS**

Nil.

### 8. **URGENT GENERAL BUSINESS**

Nil.

**9. NEXT MEETING**

The next meeting of the Community and Recreation Committee was scheduled for Tuesday, 16 June 2026, at 1pm in the Council Chamber at the Rangiora Service Centre, 215 High Street, Rangiora.

**Workshop/ Briefing**

- *Waimakariri Events Plan – J Meeker (Senior Advisor Strategy and Business)*
- *Murphy Park and Norman Kirk Park Options – C Brown (General Manager Community and Recreation) and G MacLeod (Greenspace Manager)*

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT PM.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**NOTES OF A WORKSHOP OF THE COMMUNITY AND RECREATION COMMITTEE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON TUESDAY 21 APRIL 2026 AT 3:10PM.**

**PRESENT**

Councillors B Cairns (Chairperson), W Doody, B McLaren, N Mealings, S Powell, and Deputy Mayor Redmond.

**IN ATTENDANCE**

Councillors T Bartle and T Fulton.

J Millward (Chief Executive), C Brown (General Manager Community and Recreation), S Hart (General Manager Strategy, Engagement and Economic Development), G MacLeod (Greenspace Manager), T Sturley (Community Team Manager), J Borland (Greenspace Strategy and Partnerships Team Leader), H Downie (Strategy and Centres Team leader), and C Fowler-Jenkins (Governance Support Officer)

1. **Waimakariri Events Plan** – J Meeker (Senior Advisor Strategy and Business) and S Hart (General Manager Strategy Engagement and Economic Development)

Questions/Issues:

- Oxford Garden Fete – It was very difficult to organise, as there was no calendar showing what events were happening around the Waimakariri District at the time. Despite this, it became a successful event that continued to grow. The most expensive aspect was completing the traffic management plan, and alcohol licensing was also a significant issue.
- Some of the largest events, such as Matariki, would be among the largest in the District, which was hosted in Kaiapoi with around 8,000 to 10,000 attendees.
- The public often looked to Christchurch, which was hosting most of the major events, whereas the new owners of Waipara Winery had made it clear that their intention was to hold two or three major music events each year.
- Arts events, the likes of the Kaiapoi Art Expo, which brought in 4,000 to 5,000 people each weekend it ran.
- They wondered about creating an events calendar that drew from multiple communication sources, as it would have been useful to have year-round visibility of what was coming up. They discussed the value of complementary activities, not just the main events themselves, but how the Waimakariri District could have leveraged those events to retain visitors, encouraging people who arrived for one event to stay for a weekend or a week to attend others or use local facilities.

They also discussed leveraging major Christchurch events to attract visitors to the district, noting the Waimakariri District's strong car culture, with Muscle Car Madness as one example. Accommodation was limited, but the district had successfully hosted motorhomes, so there was potential to expand on that. People appreciated being able to walk to local facilities and activities, so they suggested leaning into those strengths, possibly through more mobile accommodation options.

- How did the Waimakariri Events Plan tie in with the promotions review?

*There had initially been several discussions with the Promotions Associations, during which multiple issues were identified. One association had approached the Council seeking additional funding to remain operational. Another had reached a point where it was unable to form a Committee and was considering going into recess. All associations were experiencing difficulties with sponsorship and promotion due to the challenging economic climate, and compliance requirements were becoming increasingly difficult to meet.*

*The Council had originally intended for the Promotions Associations to deliver community events that promoted the towns; however, the number of events was declining, and the ability to provide this service was becoming increasingly constrained. Staff held a series*

*of discussions with the associations, and some had begun considering their future direction. For several, this involved moving away from event delivery, signalling to the Council that it was funding organisations that had themselves acknowledged they were struggling to deliver the activities for which they were funded. The existing funding arrangements were likely not enabling the outcomes the Council had intended.*

*It was noted that promotion itself could be a significant challenge. The district did not have sufficient accommodation capacity to support large events and therefore relied on Christchurch to host visitors. This raised questions about how people in Christchurch became aware of events occurring in the Waimakariri District. While the district was not competing with Christchurch in terms of scale, its events needed to be complementary or differentiated. It was acknowledged that the district could run successful events; however, it was unclear whether Enterprise North Canterbury had the capacity to take on additional event responsibilities, even with increased funding.*

- It was noted that staff had been performing well in relation to major events; however, regional and local community events were already being delivered effectively by existing groups. The Waimakariri District's key weakness remained its limited accommodation capacity, although it did have assets such as camping facilities. The Motorhome Association grounds in Kaiapoi were highlighted, along with examples such as Mandeville, where events like the Canterbury Rodeo and various equestrian activities attracted visitors who camped on-site. Muscle Car Madness was also cited as a significant event that drew large numbers of attendees.

The Council needed to determine how it could better extract value from these events for the local economy and businesses. Questions were raised regarding who the Council envisaged would run such events, how they would be funded, and what justification the Council would provide for allocating funding. Reference was made to established events such as the Rodeo, Muscle Car Madness, the Oxford A&P Show, the Rangiora A&P Show, the Swannanoa Fair, and the Oxman Triathlon. The district possessed large open spaces capable of accommodating large numbers of visitors.

From the Council's perspective, the key challenge was identifying where its assistance and funding could be most effectively targeted to achieve maximum leverage, thereby delivering the greatest benefit to local communities and businesses.

- It was understood that Waimakariri was not among the councils actively opposing the use of Airbnb and would have been open to those and other alternative accommodation options. It was noted that one of the major reasons events did not proceed was the high cost of temporary traffic management. The regulatory landscape had changed following the Central Government's review of health and safety legislation, during which the existing Code of Practice for Temporary Traffic Management was suspended and replaced with a risk-based model. This raised the question of whether the Council could adopt a more pragmatic approach that avoided imposing unnecessarily onerous traffic management requirements on events.

THERE BEING NO FURTHER BUSINESS, THE WORKSHOP CLOSED AT 4PM

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** CMS-03-11-01 / 260309071759

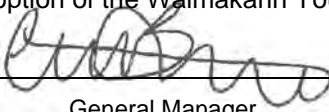
**REPORT TO:** COMMUNITY AND RECREATION COMMITTEE

**DATE OF MEETING:** 16 June 2026

**AUTHOR(S):** Emily Belton – Youth Development Facilitator  
Lexie Mealings – Policy Analyst

**SUBJECT:** Adoption of the Waimakariri Youth Action Plan 2026-2029

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. This report seeks a recommendation from the Community and Recreation Committee to Council for the adoption of the final Waimakariri Youth Action Plan 2026-2029 (the Youth Action Plan).
- 1.2. The Youth Action Plan is the direct result of a thorough early engagement process, co-designed with the Youth Action Plan Advisory Group, which successfully captured the diverse viewpoints of over 1,100 local 12-to-24-year-olds. This early engagement ran between 18 May and 13 July 2025.
- 1.3. Public consultation on the Draft Youth Action Plan was held between 18 February and 18 March 2026. This consultation received eight responses. In addition to the eight formal submissions, staff also received informal health sector feedback and further internal staff input.
- 1.4. As key advisors to Te Ngai Tūāhuriri Rūnanga, the Draft Youth Action Plan received input from a Principal Advisor at Whitiara Centre Limited. These have been integrated into the final Waimakariri Youth Action Plan 2026-2029.
- 1.5. Following the conclusion of the public consultation period, the responses were analysed by staff, and the Youth Action Plan was edited and refined to reflect the feedback received from stakeholders and members of the wider community.
- 1.6. The Youth Action Plan identifies eight distinct themes, each with corresponding goals. Through each of these themes and goals, the Youth Action Plan aims to better support local youth over the 2026 to 2029 period through flexible actions that can adapt to their evolving needs and priorities.
- 1.7. Each action is supported by the identification of a lead agent, potential internal and external collaborators, relevant documents, timeframes for delivery, and measures of success.
- 1.8. A number of the actions and sub-actions identified in the Youth Action Plan are already actively delivered by Council. These are denoted by 'ongoing' under the timeframe heading throughout the document. In addition to existing actions, new initiatives have been identified within the Youth Action Plan, informed by feedback Council received from local young people themselves.
- 1.9. The Youth Action Plan has been designed with a 'whole of Council' approach in mind, acknowledging that the needs of youth and the challenges they face as members of the Waimakariri community are related to all aspects of Council service provision.

- 1.10. Meaningful youth development depends on effective collaboration between Council and relevant stakeholders. For this reason, the Youth Action Plan will also aim to build on and strengthen pre-existing relationships between the Council and external stakeholders. This includes, but is not limited to, community organisations/groups, youth service providers, local schools, and more.
- 1.11. The Youth Action Plan receives its overarching strategic direction from the recently refreshed Community Development Strategy 2025-2035. One of the key aspects of the Community Development Strategy is to facilitate youth development and opportunity, encouraging youth to view the Waimakariri District as a place that they want to live in long term. The Youth Action Plan seeks to achieve this through the variety of themes covered, as identified by local young people, and an ongoing commitment to youth development in Waimakariri.

Attachments:

- i. Waimakariri Youth Action Plan 2026-2029 (260528126247)
- ii. Draft Waimakariri Youth Action Plan 2026-2029 Consultation Responses (260429105490)
- iii. Staff recommendations in response to submissions received on the Draft Youth Action Plan 2026-2029 (260430105805)

## 2. RECOMMENDATION

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 260309071759.
- (b) **Receives** the Waimakariri Youth Action Plan 2026-2029 (Trim 260528126247).
- (c) **Receives** the Draft Waimakariri Youth Action Plan 2026-2029 Consultation Responses document (Trim 260429105490).
- (d) **Receives** the staff recommendations in response to submissions received on the Draft Youth Action Plan 2026-2029 document (Trim 260430105805).

**THAT** the Community and Recreation Committee recommends:

**That** the Council:

- (e) **Adopts** the Waimakariri Youth Action Plan 2026-2029 (Trim 260528126247).
- (f) **Nominates** the General Manager of Community and Recreation to approve any minor edits to the Plan over the 2026 to 2029 period, should any circumstances change, in acknowledgement of the need for flexibility in the delivery of youth development.
- (g) **Notes** that no further funding is being sought in relation to the Youth Action Plan project at this time, and that the Community Team will continue to actively seek external funding to support the implementation of community-related strategies.
- (h) **Notes** that the Waimakariri Youth Action Plan 2026-2029 (Trim 260528126247) is the direct result of a thorough early engagement process, co-designed with the Youth Action Plan Advisory Group. This engagement directly captured the voices of over 1,100 local 12- to 24-year-olds.
- (i) **Notes** that the Waimakariri Youth Action Plan 2026-2029 (Trim 260528126247) has received endorsement from the Youth Action Plan Advisory Group, as well as Sport Canterbury.
- (j) **Circulates** this report and attachments to Community Boards for their information.

## 3. BACKGROUND

- 3.1. The Youth Action Plan project builds on the Council's 2018 Youth Strategy. The first iteration of the Youth Strategy was adopted by Council in 2010. This was refreshed in 2018 after a review.
- 3.2. The significant social and demographic changes our young people have experienced since the 2018 review have led Council staff to review the Strategy earlier than expected.

- 3.3. These social changes include, but are not limited to, the impact of a global pandemic, overrepresentation of Waimakariri youth in local mental health statistics, changing education and employment environments, the continuing emergence of technological advancements, climate change and an ageing population focus.
- 3.4. In terms of demographic changes, the Youth Strategy 2018 was modelled on Census data from 2013, which showed that the Waimakariri youth population at that time was 7923 people. Between 2013 and 2018, there was a 14.95% increase in the district's youth population. There was another 4.9% increase between 2018 and 2023, amounting to a total of 9555 youth (14.42% of the district's population) living in the district.
- 3.5. In March 2025, staff received approval from the Community and Recreation Committee to establish a Youth Action Plan Advisory Group. This was the first significant milestone for the project, with the group playing a crucial role in the development of an early engagement process and the Draft Plan itself. The Advisory Group is currently comprised of representatives from the following:
- Waimakariri Youth Council
  - Waimakariri Access Group
  - Kaiapoi High School
  - Rangiora New Life School
  - Comcol North Canterbury
  - Mahi Mātātoa Trust
  - Sport Canterbury
  - Noaia Charitable Trust
- 3.6. Alongside the Youth Action Plan Advisory Group, it was decided that a survey, run in conjunction with in-person events and social media engagement, would be the most effective way to understand the current needs of local young people. This early engagement occurred between 18 May and 13 July 2025.
- 3.7. The mixed methods used for this engagement resulted in a large response from local youth, with 1,112 having their say across all collection methods. These responses directly informed the development of the Draft Youth Action Plan, which was consulted on between 18 February and 18 March 2026.
- 3.8. The following section of this report will discuss responses received as part of the public consultation on the Draft Youth Action Plan and how this has shaped the final Waimakariri Youth Action Plan 2026-2029.

#### **4. KEY ISSUES**

- 4.1. Between 18 February and 18 March 2026, eight submissions were received in response to the public consultation on the Draft Youth Action Plan.
- 4.2. The dominant sentiment across all submissions was positive, supportive and encouraging, with constructive and practical critique provided. In general, there was broad agreement that Council has taken youth voice seriously and developed a holistic, forward-looking approach to youth development.
- 4.3. Submitters agreed with the general intent, direction, and values of the Draft Youth Action Plan, with concerns framed as refinements rather than disagreement.
- 4.4. A number of submissions reflected a desire to see the Youth Action Plan succeed in practice, with emphasis on accountability, clarity, inclusion, and effective implementation.
- 4.5. Some of the comments received during the public consultation period were assessed and determined to be outside the scope of this project. Reasoning for this has been included in the staff comments section of attachment iii (Trim 260430105805).

- 4.6. The most frequent critiques made by submitters were related to how the Youth Action Plan will be delivered, calling for clarity in responsibility to deliver, measurable success indicators, and transparent monitoring and reporting.
- 4.7. The 'Belonging' theme stood out as an area of the Draft Youth Action Plan which needed some additional work in order to make it functional and relatable. There were requests made for better recognition of mana whenua, cultural identity, and local narratives within this section, alongside embedded inclusion of Ngāi Tūāhuriri as a collaborator across all aspects of the Youth Action Plan.
- 4.8. A recurring theme across submissions was a willingness to participate and a strong desire for collaboration and partnership.
- 4.9. Staff engaged with Whitiara Centre Limited, who provided feedback on the Draft Youth Action Plan on 23 April 2026. This feedback is detailed under section six of this report and is reflected within the final version of the Youth Action Plan.
- 4.10. Additionally, staff received informal health sector feedback and further comments from library staff, which have been integrated into the Youth Action Plan where relevant.
- 4.11. In response to the submissions received (attachment ii – Trim 260429105490), a number of changes were made to the Draft Youth Action Plan. Suggestions made by submitters and staff recommendations, which resulted in changes to the Draft Plan, can be found in Attachment iii (Trim 260430105805).
- 4.12. The Youth Action Plan contains eight themes with goals developed alongside them.
- 4.13. The table below sets out these themes and corresponding goals, as included in the Youth Action Plan:

Theme	Goal
<b>Health:</b> inclusive of physical health, mental health, and addiction	Waimakariri youth are enabled to thrive mentally and physically, and have access to essential wellbeing services
<b>Recreation:</b> inclusive of sports, physical activities, and hobbies	Waimakariri youth are satisfied with and have increased access to local sports and recreation opportunities
<b>Environment:</b> inclusive of environmental issues, sustainability, and community action	Waimakariri youth are informed on environmental issues impacting the district and feel equipped to make an impact
<b>Employment:</b> inclusive of work readiness, career pathways and volunteering	Waimakariri youth are aware of local career pathways, connected to local employers, and are supported to be work-ready
<b>Belonging:</b> inclusive of culture and social inclusion	Waimakariri youth have an increased sense of social and cultural belonging across the district
<b>Spaces and Places:</b> inclusive of access to public places and transport	Waimakariri youth have access to spaces and places in the district that are youth-friendly, connected, safe, and inclusive
<b>Engagement:</b> inclusive of Council engagement with local youth and civic awareness	Waimakariri youth are engaged with the Council and have increased levels of civic awareness

Theme	Goal
<b>Sector Support:</b> inclusive of how the Council supports the local youth sector	The Waimakariri youth sector is supported, connected, and trained to effectively address priority issues impacting youth.

- 4.14. The above themes and goals are in line with the strategic directions of the Community Development Strategy 2025-2035.
- 4.15. In addition to the aforementioned themes and goals, the Youth Action Plan highlights a summary of what local young people told us about that theme through the Youth Action Plan Early Engagement Survey. This is inclusive of direct quotes to elevate the voices of these young people and how they feel about living in Waimakariri.
- 4.16. Each theme included in the Youth Action Plan has been structured with actions and sub-actions, followed by the citing of relevant documents, recognition of lead internal agents and potential collaborators, and an indication of which year it is expected that the action will be commenced.
- 4.17. The Youth Action Plan was socialised with the Council teams listed as a lead agent or potential collaborator for each action prior to the public consultation period. Each team was encouraged to provide feedback, suggest edits, or make additions as they saw fit. The current version of the Youth Action Plan encapsulates this feedback.
- 4.18. The final Youth Action Plan has been reviewed by the Project Control Group, comprised of:
- Portfolio Holder for Community Development and Wellbeing
  - General Manager Community and Recreation
  - Community Team Manager
  - Strategy and Business Unit Manager
  - Communications and Engagement Lead
  - Youth Development Facilitator
  - Policy Analyst.
- 4.19. The Youth Action Plan Advisory Group, which has been involved in the development of this project since March 2025, have endorsed the final Youth Action Plan.
- 4.20. The implementation of the Youth Action Plan is designed to take place over the three years following its adoption by Council. This is envisioned to be between July 2026 and July 2029, dependent on the Council's decision to adopt the Youth Action Plan.
- 4.21. Following the Council's decision to adopt the Youth Action Plan, the Youth Development Facilitator will develop an Implementation Plan to guide the effective execution of the actions and initiatives outlined in the document. Internal and external stakeholder groups will also be established to oversee the delivery of actions.
- 4.22. It is intended that a formal Youth Action Plan launch event will be held in September 2026, bringing together Council, local young people, and relevant stakeholders to celebrate the Youth Action Plan and discuss what the next three years should look and feel like when this Plan is successful.
- 4.23. Annual reports on Youth Action Plan progress will be presented to the Community and Recreation Committee, tentatively scheduled for June 2027, 2028, and 2029.
- 4.24. A review of the Youth Action Plan 2026-2029 will take place between March to June 2029, to determine whether the Plan is still fit for purpose.

## 5. OPTIONS

- 5.1. Option 1: Recommend the Waimakariri Youth Action Plan 2026-2029 to the Council for adoption, to be implemented over a three-year period between 2026 and 2029.

The Draft Youth Action Plan, which was released for public consultation by the Community and Recreation Committee, between 18 February and 18 March, was shaped by the voices of over 1,100 local young people.

Feedback received on the Draft Youth Action Plan during the public consultation period was widely supportive, and there was broad agreement that the Council has taken youth voice seriously and developed a holistic, forward-looking approach to youth development.

There are a number of local young people and key community stakeholders who have been heavily involved in the development of the Youth Action Plan. These individuals, groups and organisations will, to some extent, expect to see the outcome of this work implemented by Council by way of the Youth Action Plan.

The Youth Action Plan has been aligned with the Community Development Strategy 2025-2035, aiming to assist in the delivery of the youth-related aspects of this Strategy.

This is the option recommended by staff.

- 5.2. Option 2: Decline recommending the Waimakariri Youth Action Plan 2026-2029 to Council for adoption.

The Youth Action Plan directly reflects the voices of more than 1,100 local young people aged 12 to 24 who contributed their time, personal experiences, and aspirations for Waimakariri to the early engagement process. This age group is often difficult to engage; however, this strong level of participation demonstrates that these issues are important to local youth. To support continued engagement from young people in Council processes, it is important that they can clearly see how their input is acknowledged, valued, and translated into action.

There is also considerable buy-in from local education providers, community organisations, and youth service providers, all of whom have been engaged at key stages of the project's development. These stakeholders have a strong interest in the delivery of the final Youth Action Plan, the actions it outlines, and the impact it will have on youth development in Waimakariri.

For these reasons, this option is not recommended by staff.

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

## 6. STRATEGIC ALIGNMENT AND COMMUNITY VIEWS

### Mana Whenua Engagement

- 6.1. The subject matter and recommendations contained within this report are of interest to mana whenua. As such, Council staff have engaged with Whitiara Centre Limited, as key advisors to Te Ngāi Tūāhuriri Rūnanga, who provided the following feedback and advice:
- 6.1.1. Commented on the great engagement with Waimakariri young people and statistics gathered on local youth
  - 6.1.2. Suggested the inclusion of a statement at the beginning of the document regarding Ngāi Tūāhuriri as Mana Whenua, and Whitiara as a mandated entity working in partnership with Council to shift operational engagement to Whitiara rather than the Rūnanga
  - 6.1.3. Questions around the graphics/images used in the Draft Youth Action Plan
  - 6.1.4. Suggested a wording change under the 'Belonging' theme for Action Four
  - 6.1.5. Suggested the development of another timeline with strategic areas and year to respond

- 6.1.6. Suggested further discussions to be had around how we gauge success and monitor implementation in a way that allows young people to see, feel, hear and access the change/shift brought about by the Youth Action Plan.

### **Groups, Organisations and the Wider Community**

- 6.2. There are groups, organisations, or members of the wider community likely to be affected by, or to have an interest in, the subject matter of this report.

A number of groups and organisations were identified as key stakeholders to the project, many of which played an active role in the development of the Youth Action Plan.

These groups and organisations were personally notified of the public consultation on the Draft Youth Action Plan to ensure that the young people they represent were enabled to have their say on this project, prior to the finalisation of the Youth Action Plan.

The recent public consultation process also enabled members of the wider community to provide their feedback on the Draft Youth Action Plan, alongside local rangatahi and the groups/organisations which represent them. These responses have been analysed and integrated into the final Waimakariri Youth Action Plan 2026-2029 where applicable, as per attachment ii (260429105490).

### **Implications for Community Wellbeing**

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

By giving local young people the opportunity to have their voices heard and included in the matters which affect them, Council has provided an opportunity for communities to be aware of and accommodate the unique needs of our rangatahi.

One of the aims of the Youth Action Plan project is to continue to develop the District in a way that enables youth to thrive. This includes having a sense of belonging and access to the things that matter to them, in order to encourage youth to view the District as a home they want to remain in long-term.

### **Community Outcomes and Strategic Priorities**

- 6.4. 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.
  - The social community outcomes are all relevant to this report and the actions that are likely to arise from its approval
- **Cultural:** A place where our people are enabled to thrive and give creative expression to their identity and heritage.
  - Public spaces express our cultural identities and help to foster an inclusive society
  - Members of our community are able to engage in arts, culture and heritage events and activities as participants, consumers, creators or providers
  - Waimakariri's diversity is freely expressed, respected and valued
- **Environmental:** A place that values and restores our environment.
  - People are supported to participate in improving the health and sustainability of our environment
  - Land use is sustainable; biodiversity is protected and restored
  - 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
  - Our communities are able to access and enjoy natural areas and public spaces

- **Economic:** A place that is supported by a resilient and innovative economy.
  - There is access to meaningful, rewarding and safe employment within the district
  - Our district recognises the value of both paid and unpaid work.

6.5. The Council's Strategic Priorities are also relevant to the actions arising from recommendations in this report, specifically:

- Enhance community wellbeing, safety, inclusivity and connectedness

## 7. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### **Financial Implications**

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

7.2. The Youth Action Plan project is being delivered as a collaboration between the Community Team and Strategy and Business Unit.

Staff resource is factored into the annual work programmes of both the Community Team and Strategy and Business Unit as an operational expense.

There is a modest operational budget within the Community Team's Youth Development budget, as approved in the Long-Term Plan, to cover costs associated with the review of the Youth Strategy and the development of a Youth Action Plan.

Many of the actions identified in the final Waimakariri Youth Action Plan 2026-2029 align with Council's core business and are delivered across multiple units, therefore not requiring additional budget. For example, the facilitation and promotion of environmental activities that encourage youth participation, such as planting initiatives and river clean-up events, are already incorporated into annual work programmes and are delivered collaboratively by the Greenspace Unit, Community Team, and Solid Waste Team.

The Community Team continues to actively seek external funding to support the implementation of community-related strategies. Several actions outlined in the Youth Action Plan are associated with projects that leverage external funding sources. One example of this is Council's ongoing involvement in the Mayors' Taskforce for Jobs Programme, which receives partial funding from the Ministry of Social Development.

### **Community Resilience and Sustainability**

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

There are a number of actions listed under the environment theme within the Youth Action Plan that aim to increase youth involvement in environmental activities, sustainable practices, and environmental advocacy.

### **Risk Management**

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

### **Health and Safety**

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

## 8. **CONTEXT**

### **Consistency with Policy**

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

**Authorising Legislation**

8.2. Local Government Act 2002

**Authorising Delegations**

8.3. The Community and Recreation Committee has delegated authority on the development of the Draft Youth Action Plan.

8.4. The Council will make the final decision on the adoption of the final Youth Action Plan.

# Youth Action Plan 2026–29



## A word from the Mayor

**Young people are vital to the future of the Waimakariri District. They bring energy, ideas, challenge, creativity and hope, and they deserve a district that not only welcomes them but actively supports them to build their lives here.**

This Youth Action Plan is a significant and proud milestone for our District. It reflects a clear commitment to ensuring Waimakariri is a place where young people aged 12 to 24 feel they belong, are heard, and can see real opportunities for their future. We want our young people to stay, to return, and to choose Waimakariri as the place where they live, work, learn and contribute.

To shape this Plan, we asked young people directly what matters most to them. They told us about employment and training opportunities, social connection, safe and welcoming places and spaces, mental health and wellbeing, transport, sport, and cultural opportunities.

This engagement represents the largest youth consultation ever undertaken by the Council, and the depth, honesty and thoughtfulness of the feedback has been both powerful and instructive.

What makes this work particularly important is that it does not sit on a shelf. The insights gathered through this process will inform programmes, policies and investment decisions across Council for many years to come. The Youth Action Plan will guide real, practical action and shape how we plan for our District's future with young people at the centre.

This work has also drawn strong interest and respect from partner organisations and stakeholders, who recognise the value of listening directly to young people and responding to what they have told us. In that sense, this Plan sets a benchmark not only for engagement, but for accountability and results.

On behalf of Council, I thank every young person who took the time to share their views, experiences and aspirations. Your voices matter, and this Plan is a direct response to what you have told us. Together, we are working to ensure Waimakariri is a district where young people can belong, grow, and realise their potential.

— Mayor Dan Gordon

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## Introduction

**The Waimakariri Youth Action Plan 2026–2029 is the result of a review of Council’s previous Youth Strategy 2018. For the purpose of this work, ‘youth’ is defined as those in the 12–to–24–year–old age range.**

Work to review the Youth Strategy commenced in October 2024, earlier than previously indicated. This was done in recognition of the significant level of social and demographic changes experienced by our young people over this time period.

These social changes include, but are not limited to, the impact of a global pandemic, overrepresentation of Waimakariri youth in local mental health statistics, changing education and employment environments, the continuing emergence of technological advancements, climate change, and an aging population focus.

In terms of demographic changes, the Youth Strategy 2018 was modelled on Census data from 2013 which showed that the Waimakariri youth population at that time was 7,923 12–to–24–year–olds.

Between 2013 and 2018, there was a 14.95% increase in the District’s youth population. There was another 4.9% increase between 2018 and 2023 amounting to a total of 9,555 youth in the District as of 2023 Census data, demonstrating a clear need for this work to be updated.

The Waimakariri Youth Action Plan 2026–2029 is shaped by this social and demographic context, alongside a significant level of input from local youth themselves. The eight themes outlined in the Action Plan aim to address the issues, challenges, and aspirations highlighted during this process, whilst aligning with relevant strategic frameworks.



## Purpose

### Approach

The Waimakariri Youth Action Plan provides a coordinated and collaborative framework for working alongside community partners, education providers, whānau, and, most importantly, young people, for the betterment of local youth development. Its purpose is to guide collective action towards achieving the identified outcomes for youth across the Waimakariri District. Implementation of the Plan will be informed by best practice community development principles and Positive Youth Development approaches, including Positive Youth Development in Aotearoa.

The Plan is structured around eight key themes identified through the Early Engagement Survey: Health, Recreation, Environment,

Employment, Belonging, Spaces and Places, Engagement, and Sector Support. These themes collectively form a holistic foundation for this work and reflect the priorities and aspirations of local young people.

### Intended Outcomes

By adopting a holistic approach, the Plan aims to strengthen connections, expand opportunities, and enhance support networks for young people within the District. As actions across the eight thematic areas are implemented, young people will be better supported to become connected, engaged, and resilient members of the community. In turn, they will be better equipped to contribute positively to the social, cultural, environmental, and economic wellbeing of the Waimakariri District.



## Funding

The Youth Action Plan is all about working together. In line with good community-led development practice and a well-rounded approach to the development of a young person, funding for each project will be decided collaboratively by stakeholder working groups during planning. This ensures activities are well-resourced, sustainable, and reflect best practice. When planning, we look at what each partner can contribute, whether that's time, skills, spaces, or financial support. We also explore opportunities for philanthropic funding, central government grants, and sponsorship to make projects happen.

Council plays its part too, usually through in-kind support. This includes community development

facilitation, provision of meeting spaces, promoting activities, and assisting with planning, delivery, and evaluation of actions.

This is accounted for through the Youth Development Portfolio Budget. Every point in this plan has been shaped using this collaborative and resource-conscious approach, because together, we can support local young people to thrive. Through its Long Term Plan, Council makes indirect financial contributions to key local community organisations whose mandate includes working with youth.

The Waimakariri District Council also extends its thanks to the external funders who have supported youth development in the Waimakariri District since its inception in 2010.



## Working Together

### Partnerships

Responsibility for delivery of the Plan sits across multiple Council units, with each action assigned a designated lead agent. Lead agents will work in partnership with identified possible collaborators to progress actions and achieve shared outcomes.

Although its content has been formally adopted by Council, the Plan remains open to additional or emerging community organisations that wish to contribute. Levels of influence and involvement among collaborators will vary and are reflected within the Youth Development Ecosystem (illustrated on page 7).

### Te Rūnanga o Ngāi Tūāhuriri and Whitiara Centre Limited

The Waimakariri District sits within the takiwā (territory) of Ngāi Tūāhuriri, which is one of 18 Ngāi Tahu regional papatipu Rūnanga.

Ngāi Tūāhuriri are recognised as mana whenua, with Whitiara Centre Limited acting as a conduit for communicating Rūnanga interests. A Partnership Agreement between Whitiara Centre Limited and the Council was signed in 2025. Whitiara Centre has the operational role of driving positive change for Ngāi Tūāhuriri through strategic partnerships and advisory services, including working in partnership with Council on projects like the Youth Action Plan.



## Youth Development Ecosystem



### Layers of Influence

1. Immediate
2. Local Community
3. Regional
4. National

### Possible Collaborators

Waimakariri  
 Community Wellbeing North Canterbury  
 Waimakariri Health Advisory Group  
 Waimakariri Access Group  
 Social Services Waimakariri  
 North Canterbury Sport & Recreation Trust  
 Sport Canterbury  
 Regional Sporting Organisations  
 Waimakariri Biodiversity Trust  
 Silverstream Reserve Volunteers  
 Te Kōhaka o Tūhaitara Trust  
 Environment Canterbury  
 Mayor’s Taskforce for Jobs  
 North Canterbury Youth Futures  
 Ministry of Social Development  
 Enterprise North Canterbury  
 WaiYouth  
 Student Volunteer Army  
 Te Rūnanga o Ngāi Tūāhuriri  
 Youth Voice Canterbury  
 Global Locals of Waimakariri  
 Welcoming Waimakariri Working Group  
 Waimakariri District Council  
 Waimakariri Youth Council  
 Hurunui District Council  
 North Canterbury Youth Services Network  
 Youth Voice Canterbury – ReVision

WMK  
 CWNC  
 WHAG  
 WAG  
 SSW  
 NCRST  
 RST  
 RSOs  
 WBT  
 SRV  
 Tūhaitara Trust  
 ECan  
 MTFJ  
 NCYF  
 MSD  
 ENC  
 WY  
 SVA  
 Ngāi Tūāhuriri  
 YVC  
 GLOW  
 WWWG  
 WDC  
 WYC  
 HDC  
 NCYSN  
 YVC – ReVision

## Acknowledgements

The Waimakariri District Council would like to acknowledge the various stakeholders involved in the development of the Youth Action Plan, including education providers, community organisations, youth service providers, and the 1,100 young people who participated in the early engagement survey.

The Council would also like to acknowledge the work of the Youth Action Plan Advisory Group, with representatives from a range of youth-oriented organisations. Membership included Waimakariri Youth Council, ComCol North Canterbury, Sport Canterbury,

Waimakariri Access Group, Kaiapoi High School, Rangiora New Life School, Mahi Mātātoa, and Noaia Charitable Trust.

The Advisory Group met regularly throughout this process and leant their views and insights to the development of this Plan. From co-designing the early engagement process alongside Council staff, to the adoption of the final Youth Action Plan 2026-2029, the group played an important role in the success of this Plan. The Council would also like to thank the Youth Action Plan Advisory Group for their endorsement of the final Plan.



## Strategic Context

### Waimakariri District Council

The Council has a statutory obligation under the Local Government Act 2002 to identify Strategic Priorities and Community Outcomes that reflect the needs and aspirations of local residents.

Across its eight themes and identified actions, the Waimakariri Youth Action Plan 2026-2029 aligns with Council's social, cultural, environmental and economic Community Outcomes. Additionally, the objectives of the Action Plan are closely associated with Council's strategic priority to, "enhance community wellbeing, safety, inclusivity and connectedness".

The diagram depicted on the next page shows the Council's Strategic Framework that informs the delivery of a wide range of Council services, including infrastructure planning, business development, community services, and environmental stewardship. This work is underpinned by robust community engagement, evidence analysis, and alignment with national and regional planning.

The Waimakariri Community Development Strategy is one of the Council's key strategies.



## The Community Development Strategy 2025–2035:

The objectives of the Community Development Strategy encompass all aspects of the Council’s Community Outcomes.

The Strategy’s objectives ensure that Waimakariri is a District where people are:

- Safe, healthy, and able to access the determinants of good health and wellbeing
- Welcome and included, as part of our local communities, both geographic and ‘of interest’
- Informed and empowered to contribute to local decision making and achieve their aspirations
- Engaged and connected into the District’s activities

### Related Plans

To address the broad range of community development activities and initiatives, several plans have been developed giving effect to specific priorities in both the Community Development Strategy and the Long Term Plan.

### Community Development Strategy

The Youth Action Plan is one of several plans within the Community Development Strategy as shown below.



## Influencing Factors

Alongside what our local young people told us, we have also looked at the bigger picture nationally. These influencing factors have reinforced the priorities identified by local young people and further highlighted the value of this work. These have been framed in line with the eight themes in the Action Plan, which were identified through extensive engagement with Waimakariri youth. To access the sources used in this section, please see the References section (page 89).

### Health

Te Hiringa Mahara – Mental Health and Wellbeing Commission reports that, in 2022/23, one in five young people aged 15–24 have

experienced high psychological distress, with youth less likely than other age groups to receive professional support when needed.

Māori, Pasifika, disabled, and LGBTQIA+ youth are disproportionately impacted, and factors such as lower household income, unmet basic needs, and inequities in service access continue to shape youth mental health outcomes. Also impacting health and addictive tendencies are encounters with disturbing or aggressive online media and unsafe content, such as pornography. Alongside addictive substances, exposure to these kinds of materials have been shown to negatively influence wellbeing, attitudes, and expectations.



### Recreation

Recreation remains an important part of young people's lives, but participation is shaped by age, cost, and access to activities. Youth physical activity is declining in New Zealand, with fewer than half of 15-to-24-year-olds meeting activity thresholds in 2024. Participation in organised sport also drops sharply in the mid-teen years as time pressures and interests change, leading many young people to prefer more flexible, low-cost, informal options.

### Environment

International evidence shows climate change is a significant source of anxiety for many young people, with widespread concern, pessimism about the future, and impacts on daily functioning. Research also links inaction on climate change with poorer youth mental health. Youth development offers a practical response by enabling young people to have a voice and take part in local, meaningful climate action. This has been shown to help to reduce anxiety, build confidence, validate their concerns, and support them to shape a more positive future.



## Employment

Across Aotearoa New Zealand, around 12–13% of young people aged 15–24 are not in employment, education, or training (NEET), with rates increasing during periods of economic downturn and a tightening labour market. National labour market data shows that young people are disproportionately affected by rising unemployment, increased competition for entry-level roles, and reduced availability of apprenticeships and early career opportunities, particularly during economic slowdowns.

## Belonging

Belonging is strengthened through social connection, cultural identity, acceptance, and safe, supportive environments. When young people feel grounded in their culture and values, they are more likely to feel accepted, safe, and connected within their communities. Canterbury Wellbeing Index data shows young people aged 18–24 report the highest levels of loneliness in the population, markedly higher than older age groups.

## Spaces and Places

Research suggests that the inability to access public spaces and places has a significant impact on the development and wellbeing of young people in Aotearoa. They provide opportunities for physical activity, mental health support, and social connections. Youth friendly places and spaces are defined by how young people experience them, rather than simply their appearance. They are safe, welcoming, affordable, accessible, and codesigned with young people to support connection, identity, creativity, and wellbeing.

The Youth Voice Canterbury - Youth Takeover Survey in 2024 highlighted access to transport as one of the top five significant issues for young people across the Canterbury region. Lack of transport impacts significantly on the ability of local rangatahi to engage in recreation and social connection. It is also the most significant barrier to employment for local young people.

International research shows a strong link between civic engagement and youth wellbeing, resilience, and positive development. Participation in civic life helps young people build leadership skills, critical thinking, and social connections, while strengthening their sense of identity and ability to influence decisions that affect them. Supporting young people to have a civic voice not only benefits their development but also strengthens democratic systems by ensuring youth perspectives and lived experience contribute to more inclusive, representative, and future focused community solutions.

## Sector Support

Government strategies such as the Youth Plan: Voice, Leadership, Action emphasise that positive outcomes for youth depend on a well-resourced, connected, and capable youth sector, with collaboration between government, councils, and community providers identified as essential for delivery. This is reinforced by the Youth Development Ecosystem evidence review, which found that

coordinated networks, shared frameworks, and workforce development improve consistency, equity, and effectiveness across youth services, while reducing duplication and service gaps.

These findings highlight that sector support plays a critical role in strengthening pathways across wellbeing, education, employment, and civic participation.

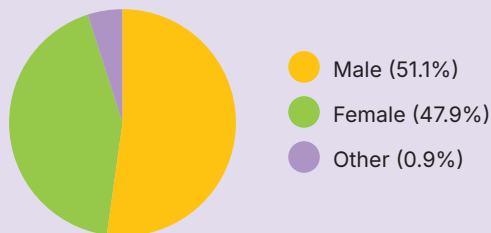
The Mana Taiohi framework further confirms the need for sector wide support, identifying skilled practitioners, strong relationships, and collaboration as foundational to effective youth development practice. Evidence from Mana Taiohi implementation and wider youth development research shows that investment in workforce capability and sector coordination improves service quality, strengthens youth engagement, and delivers better long term outcomes, while functioning as preventative infrastructure that reduces reliance on crisis responses. Councils play a key enabling role within this ecosystem by convening local networks and supporting place based collaboration.

## Who are Waimakariri Youth?

**2013–2018**  
Waimakariri's youth population increased by 14.95%

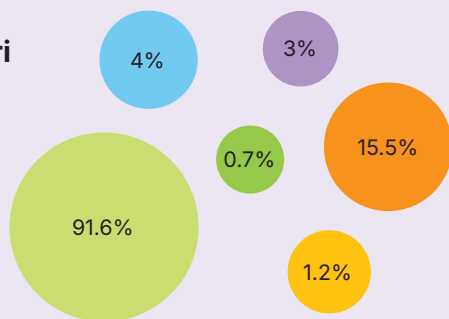
**2018–2023**  
it increased again by 4.9%

**What gender do Waimakariri youth identify as?**



**What ethnicity do Waimakariri youth identify as?**

- European
- Māori
- Asian
- Pacific Peoples
- MELAA
- Other



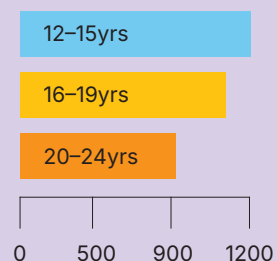
As of 2023 an estimated

**9,555**

12-to-24-year-olds live in Waimakariri

Accounting for approx. 14.4% of the District's population

**Waimakariri youth by age group**



Data Source: Usually Resident Population Count Census 2023

## Youth Action Plan Early Engagement Survey Overview

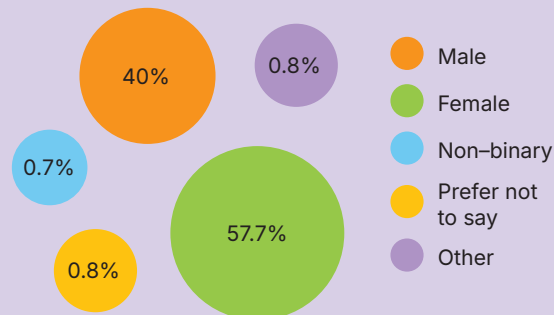
Between 18 May and 13 July 2025, the Waimakariri District Council undertook early engagement with local 12-to-24-year-olds to better understand their changing needs, challenges, and aspirations.

This information formed the basis for the development of the Youth Action Plan 2026-2029.

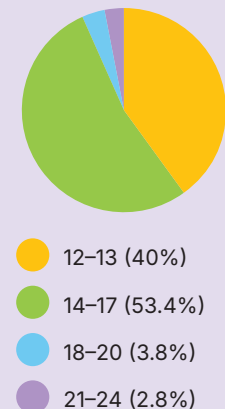
Across all collection methods, Council engaged with 1,112 local 12-to-24-year-olds, accounting for 11.6% of the Districts' total youth population.

**We heard from 1091 young people through the survey alone. Of these responses...**

**What gender do our respondents identify as?**

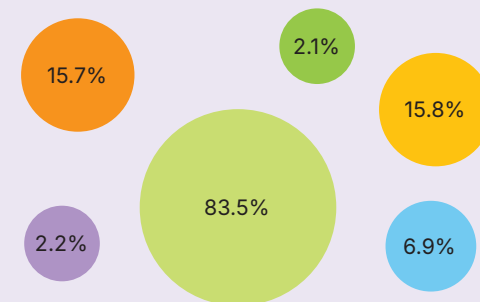


**We heard from a range of different age groups:**



**What ethnicity do our respondents identify as?**

- European
- Māori
- Asian
- Pacific Peoples
- MELAA
- Other



**What were their main messages?**

**Waimakariri youth care about the collective social, economic, cultural, and environmental wellbeing of their peers and their communities.**

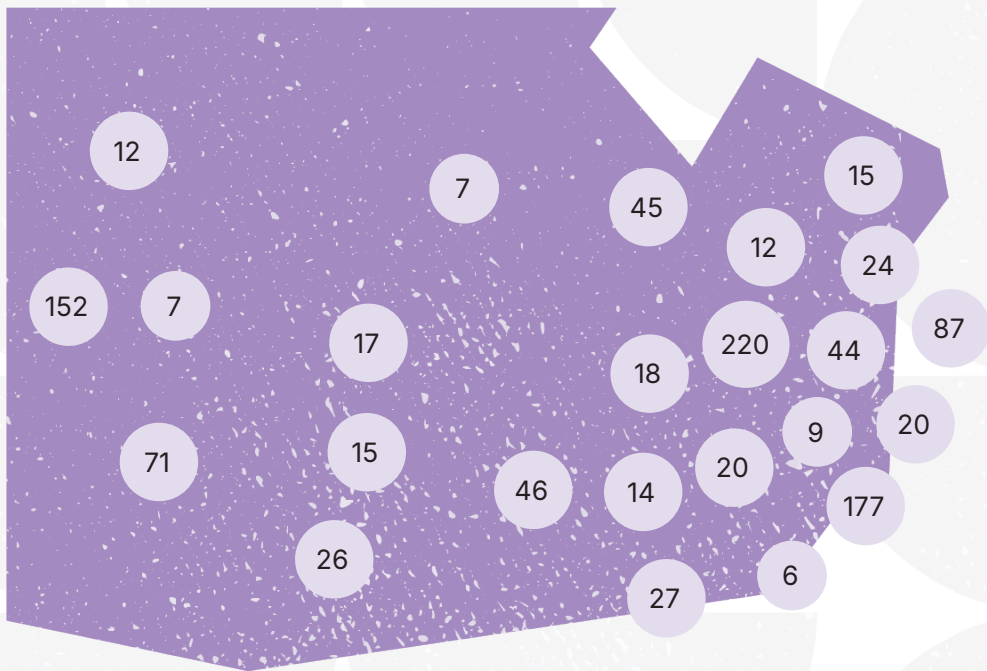
**Waimakariri youth have different experiences based on their location within the District, most notably when it comes to urban versus rural localities.**

**Waimakariri youth show interest in a range of different topics and issues, from sports and physical activity to roading and transport, when engaged with in a meaningful way that meets them where they are.**

**Waimakariri youth want to engage with Council when it comes to topics of significance to them, and they appreciate the opportunity to make their voices heard.**

### Who shaped the Youth Action Plan?

This map shows where in the Waimakariri District these young people are from, demonstrating the range of urban and rural youth voices represented throughout this Action Plan.



71	Rural	20	Pegasus Bay	45	Loburn	9	Tuahiwi
220	Rangiora	15	West Eyreton	12	Ashley	152	Oxford
15	Sefton	44	Woodend	87	Pegasus	46	Swannanoa
24	Waikuku	26	Eyrewell	7	Starvation Hill	27	Eyreton
12	Ashley Gorge	14	Mandeville	17	Cust	20	Ohoka
7	Okuku	6	Clarkville	18	Fernside	177	Kaiapoi



## Development of the Youth Action Plan 2026–2029

### October 2024

The Waimakariri District Council began reviewing its 'Youth Strategy 2018' with the goal of developing a Youth Action Plan in its place. This review was in response to significant social and demographic changes experienced by local young people and was guided by a dedicated Project Control Group.

### March 2025

The first major milestone for the project was forming the Youth Action Plan Advisory Group to ensure youth voice and insights from service providers helped shaped the plan.

Facilitated by Council staff, the group met regularly throughout the development of the project to provide guidance and feedback.

### April 2025

Working alongside the Advisory Group, a co-designed early engagement process was launched with the aim of better understanding the challenges and priorities of local youth, to form the basis for draft actions. This phase was considered critical to the project's success, with the Advisory Group playing an instrumental role in shaping ways to engage meaningfully with local youth.

### May—July 2025

Early engagement ran for eight weeks and included an in-depth survey, interactive workshops, and social media outreach. The survey, covering ten key themes, was the primary tool used for gathering youth insights.

To maximise reach, Council partnered with schools and education providers, attended youth events, and worked with young people directly to identify the best locations for QR code posters and social media content.

### August—September 2025

The use of mixed engagement methods ensured a large response, with 1,112 young people having their say. Feedback highlighted key issues, opportunities, and priorities for local youth. Many also provided detailed written insights, offering a rich understanding of their experiences and perspectives. Council staff then began analysing these responses and shared these learnings during an external stakeholder engagement evening to ensure that decision makers, youth service providers, and the wider community are well aware of these issues and how they can make a difference.

### October—December 2025

Analysis of the 1,112 responses to the early engagement process for this project directly informed the development of the draft Youth Action Plan 2026–2029. The first step was to set out the themes that needed to be included in the document, followed by specific goals and actions. This involved conversations across Council units, as well as with external organisations and youth service providers. The draft was then shared with the Youth Action Plan Advisory Group and Project Control Group for their feedback and workshopping to prepare for consultation.

### February—July 2026

Public consultation on the Draft Plan was undertaken between February and March, with feedback received from community members and organisations. Following this, staff went on to analyse the feedback and made the appropriate amendments to the Plan. In May and June, Staff presented the updated Plan to the Youth Action Plan Advisory Group, Project Control Group, and Community and Recreation Committee. The final version of the Youth Action Plan was reported and presented to Council in July, where it was formally adopted.



## Health

**Goal: Waimakariri youth are enabled to thrive mentally and physically and have access to essential wellbeing services.**

### What young people told us about health:

To better understand how local youth feel about health, we asked them a range of questions relating to mental and physical health, as well as addiction.

The majority of survey respondents told us that mental health is very important to them, with 75.7% going on to note that they think mental health is something Waimakariri youth are actively struggling with. It was also clear that a number of our young people are unsure or do not know how to access local mental health services at 37.8%. Older youth stood out in this category with those in the 18-to-24-year-old group reporting that they face barriers when accessing mental health services, in particular, cost of services and long wait times.

Older youth also had the highest percentage reporting the same

barriers for accessing physical health services, highlighting that young people in the 18-to-24-year-old group may require more support in this space. However, it was clear that respondents were more confident that they know how to access physical services in comparison to mental health services.

At 91.2%, the overwhelming majority of survey respondents stated that they feel addiction is an issue that affects young people living in Waimakariri. When asked to elaborate on specific addiction challenges, 89.3% told us that vaping is a significant issue for youth, followed by social media at 77.4%, alcohol at 66.4% and drug use at 64.1%. These responses were a clear indicator that our young people need more support when it comes to addiction.

## Action 1: Promote the availability of mental and physical health services within the District

**Lead agent** Community Team

**Timeline** Ongoing

### Sub-actions

1. Conduct mapping of current mental health services available to young people across the District, including but not limited to; Kaupapa Māori services, disability services, and culturally responsive youth health providers, with a focus on identifying gaps in service provision and future opportunities to strengthen equitable access for young people
2. Work collaboratively to ensure that the range of mental and physical health services in the District are publicised in priority youth spaces and online platforms used by youth
3. Ensure that online resources that promote local services, such as the Next Steps webpage, are easily accessible to youth and promoted on Council platforms
4. Following service mapping, ensure outcomes are in alignment with iwi established health priorities for rangatahi, as outlined in the Te Tauraki Health Plan, specifically with regard to accessing preventative and clinical mental health services

### Success indicators

1. Youth are:
  - More informed of availability of mental health service
  - Able to find and access the right services
  - Receiving wrap around support from mental and physical health services when in need
2. Youth and health service providers are well connected and informed about each other's offerings

### Possible collaborators

- Communications and Engagement Team
- Waimakariri Youth Council
- Social Services Waimakariri
- North Canterbury Youth Services Network
- Waimakariri Health Advisory Group
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant documents

- Community Development Strategy 2025–35
- Te Tauraki Health Plan (Ngāi Tahu)

**"I'm worried about the cost and lack of support, and I don't want my family to worry if I'm sick or need care"**  
18-to-20-year-old, Eyrewell

Seen ✓

**"Mental health is very serious, and we should make more awareness of it"**

12-to-13-year-old, Swannanoa

Seen ✓

**"Young people dealing with addiction can benefit from community support, education, and accessible services, including peer groups, counselling, and mental health programmes"**

18-to-20-year-old, Eyrewell

Seen ✓

## Action 2: Investigate opportunities to work with key partners in addressing addiction issues facing local youth

**Lead agent** Community Team

**Timeline** Year 1 & 2

### Sub-actions

1. Inform key partners about Youth Action Plan survey results on addiction and facilitate initial conversations around next steps
2. Provide support as needed to the projects that result from conversations with these key partners

### Success indicators

1. Key community partners are more informed, connected, and empowered to address addiction issues facing local youth
2. Key projects to address local youth addiction issues have begun and are well supported

### Possible collaborators

- Community Wellbeing North Canterbury
- Social Services Waimakariri
- Local high schools and education providers
- Alcohol and Drug Harm Steering Group
- North Canterbury Youth Services Network
- Waimakariri Youth Council
- Local Police
- Noaia Charitable Trust
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant documents

- Community Development Strategy 2025–35
- Engaging the Community for Alcohol Action Plan

## Action 3: Facilitate opportunities to educate sector providers in relation to youth health and addiction

**Lead agent** Community Team

**Timeline** Ongoing

### Success indicator

Youth and health service providers are informed about key trends and issues impacting youth in Waimakariri

### Possible collaborators

- Social Services Waimakariri
- North Canterbury Youth Services Network
- Waimakariri Health Advisory Group
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35



## Recreation

**Goal: Waimakariri youth are satisfied with and have increased access to local sports and recreation opportunities**

### What young people told us about recreation:

To help inform service provision across the District, we asked local young people to tell us about their thoughts on sports, physical and recreational activities, and their hobbies.

At 91.6%, the vast majority of respondents told us that sports and physical activities are somewhat to very important to them. Team sports were very clearly popular amongst our young people; however, it was noted that interest in team sports seemed to decrease as age increased.

In terms of satisfaction with current sports offerings in Waimakariri, the majority of respondents told us they are only somewhat satisfied at present, with rural communities reporting a higher level of dissatisfaction. Once again, cost was seen as the most prevalent barrier to accessing these opportunities.

Young people told us that they want to see more support for social sport offerings, opportunities to be involved with club and school sports for those not in traditional education settings, and increased access to speciality sports within the District for youth with disabilities.

Young people also told us about their hobbies and the things they do in their spare time. 85.8% of respondents told us they most enjoy hanging out with their friends, reinforcing the idea that our young people value these relationships with their peers.

Interestingly, 70.9% of 21–24-year-olds told us that they are more likely to partake in activities that have mental health benefits as well. Themes of creativity, expression, and freedom also came through in comments, as well as the need for more local, accessible activities for young people to partake in.

**"Many buses don't travel to our area as we live more rurally compared to cities like Christchurch and Rangiora, and with more public transport it would be much easier to participate in physical activities"**

**12-to-13-year-old, Eyreton**

**Seen ✓**

**"It would be better if there were more things for teenagers to do out here, so we don't have to travel into Christchurch. I have noticed that there are more and more teenagers joining the gym because that is one of the few things we can do to keep us busy. I suggest a youth group or something along those lines"**

**14-to-17-year-old, Rangiora**

**Seen ✓**

**"Make opportunities like these cheaper for more NZ youth to participate in, without worries or boundaries like cost"**

**14-to-17-year-old, Oxford**

**Seen ✓**

## **Action 1: Collaborate with local sport and recreation providers to investigate broader offerings**

**Lead agents** Greenspace Unit and Community Team

**Timeline** Year 1 & 2

### **Sub-actions**

1. Connect with staff working on the development of a Play, Active Recreation, and Sports Strategy to better understand the gaps and opportunities for youth sport offerings in the District
2. Support opportunities for local youth to participate in accessible and inclusive sport offerings

### **Success indicators**

1. Local sport and recreation advisors and providers agree to address gaps identified in sport offerings
2. Local youth have access to a broader range of sport and feel more satisfied in this area
3. Youth with disabilities have opportunities to participate in local sport
4. Levels of service reflect community demand

### **Possible collaborators**

- North Canterbury Sport and Recreation Trust
- Local sports clubs
- Local cultural groups
- Waimakariri Access Group
- Sport Canterbury
- Halberg Foundation
- ParaFed Canterbury
- Special Olympics Canterbury
- Te Rūnanga o Ngāi Tūāhuriri

### **Relevant documents**

- Play, Active Recreation and Sports Strategy (currently being developed)
- Community Development Strategy 2025-35
- Inclusive Waimakariri Plan 2025-28
- Community and Recreation Activity Management Plan

## Action 2: Investigate opportunities to remove barriers for young people to participate in sport and recreation

**Lead agent** Community Team

**Timeline** Year 1 & 2

### Sub-actions

- To better understand participation barriers, facilitate targeted conversations with:
  - Home schooling networks
  - Youth in rural areas
  - 18-to-24-year-olds
  - Rangatahi Māori
  - Pacific youth
  - Youth with disabilities
- Following conversations with identified groups, provide feedback to sport and recreation providers, and advocate for more inclusive offerings

### Success indicator

Sport and recreation providers have increased awareness of barriers impacting youth participation and are motivated and empowered to address these issues where possible

### Possible collaborators

- North Canterbury Sport and Recreation Trust
- Sport Canterbury
- Mahi Mātātoa Trust
- Local schools and education providers
- Local sporting codes
- Comcol North Canterbury
- Noaia Charitable Trust
- R13 Trust
- Waimakariri Youth Council
- WaiYouth
- Waimakariri Access Group
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant documents

- Community Development Strategy 2025–35
- Play, Active Recreation and Sports Strategy (currently being developed)

## Action 3: Facilitate the promotion of sport, recreation, and play opportunities for young people in Waimakariri

**Lead agents** Greenspace Unit and Community Team

**Timeline** Ongoing

### Sub-actions

- Investigate opportunities to attract additional sport, recreation, and play offerings and events in the District
- Work collaboratively to ensure that the range of sports, physical and recreational activities, and hobbies in the District are publicised in priority youth spaces and online platforms used by youth

### Success indicators

- Local youth have increased awareness of local sport and recreation opportunities
- Additional opportunities for youth to be involved in sport, recreation and play become more readily available in the District

### Possible collaborators

- Communications & Engagement Team
- North Canterbury Sport and Recreation Trust
- Local sports clubs
- Sport Canterbury
- Waimakariri Youth Council
- Waimakariri Access Group
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant documents

- Community Development Strategy 2025–35
- Play, Active Recreation and Sports Strategy (currently being developed)

## Environment

**Goal: Waimakariri youth are informed on environmental issues impacting the District and feel equipped to make an impact**

### What young people told us about the environment:

We asked local young people to tell us how they feel about their natural environment in Waimakariri, and issues that concern them. The vast majority of survey respondents told us that the natural environment is important to them, with 71.1% telling us that they think it is very important for their local community to be protecting the environment.

It was also clear in survey results that our youth are interested in being involved in activities which help our natural environment into the future.

Furthermore, at 55%, the majority of respondents told us that environmental issues do worry them, sending the message that our young people are concerned about environmental issues and the impact these may have on the natural environment. In their comments, young people told us that they feel a desire for information to be more readily available and accessible to them.



**"Maybe promote these cleanups or tree plantings more, because I don't see many ads for cleanups, but would be happy to go if I saw that they were being hosted"**

**12-to-13-year-old, Eyrewell**

**Seen ✓**

**"I think the natural environment is important as we need to preserve what we have so we can have better futures"**

**14-to-17-year-old, Kaiapoi**

**Seen ✓**

**"I think it is important to live in a clean natural environment"**

**14-to-17-year-old, Rangiora**

**Seen ✓**

## Action 1: Facilitate and promote opportunities for youth-led environmental activities

**Lead agents** Greenspace Unit, Community Team and Solid Waste Team

**Timeline** Ongoing

### Sub-actions

1. Take a creative communications and planning approach to increase youth participation in environmental activities
2. Ensure that information regarding upcoming environmental events and activities are available and accessible to a youth audience.
3. Ensure that the Waimakariri Youth Council continues to be supported in their delivery of youth-led planting days, river clean ups, and other environmental activities
4. Enable opportunities for local young people to create their own environmental communications, such as youth-led and directed videos, which provide them with a platform to express their thoughts on environmental topics of their choosing

### Success indicators

1. Multiple youth-led environmental events and initiatives happen each year
2. The number of youth involved in these events increases

### Possible collaborators

- Communications & Engagement Team
- Waimakariri Youth Council
- Ashley Rakahuri River Care Group
- Environment Canterbury
- Eco Educate
- WaiYouth
- Te Kōhaka o Tūhaitara Trust
- EnviroSchools
- Waimakariri Libraries
- Noaia Charitable Trust
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant documents

- Community Development Strategy 2025-35
- Natural Environment Strategy

## Action 2: Investigate new opportunities for sustainable practices in the District

**Lead agent** Solid Waste Team

**Timeline** Year 2 & 3

### Sub-actions

1. Investigate new opportunities for sustainable practices that youth can be involved in, and sustain current offerings
2. Investigate the possibility of an extension of take back schemes in the wider District

### Success indicator

The Council incorporates more sustainability initiatives throughout the District, making it an eco-friendlier place

### Possible collaborators

- Community Team
- Eco Educate
- Greenspace Unit
- Waimakariri Libraries
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Waste Management and Minimisation Plan 2018



## Action 3: Facilitate opportunities for youth environmental advocacy at the District, Regional and National level

**Lead agents** Greenspace Unit, Community Team and Strategy & Business Unit

**Timeline** Ongoing

### Sub-actions

1. Ensure that submissions made by Council on environmental matters take into account the feedback received by local young people through the Youth Action Plan survey and other relevant surveys/data
2. Support the Waimakariri Youth Council's advocacy work through sharing relevant advocacy opportunities and by peer reviewing submissions
3. Create new opportunities for a diverse range of youth to be involved in environmental strategic development.
4. Ensure that information relating to environmental issues, collated by Council, can be shared with young people in a way that is accessible, and easy to understand

### Success indicator

Local youth voices are represented on a range of environmental issues and projects

### Possible collaborators

- Waimakariri Youth Council
- Local environmental advocacy groups
- Communications & Engagement Team
- Waimakariri Biodiversity Trust
- Youth Voice Canterbury
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025-35

## Action 4: Explore new ways to share information and empower youth about environmental issues and projects

**Lead agents** Communications & Engagement Team, Strategy & Business Unit and Greenspace Unit

**Timeline** Ongoing

### Success indicator

Youth feel more informed about local environmental issues and actions that Council is taking through increased access to information, and regular updates on media platforms

### Possible collaborators

- Community Team
- Waimakariri Youth Council
- Solid Waste Team
- Eco Educate
- Waimakariri Libraries
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Natural Environment Strategy

# Employment

**Goal: Waimakariri youth are aware of local career pathways, connected to local employers, and are supported to be work ready**

## What young people told us about employment:

We asked young people to tell us about their experiences with seeking employment within Waimakariri to better understand the challenges they are facing. It was clear that the most significant barrier is the lack of available jobs locally, with 57% of survey respondents noting this.

This was followed by 47.1% stating lack of experience, and 29.7% percent mentioning access to transport as barriers. The inter-related nature of these challenges is significant.

In order to address these issues, young people told us that opportunities such as in-person workshops and one-off opportunities to learn vocational skills, CV writing, and job interview etiquette would be helpful. Some young people also expressed concern that they feel there is bias against young people in the workplace, and that disability stigma impacts their ability to find employment in Waimakariri.

## Local context

10% of young people aged 15–24 in Waimakariri are not in employment, education or training (NEETs). One of the barriers that these local youth encounter is increased competition for entry level roles—particularly in tighter economic times.

On top of the District's relatively high local NEET numbers, the recent economic downturn has seen over 400 local youth requiring financial assistance from Work and Income, in the face of a tighter labour market and rising living costs. This has highlighted the need for ongoing investment in youth focused employment pathways, such as those facilitated through collaborations like North Canterbury Youth Futures and Council's Mayor's Taskforce for Jobs programme.

## Action 1: Maintain participation in the Mayors' Taskforce for Jobs programme

**Lead agent** Community Team

**Timeline** Ongoing

### Success indicator

Eligible Waimakariri youth are supported to find work through the Mayors' Taskforce for Jobs programme

### Possible collaborators

- Ministry of Social Development
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35

"I have applied to 100+ jobs and have only had 2 interviews but got denied both times, it's hard for me"  
14-to-17-year-old, Rangiora

Seen ✓

"In my area particular jobs are very hard to get because almost every student over 16 is going for the same 5-6 jobs in the town and it makes it incredibly difficult to get the job"  
14-to-17-year-old, Eyreton

Seen ✓

"There's no good way of getting entry level jobs without knowing someone that owns a business, or someone who already works somewhere needing employees"  
14-to-17-year-old, Pegasus

Seen ✓



## Action 2: Maintain opportunities for youth to intern across Council business units

**Lead agents** Community Team and Human Resources Team

**Timeline** Ongoing

### Sub-action

Encourage the proactive sharing of internship opportunities across Council units with local young people.

### Success indicator

More Waimakariri youth are aware of and able to participate in Council internships

### Possible collaborators

- Council Units
- Communications & Engagement Team
- Waimakariri Libraries
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35



## Action 3: Facilitate workshops aimed at youth work readiness

**Lead agent** Community Team

**Timeline** Ongoing

### Sub-actions

1. Mayors' Taskforce For Jobs to continue with learner licensing courses and other relevant work readiness workshops for clients
2. Support WaiYouth to host work readiness workshops for wider youth population
3. Support local education providers to deliver structured work readiness workshops on their campus

### Success indicator

Waimakariri youth are supported to learn skills that will increase their work readiness and employability

### Possible collaborators

- Waimakariri Youth Council
- Noaia Charitable Trust
- WaiYouth
- Enterprise North Canterbury
- Comcol North Canterbury
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35

## Action 4: Facilitate a pilot 'Day in the Life' programme offering local youth the opportunity to apply for a one-day work experience in an area of interest within Council

**Lead agent** Community Team

**Timeline** Year 1 or 2

### Sub-actions

1. Explore feasibility and confirm interest in a pilot programme across Council units
2. Youth Development Facilitator to work through logistics, draft a schedule for the day, and outline eligibility criteria/selection process to share with Council units and local high schools/education providers
3. Develop required communications collateral and ensure a wide range of local young people are aware of the opportunity
4. Review the success of the pilot programme and determine whether it is suitable to run annually

### Success indicators

1. The pilot programme runs with a high level of Council engagement and youth participation
2. Youth participants have increased awareness of Council functions and career pathways
3. Connections between local youth and Council are strengthened

### Possible collaborators

- Human Resources Team
- Participating Council Units
- Communications & Engagement Team
- Local high schools
- Local education providers
- Health and Safety Team
- Waimakariri Libraries
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant documents

- Community Development Strategy 2025–35
- Volunteer Policy
- Recruitment and Selection Policy

## Action 5: Facilitate the effective promotion of local volunteering opportunities

**Lead agent** Community Team and Waimakariri Youth Council

**Timeline** Year 1

### Sub-action

Collaborate with the Waimakariri Youth Council to roll out a volunteering opportunities campaign.

### Success indicator

More youth are aware of and connected to local volunteering opportunities

### Possible collaborators

- Communications & Engagement Team
- Community Wellbeing North Canterbury
- North Canterbury Youth Services Network
- Waimakariri Libraries
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35



## Action 6: Support the North Canterbury Youth Futures activities to highlight local career pathways

**Lead agent** Community Team

**Timeline** Ongoing

### Sub-action

Facilitate and promote the North Canterbury Youth Futures Careers Expo, Business Breakfast, and Career Pathways activities

### Success indicators

1. The North Canterbury Youth Futures activities continue to grow
2. Local youth continue to gain awareness of local career pathways and connect with employers through North Canterbury Youth Futures activities

### Possible collaborators

- North Canterbury Youth Futures Working Group
- Waimakariri Libraries
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35

## Action 7: Investigate alternative transport options to support youth employment opportunities

**Lead agent** Community Team

**Timeline** Year 3

### Success indicator

Key partners are identified and committed to providing new transport pathways for young employees

### Possible collaborators

- Local Employers
- Community service providers
- North Canterbury Minibus Trust
- Local High Schools
- Comcol North Canterbury
- Noaia Charitable Trust
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35

## Belonging

**Goal: Waimakariri youth have an increased sense of social and cultural belonging across the District**

### What young people told us about belonging:

We asked young people questions about how they feel being themselves in their local communities to better understand where there may be higher levels of need.

When asked if they feel accepted and included by their peers, 60% of survey respondents said they do, followed by 33.1% noting they only feel this way sometimes, and 6.9% stating they either do not feel this way or that they'd prefer not to say. It was noted that the feeling of acceptance seemed to trend upwards as the age of the young person increased as well.

83% of survey respondents told us that they view their culture as being somewhat to very important

to who they are. Following on from this, 55.1% of these respondents told us they feel supported and accepted by their community to be themselves in their cultural identity. However, 33.1% were unsure of how to respond to this question, and a further 11.9% stated that they do not feel this way. 89% told us that it is somewhat to very important to live in a community that includes people of multiple cultures, with only 11% disagreeing. Young people also expressed that they feel the Waimakariri District could be doing more to celebrate and promote cultural diversity, beyond just ticking a box.

**"You could have a Polyfest in Waimakariri or a big open Māori hāngi or community celebration. Maybe a get together even. It doesn't have to be big, you just have to feel noticed"**

**12-to-13-year-old, Pegasus**

**Seen ✓**

**"I think there's a bit of a way to go still when it comes to societal attitudes here when it comes to acceptance and inclusivity"**

**18-to-20-year-old, Rangiora**

**Seen ✓**

**"Celebrating and promoting cultural diversity is good, but I don't think it comes from higher up, but from those in the community"**

**14-to-17-year-old, Kaiapoi**

**Seen ✓**

## **Action 1: Ensure that the implementation of the Welcoming Waimakariri Plan also reflects the needs of young people**

**Lead agent** Community Team

**Timeline** Ongoing

### **Success indicator**

The Welcoming Waimakariri Plan implementation represents and includes young people

### **Possible collaborators**

- Welcoming Waimakariri Working Group
- Te Rūnanga o Ngāi Tūāhuriri

### **Relevant documents**

- Welcoming Waimakariri Plan 2026–2029
- Community Development Strategy 2025–35



## Action 2: Facilitate accessible local opportunities for youth that promote inclusion, education and celebration of all cultures

**Lead agent** Community Team

**Timeline** Ongoing

### Sub-actions

1. Work with Global Locals of Waimakariri to widen opportunities for youth involvement with the group's activities
2. Facilitate the Race Unity poster competition
3. Investigate additional offerings of youth targeted cultural events and activities
4. Promote the availability of locally based Kaupapa Māori services, Pacific services and culturally responsive services for migrant communities available to youth, to contribute to increased feelings of cultural inclusion

### Success indicators

1. Local youth have access to and are attending a range of cultural events and activities
2. Local youth feel more accepted, included, and welcome in Waimakariri

### Possible collaborators

- Welcoming Waimakariri Working Group
- Global Locals of Waimakariri
- Communications & Engagement Team.
- Waimakariri Libraries
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant documents

- Welcoming Waimakariri Plan 2026–2029
- Community Development Strategy 2025–35

## Action 3: Facilitate and promote youth social events and opportunities across the District to improve inclusion and connection

**Lead agents** Community Team and Greenspace Unit

**Timeline** Ongoing

### Sub-actions

1. Support Waimakariri Youth Council and WaiYouth in running multiple youth-led events and activities each year
2. Collaborate with relevant Council teams to facilitate events and opportunities for youth during Youth Week

### Success indicators

1. Waimakariri Youth Council and WaiYouth events are well attended by local youth
2. Youth feel more included and connected across the community after attending these events

### Possible collaborators

- WaiYouth
- Waimakariri Youth Council
- North Canterbury Youth Services Network
- Communications & Engagement Team
- Waimakariri Libraries
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35

## Action 4: Ensure that youth voice is represented when designing meaningful pathways for cultural and social inclusion at Council

**Lead agent** Community Team

**Timeline** Ongoing

### Sub-actions

1. Utilise responses to the Youth Action Plan survey in designing these pathways, and promote to relevant Council units for use in their work
2. Actively incorporate concepts such as Te Whare Tapā Wha and Hauora when exploring pathways for youth voice and cultural inclusion

### Success indicator

Youth are supported to have their voices represented at Council on topics related to cultural and social inclusion.

### Possible collaborators

- Waimakariri Youth Council
- WaiYouth
- Youth Voice Canterbury
- Relevant Council units
- Welcoming Waimakariri Working Group
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35



## Spaces and places

**Goal: Waimakariri youth have access to spaces and places in the District that are youth friendly, connected, safe, and inclusive**

### What young people told us about spaces and places:

We asked young people how they feel about public spaces in the Waimakariri District to better understand how they interact with our offerings and what we could be doing better. 92.3% of respondents told us that local public spaces are somewhat to very important to them. It was evident that our young people value having places where they are welcome, safe, and can enjoy hanging out with their friends. Some respondents noted that there is a lack of indoor spaces that are youth friendly and cost effective.

Young people stated a preference for public places to be served with places to sit and hang out with friends, accessible bathrooms, and Wi-Fi for safety reasons. On the topic of safety, the majority of respondents told us they feel somewhat safe in public spaces at 62%, followed by 23.9% who feel very safe, and 14.1% who either do not feel safe or were unsure.

There was a clear preference for outdoor spaces expressed by respondents, with parks and beaches in particular being mentioned.

Libraries were noted by some as safe spaces, whilst others touched on the importance of accessible playgrounds and sensory spaces.

We also wanted to understand how our young people get around the District, and how accessible public transportation services are to them. Unsurprisingly, 90.9% of survey respondents use a car as their main method of transportation, followed by walking and bussing.

Only 21.9% of respondents said they feel satisfied with the provision of public transportation services in their communities and was noted by both rural and urban based youth. To encourage them to use public transport, young people told us they would need better travel routes available where they live at 50.7%, followed by better connections between places they want to go at 45.9%.

Safety concerns were also expressed alongside comments on systems being hard to navigate, and the need for more effective youth targeted communications.

**"I used to take buses everywhere but now that I have my own car it feels impractical when it takes three times as long to get anywhere"**

**18-to-20-year-old, Rangiora**

**Seen ✓**

**"One of my favourite places to go to is the Library mainly because it's sort of a safe haven for book geeks and the Waimakariri Libraries have a variety of things to do while your there"**

**12-to-13-year-old, Eyrewell**

**Seen ✓**

**"I would be more likely to use public transport if there were better measures to stop harassment and inappropriate behaviour. I have experienced people making comments about my appearance while in uniform, including from intoxicated individuals"**

**14-to-17-year-old, Rural**

**Seen ✓**

## Action 1: Further develop the 'Waimakariri Youth Spaces' concept, which aims to increase young people's connection, agency, and sense of ownership of local spaces and places

**Lead agent** Community Team and Greenspace Unit

**Timeline** Year 2 & 3

### Sub-actions

1. Develop a project plan and establish a control group to progress the Waimakariri Youth Spaces concept
2. Create new opportunities for youth-led storytelling around spaces and places in the District, in particular, sites of cultural significance
3. Connect with community organisations, businesses and relevant Council Units to collate their facilities and offerings that youth can easily access
4. Investigate opportunities to develop branding for the Waimakariri Youth Spaces concept to be used in the community
5. Investigate areas for young people to create their own spaces and contribute to codesign processes

### Success indicators

1. The Waimakariri Youth Spaces concept is developed and executed
2. Local youth have increased sense of ownership and connection to local spaces and places

### Possible collaborators

- Strategy and Business Unit
- Communications & Engagement Team
- Property Unit
- Local businesses
- Community Organisations
- Enterprise North Canterbury
- Waimakariri Libraries
- Noaia Charitable Trust
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025-35

## Action 2: Work alongside youth audit service providers to proactively assess public spaces and places to improve youth friendliness

**Lead agents** Greenspace Unit and Community Team

**Timeline** Year 2 & 3

### Sub-actions

1. Encourage Waimakariri youth to train as Youth Audit Team Leaders to build local capacity
2. Based on feedback received through the Youth Action Plan survey, plan to undertake youth audits when reviewing pre-existing public spaces and developing new spaces
3. Embed the prioritisation of accessibility and inclusive design principles into the assessment of public spaces and places for youth friendliness, including the participation of disabled young people in co-design processes

### Success indicators

1. Priority local public spaces are assessed through youth audits, and plans to make them more youth-friendly are under development.
2. More local youth are trained to be Youth Audit Team Leaders

### Possible collaborators

- ReVision Initiative
- Waimakariri Youth Council
- Waimakariri Libraries
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant documents

Community Development Strategy 2025–35

## Action 3: Hold conversations with regional public transport providers to uplift the needs of Waimakariri youth, influence planning decisions, safety measures, and better publicise transport options

**Lead agents** Strategy & Business Unit and Community Team

**Timeline** Year 2

### Sub-actions

1. Proactively share transport relevant data from the Youth Action Plan survey, and other relevant surveys, with Environment Canterbury, Greater Christchurch Partnership, and other partners
2. Ensure Council submissions to transport relevant consultations take into account Youth Action Plan survey data
3. Further promote public transport options in the Waimakariri District, ensuring it can be easily understood by a youth audience.
4. Hold conversations internally at Council to advocate for more active mode transport options

### Success indicator

The transport needs of Waimakariri youth are represented to regional public transport providers and are reflected in their planning

### Possible collaborators

- Communications & Engagement Team
- Waimakariri Youth Council
- Environment Canterbury
- Youth Voice Canterbury
- Roothing Team
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant documents

- Community Development Strategy 2025–35
- Infrastructure Strategy 2021–51
- Integrated Transport Strategy 2035+

# Engagement

**Goal: Waimakariri youth are engaged with Council and have increased levels of civic awareness**

## What young people told us about engagement:

Although it wasn't directly mentioned in the Youth Action Plan early engagement survey, the importance of engaging with young people in general came up in qualitative comments and workshops. It was clear that local youth value the opportunity to connect with their Council and have a desire to deepen this connection through the Youth Action Plan itself.

The need for increased levels of civics awareness was also evident, highlighting the need to work more in this space to ensure our young people can be educated on what Council does, how it impacts them

and their whānau, and what they can do to make sure their voice is heard.

The number of young people engaged with through this project and the quality of their responses demonstrated to Council that this work can assist us when engaging with our young people into the future as well, beyond the ways we already seek to achieve this. This section of the Action Plan aims to recognise the connections we currently foster, as well as to broaden our efforts and entrench new ways of thinking about youth engagement.



## Action 1: Support the Waimakariri Youth Council

**Lead agent** Community Team

**Timeline** Ongoing

### Sub-actions

1. Ensure that Youth Council are enabled to communicate the interests and preferences of local young people to the Council in relation to:
  - The content of strategies, policies, plans, and bylaws
  - The processes and mechanisms for engagement with young people in the District
  - The consideration of regional issues raised by local young people
  - Consultation with local young people and the community
  - Any matter that the Youth Council considers to be of particular interest or concern to Waimakariri young people
2. Waimakariri Youth Council is supported to deliver events and activities addressing key priorities for local youth
3. Further develop Waimakariri Youth Council's online reach with local young people and their communities

### Success indicator

Waimakariri Youth Council is supported to represent the interests and preferences of local young people to the Council and to deliver activities addressing key youth priorities

### Possible collaborators

- Waimakariri Youth Council
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35

"Thank you for giving us a voice, we're not the most popular age range so I really appreciate this. 13-year-old me would be so happy"

14-to-17-year-old, Rangiora

Seen ✓

"I've had a good experience with the Waimakariri District Council. I've seen how they work hard to support the community, especially with their youth programmes and local initiatives. It's great to see a Council that listens to young people and invests in making the District a safe and positive place for everyone"

14-to-17-year-old, Rural

Seen ✓

"Thanks for giving me this survey and letting me express my own opinion!"

12-to-13-year-old, Starvation Hill

Seen ✓

## Action 2: Support WaiYouth

**Lead agent** Community Team

**Timeline** Ongoing

### Sub-action

WaiYouth are empowered to plan and execute social and educational events for local youth

### Success indicator

WaiYouth is able to deliver multiple well-attended events per year for local youth

### Possible collaborators

- WaiYouth
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35

## Action 3: Support Youth Voice Canterbury initiatives

**Lead agent** Community Team

**Timeline** Ongoing

### Sub-actions

1. Support Waimakariri Youth Council members to be actively involved in Youth Voice Canterbury projects and events
2. Support Youth Voice Canterbury with the delivery of the regional Youth Takeover Survey run annually

### Success indicators

1. Youth Voice Canterbury initiatives and activities are actively supported by Waimakariri Youth Council
2. Waimakariri youth voices are represented in the regional Youth Takeover Survey each year

### Possible collaborators

- Youth Voice Canterbury
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35



## Action 4: Facilitate and promote the Youth Service Award

**Lead agent** Community Team

**Timeline** Ongoing

### Success indicator

The Youth Service Award is delivered annually to recognise outstanding contributions to the community by local youth

### Possible collaborators

- Governance Team
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35

## Action 5: Build capacity across Council Units to engage effectively with local youth

**Lead agents** Community Team

**Timeline** Year 1 & 2

### Sub-actions

1. Create a Council specific checklist for use by staff when running youth-targeted engagements to ensure effective communications and authentic engagement
2. Provide opportunities, such as 'lunch and learn' sessions, with Council staff to educate and train on how to best engage with youth

### Success indicator

Council Units are better equipped to engage effectively and meaningfully with youth

### Possible collaborators

- Communications & Engagement Team
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35



## Action 6: Proactively create opportunities for local youth to meaningfully engage with Council

**Lead agents** Community Team and Governance Team

**Timeline** Ongoing

### Sub-actions

1. Enable and facilitate opportunities for local youth to take part in deputations to Council and participate in other Council processes relating to issues of importance to them
2. Reassess feasibility and delivery of the Youth Development Grant, to support youth leadership in the District

### Success indicators

1. Youth not currently involved with Waimakariri Youth Council or WaiYouth are actively engaging with Council
2. The Youth Development Grant is delivered

### Possible collaborators

- Local schools and education providers
- Strategy and Business Unit
- Communications & Engagement Team
- Waimakariri Libraries
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35

## Action 7: Increase civic education levels for youth across the District

**Lead agents** Community Team and Governance Team

**Timeline** Ongoing

### Sub-actions

1. Foster relationships with local education providers to enable broader youth understanding, engagement and participation in Council processes
2. Plan and execute an annual drop-in sessions programme aimed at local schools, education providers and youth organisations, focused on topics such as Long Term Plans, major consultations, etc.
3. Develop youth-focused communication materials, such as videos on social media platforms, around important Council functions and how Council works
4. Facilitate civics education activities annually during Youth Week on topics such as voting, how to make submissions, etc.
5. Explore pathways to increase youth voter awareness and turnout through youth-targeted campaigns prior to the next election period

### Success indicator

Local youth have an increased understanding of Council functions and broader civic awareness

### Possible collaborators

- Local schools and education providers
- Strategy and Business Unit
- Communications & Engagement Team
- Waimakariri Libraries
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35

## Sector support

**Goal: The Waimakariri youth sector is supported, connected, and trained to effectively address priority issues impacting youth.**

### Local context:

Through facilitation of the North Canterbury Youth Services Network, Council's Youth Development function provides a mechanism whereby local services and supports working with local youth can come together to network, learn and consider collaborative responses to locally identified issues and opportunities.

In recent years this collaborative approach has resulted in:

- The establishment of the North Canterbury Youth Futures working programme, which facilitates improved pathways for young people to access education and employment
- Provision of quality professional development for volunteers and paid workers in the local youth sector, ensuring best practice in service delivery that address the issues impacting on the mental, physical and cognitive wellbeing of local youth
- Research and preliminary work toward to establishment of a more youth-friendly Waimakariri District
- The development of a regular newsletter, to keep those working in the youth sector up to date with emerging issues, opportunities and information

## Action 1: Facilitate the North Canterbury Youth Services Network monthly newsletter and quarterly training

**Lead agent** Community Team

**Timeline** Ongoing

### Sub-action

Utilise local training providers where possible, including youth-led training on topics that youth are the subject matter experts

### Success indicator

The District's youth service sector feels well-trained, supported, and connected

### Possible collaborators

- Hurunui District Council
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35

## Action 2: Promote opportunities for local youth sector service providers to access funding

**Lead agent** Community Team

**Timeline** Ongoing

### Success indicator

Local youth sector service providers are aware of opportunities for funding and how to access them

### Possible collaborator

Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35

"There is a need for up-skilling and constant training to keep up with changes for our young people"

Youth Service Provider, education and trade training

Seen ✓

"We would be really keen to continue to build the connection with the Waimakariri Youth Council and see what additional things we can do together to ensure youth voice is heard throughout the District"

Youth Service Provider, advocacy and engagement

Seen ✓

"I am really keen to support and see how this progresses as a number of these initiatives touch on areas of our work, with the opportunity to gather some more useful youth insight into our operation"

Youth Service Provider, recreation

Seen ✓

## Action 3: Collect and share data related to Waimakariri Youth with the wider youth services sector

**Lead agents** Community Team and Strategy & Business Unit

**Timeline** Ongoing

### Sub-action

Develop a platform that displays the Early Engagement Survey results that the sector can use for their programme design and funding applications

### Success indicators

1. The youth services sector is informed on key issues impacting youth in Waimakariri
2. The Youth Action Plan Early Engagement Survey results are utilised by local and regional organisations, influencing local programme delivery and application for funding

### Possible collaborators

- Youth Voice Canterbury
- Waimakariri Youth Council
- Te Rūnanga o Ngāi Tūāhuriri

### Relevant document

Community Development Strategy 2025–35



## Monitoring and Evaluation

**This version of the Waimakariri Youth Action Plan has a three-year scope, with actions to be undertaken between July 2026 and June 2029.**

A three-year timeframe was decided upon to make sure that this document can be reviewed more regularly. This was done with the aim of ensuring that the ever-changing needs, aspirations, and issues encountered by local youth can be factored into updated actions, addressed as required.

The success of the Youth Action Plan 2026–2029 is dependent on Council's commitment to delivering on the actions contained in this document.

This will be achieved by:

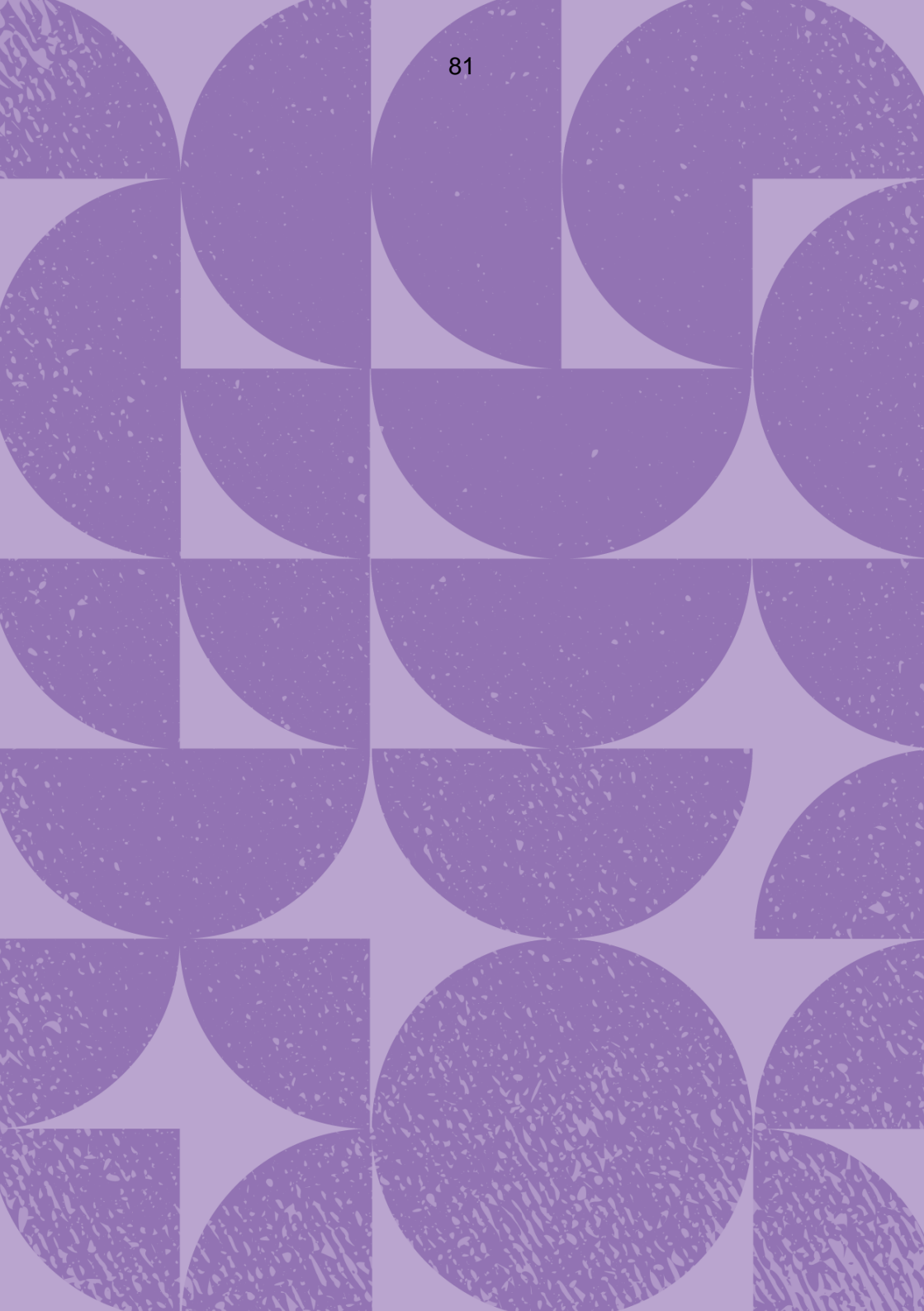
- The establishment of a staff working group, comprised of relevant Council Unit representatives, to ensure that lead agents of the Youth Action Plan 2026–2029 are enabled to deliver on the actions outlined in this document through collaborative efforts
- The establishment of an external stakeholder group to ensure that regional and local stakeholders are kept informed and collaborative discussions can continue
- Annual check-ins to assess the progress of the Youth Action Plan 2026–2029, in line with timeframes indicated for each action
- An update on the progress of the Youth Action Plan 2026–2029 included in the annual Community Team 'Year in Review Report'
- An annual report presented to the Community and Recreation Committee in July 2027, 2028 and 2029
- Ensuring that the progress and completion of actions within this document are shared with local young people and the wider community to ensure accountability and transparency in completing this work



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6630542	I appreciate the clear intention to support young people in our district and the effort that has gone into listening to youth voices. The themes of wellbeing, belonging, recreation, employment, and environmental stewardship reflect a genuine desire to see young people thrive. It is encouraging to see a holistic approach that recognises the many factors influencing youth outcomes, and I particularly value the focus on mental health awareness, opportunities for connection, and pathways into employment. The Plan communicates that young people matter and that the Council wants them to feel supported and included. Overall, the tone of the Plan feels positive and forward-looking, and I support the intent to invest in the next generation.	I would appreciate greater clarity around how the actions will be delivered in practice. Many initiatives are framed around investigating, facilitating, or promoting, and it would be helpful to understand: Who will be responsible for implementation? Whether funding or resources are committed? How progress will be measured and reported? Clear accountability and measurable outcomes will help ensure the Plan translates into tangible benefits for both youth and the wider community. I would also welcome stronger recognition of the role families play in supporting positive youth outcomes. While the Plan rightly centres young people, families are often the primary environment where values, resilience, and behaviour are shaped. Including families as partners in achieving the Plan's goals could strengthen its long-term impact.	One area that could be explored further is the concept of shared responsibility between young people, families, and the wider community. Community investment in youth is important, and alongside this, it would be valuable for the Plan to emphasise the development of qualities such as respect, contribution, and civic responsibility. Supporting young people to grow into engaged and responsible adults benefits not only them, but the whole district. In addition, recognising the transition from adolescence to adulthood — particularly for older teens — could be strengthened. Practical life skills, independence, and preparation for adult responsibilities are key parts of this stage of life.	I do not disagree with the overall direction of the Plan, and I support its intent. My main concern is that the Plan could risk being more aspirational than practical if there is not clear follow-through. Without defined accountability, measurable targets, and clarity on delivery, there is a possibility that the positive ideas outlined may not translate into meaningful change. Strengthening the connection between actions and measurable community outcomes would increase confidence that the Plan will achieve what it sets out to do.	As a parent, I am grateful that the Council is investing time and thought into supporting young people. Adolescence is a formative period, and initiatives that provide guidance, opportunity, and connection can have lifelong benefits. I believe the greatest impact will come when youth support is seen as a shared effort between Council, community organisations, and families. Strong family environments and supportive communities together create the conditions where young people can flourish. Thank you for the opportunity to provide feedback. I am hopeful that this Plan will help create a district where young people are supported, prepared for adulthood, and encouraged to contribute positively to their communities.	Supportive of the Draft Plan  Particularly supportive of the inclusion of mental health awareness, opportunities for connection, and pathways for employment  Has made a series of suggestions relating to strengthening the role of families, emphasising shared responsibility and youth civic development, and ensuring the Plan is more practical than aspirational to achieve meaningful impact
6631115	It acknowledges youth: what they need, what they have to offer, how they can feel included and responsible, and how they can/should contribute. It encourages youth to get and stay on the right path, and we as a community need that for a healthy future for everyone.	Work closely with the schools so that there is a requirement and expectation that ALL youth participate in community activities, and develop an excellent community spirit. This can be done by specific projects within certain subjects; competitions; acknowledgement etc.	WDC is very good at attaching consequences to undesirable behaviour, so this could be utilised as well as acknowledgement for good behaviour. Perhaps specific roles could be developed for youth, such as participating in development and maintenance of recreational areas.	I can't see much commitment to taking it really seriously, and requiring all youth to take part and take responsibility - which creates pride and awareness, and benefits everyone concerned.		Supportive of the Draft Plan  Has made a series of suggestions for implementation, emphasising the importance of fostering responsibility, inclusion, and positive pathways for youth
110326	Happy to see that investigation into transport options to support work readiness is included within the Plan, especially since there are no bus services available in Tuahiwi.  Also happy to see the inclusion of Sector Support as a theme. There is a need for upskilling and constant training to keep up with changes for our young people.  Noaia are happy to feed into conversations around barriers to accessing sport and recreation opportunities, especially since they	Noaia would like to be involved as a collaborator for actions under the Health theme, where they relate to health and addiction, and action 1.1 specifically.  Noaia recommends reviewing the wording of 'education providers' as a catchall term under collaborators as this may make it more difficult to gain traction when it comes to implementation. It may be more effective to name these separately, to create a sense of responsibility and generate action.	Ngāi Tūāhuriri should be noted as a collaborator throughout the Plan.  Noaia would like to be added as a collaborator to the following: - 3.1 (Environment) - 6.1 (Spaces and Places), particularly to feed into conversations around a future youth hub  Noaia feels Whitiōra should be included as a collaborator under 6.3 (Spaces and Places), based on their involvement with regional transport conversations.	Belonging blends into everything, it is key. If you get the other themes right, belonging will naturally follow.  What is the definition of culture under the Belonging theme? This is important.  The wording of action 5.2 (Belonging) needs to be reviewed and changed.  In general, the Belonging theme needs some work done in order to make it functional and address the correct issues.	Noaia would like to ensure that the voices of their rangatahi are included within the Youth Action Plan.  When it comes to implementing the Plan, it will be important for the Council to make sure it's clear what is relevant for youth service providers, and when.  It would be helpful to introduce a Youth Service Provider sub-section to the Council's website under the Youth Section.  Is there an appetite to set up a Youth Hub, similar to what they have in	Mostly supportive of the Plan  Has made a series of suggestions across Action Plan themes with detailed, practical suggestions to strengthen implementation, including clearer identification of collaborators, improved wording in parts of the Plan, and greater functionality

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	are not recognised as a school, so they can't play in school teams.	In terms of training/upskilling opportunities under the Sector Support theme, is there a way to get local youth to train youth service providers in how to better service them?	<p>Noaia would like to be able to host employment readiness workshops on site, and feel that structured and organised workshops are most useful.</p> <p>Readily available information around culturally significant sites and history is necessary for real inclusion and feelings of belonging. Similarly, narratives around sites of cultural significance would be helpful under the Spaces and Places theme.</p> <p>Noaia would like to be noted for conversations when it comes to youth audits and capacity building for team leaders.</p>		Christchurch? There is a need for something like this out in Waimakariri.	within the Belonging theme
6642714	Some great opportunities identified along with key actionable tasks to drive these forward.	I think its quite a lot to get achieved in 3 years. It is all important and all great work, but a lot of it.	no	no, I am really keen to support and see how this progresses as a number of these initiatives touch on areas of our work, with the opportunity to gather some more useful youth insight into our operation.	not answered	<p>Supportive of the Draft Plan</p> <p>Main comment is regarding workload over the Youth Action Plan timeline for implementation</p>
6644446	What a great wide reaching plan, that captures a wide range of issues and groups that can be involved in actioning this plan. Writing on behalf of Youth Voice Canterbury which is mentioned a few times through out the document, 3.3, 5.4, 6.3, 7.3, & 8.3 they are all appropriate spaces YVC can help with, and we would be really keen to continue to build the connection with the Waimakariri youth council and see what additional things we can do together to ensure youth voice is heard throughout the district. Likewise for ReVision Youth Friendly places and Spaces Youth Audits. (6.2) ReVision would love to continue to help bring youth voice into the places and spaces of the Waimakariri district. Anything we do to help action this action plan would be done in concert with the Waimakariri Youth Council, so I see them as a really vital player in bringing this youth plan to life.	not answered	I think it looks pretty comprehensive, with a challenge of bridging Urban spaces and rural settings	not answered	Well done, what a huge amount of work	<p>Supportive of the Draft Plan</p> <p>Has commented on the challenge of bridging urban spaces and rural settings under spaces and places, and emphasises the importance of working in partnership with the Waimakariri Youth Council</p>

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180326	I think its a great doc well thought out and easy to navigate.	Would like to see more variety in the pictures as same individuals used repeatedly and very young and female orientated. If we want our Youth to identify with the doc they need to be able to see pictures they can relate to and see a version of themselves.				Supportive of the Draft Plan  Has made a suggestion around imagery used to ensure all local youth can see themselves reflected in the document
090326	What an amazing plan you've come up with.	For Theme 3: Environment, I believe that Enviroschools should be listed as a collaborator. As you hopefully already know, WDC is a highly-valued funding partner of Enviroschools in Waitaha, and the funding your organisation provides supports young people to learn about their local environment and take action in regular and meaningful ways throughout your community. Here is a list of schools currently involved in the Waimakariri area. I have also attached last year's report so that you can see more about the mahi happening in your region. We prepare these reports annually, so hopefully they will be helpful tools in reporting on how your actions are going.				Supportive of the Draft Plan  Has made suggestions about inclusion of Enviroschools
200326		Proposed to include a "Purpose" page at the beginning of Action Plan. The "Purpose" page would be similar to a Terms of reference for the document to allow readers to understand how to use the document and how the involvement of the potential collaborators will be managed.  Suggested change: 2.2 first before 2.1. Currently: 2.2 - Becomes the lead action for the Recreation Goal, focus on working with Regional Leads e.g. Sport Canterbury  2.1 - Does it need to be a standalone, or can it become a sub-action of currently 2.2. Also, the collaborators will be focused on Local lead/delivers e.g. North Canterbury Sport and Recreation Trust.				Supportive of the Plan  Has made a series of suggestions relating to sections to add to the draft to make the final version more functional, as well as the recreation theme overall

Response ID	Q1. What do you like about the Draft Youth Action Plan 2026-2029?	Q2. Are there any changes you would like to see made to the Draft Youth Action Plan 2026-2029?	Q3. Have we missed anything that you think should be included in the Draft Youth Action Plan 2026-2029?	Q4. Is there anything you disagree with in the Draft Youth Action Plan 2026-2029?	Q5. Add any additional comments here	Staff comments
		<p>Proposed the development of an ecosystem to highlight the various roles and organisations involved in the Action Plan. To allow readers to understand the level of influence and support each level/layer could provide, e.g. who are facilitators, advisors, delivery functions.</p> <p>Commented on the use of words used in 2.1 - Success Indicator - "Sport and Recreation Advisors". Sport Canterbury suggested that "providers" may be a better fit rather than advisors. As there are different levels of influence from an advisor perspective compared to a provider.</p> <p>Collaborators - Special Olympics should be included on the list of collaborators given the recent changes the Government has implemented for the blind and low vision participation in sport and recreation.</p> <p>Commented that there is currently online of accountability with this Action Plan as WDC does not currently employ Sport and Recreation Advisors or provide funding to local organisations. Therefore, the actions can only be achieved through good will/faith from collaborators.</p> <p>Suggested that there could be a quarterly meeting to connect with regional collaborators to ensure that a line of accountability continues.</p> <p>Commented that WDC would like organisations to utilise the data gathered from the Survey. As a way of measuring success, Sport Canterbury suggested that WDC Would want to measure how many times the data collected in the Early Engagement Survey is utilised by other organisations to support funding applications and programme design. Example of wording for measurement of success "This insights pack was utilised by xx number of organisations</p>				

Response ID	Q1. What do you like about the Draft Youth Action Plan 2026-2029?	Q2. Are there any changes you would like to see made to the Draft Youth Action Plan 2026-2029?	Q3. Have we missed anything that you think should be included in the Draft Youth Action Plan 2026-2029?	Q4. Is there anything you disagree with in the Draft Youth Action Plan 2026-2029?	Q5. Add any additional comments here	Staff comments
		that influenced their programmes delivered and funding applications"				

**Staff recommendations in response to submissions received on the Draft Youth Action Plan 2026-2029**

Response ID	Proposed action	Details	Section	Staff comments & recommendation
6630542	Addition	Clarity around who is responsible for implementation	New section – Purpose	<p>Add in commentary around Council’s role in local youth development and the role played by partner organisations</p> <p><b>Staff recommendation:</b> Action – develop wording</p>
6630542	Addition	Clarity around whether funding or resources are already committed	New section - Funding	<p>Add in commentary around where funding comes from under the Funding section when thanking funding partners</p> <p><b>Staff recommendation:</b> Action – develop wording</p>
6630542	Wording edits	Clarity around how progress will be measured and reported	Monitoring and Evaluation	<p>Work to make wording under Monitoring and Evaluation more clear</p> <p><b>Staff recommendation:</b> Action - clarify</p>
6630542	Wording edits	Clarity on accountability and measurable outcomes	Action Plan – Success Indicators	<p>Rework success indicators to be clearer and more objectively measurable to enhance accountability</p> <p><b>Staff recommendation:</b> Action – wording edits to success indicators</p>
6630542	Addition	Recognition of the role played by families in young peoples’ lives	Introduction	<p>Acknowledge the collaborative efforts of <b>families</b>, schools, communities, and organisations in shaping youth development locally</p> <p><b>Staff recommendation:</b> Action – develop wording for this</p>
6630542	Wording edits	Emphasis on development of qualities such as respect, contribution and civic responsibility	New section - Purpose	<p>Include commentary around the importance of these qualities for young people within the Purpose section</p> <p><b>Staff recommendation:</b> Action – develop wording</p>
6630542	Wording edits	Strengthening the connection between actions and measurable community outcomes	Strategic Framework	<p>Insert commentary around Council’s community outcomes and how the YAP is relevant to these</p> <p><b>Staff recommendation:</b> Action – develop wording</p>
6631115	Implementation	Work closely with local schools	Monitoring and Evaluation  Implementation Plan	<p>Assemble an external Advisory Group who monitor the progress of the actions post-adoption, of which there could be a Principal/schools representative</p> <p><b>Staff recommendation:</b> Action by integrating into Monitoring and Evaluation section, alongside staff working group</p>
6631115	Addition	Require all youth to participate in community activities to contribute to community spirit	-	<p>Out of scope for this project, Council does not have the specific legislative authority to enforce this.</p> <p>However, Council will continue to strongly encourage youth participation in community activities, recognising the value added to community wellbeing</p>

Response ID	Proposed action	Details	Section	Staff comments & recommendation
				<b>Staff recommendation:</b> No action
6631115	Wording edits	Target youth through community activities within subjects of interest, competitions and acknowledgment	Action Plan - Engagement	<p>Activities within subjects of interest are covered as the Actions were developed following engagement with over 1,100 young people, who shaped this Plan</p> <p><b>Staff recommendation:</b> Confirm that the wording of action 7.1 addresses this point</p>
6631115	Addition	Attach consequences to undesirable behaviour	-	<p>Out of scope for this project, Council does not have the specific legislative authority to enforce this.</p> <p>This issue is better managed by the relevant organisations and authorities who support young people in the District</p> <p><b>Staff recommendation:</b> No action</p>
6631115	Addition	Develop specific roles for young people, such as participating in development and maintenance of recreational areas	Action Plan – Employment	<p>No specific scope for this within this project.</p> <p>However, if successful, the Pilot ‘day in the life’ programme for young people to experience Council careers over the course of a day could encourage youth participation and interest in these areas</p> <p><b>Staff recommendation:</b> No action</p>
110326	Addition	Addition of Noaia as a collaborator for actions under the Health theme, where they relate to health and addiction, and action 1.1 specifically	Action Plan - Health	<p>Add Noaia as a collaborator to Action 1.1 and 1.2 under the Health theme</p> <p><b>Staff recommendation:</b> Action – add collaborator</p>
110326	Wording edit	Review the wording of ‘education providers’ as a catchall term under collaborators	Action Plan – Collaborators	<p>Instead of using the term ‘education provider’, split this into ‘local schools’ with other specific providers noted separately</p> <p><b>Staff recommendation:</b> Action – wording edit for consistency and accountability</p>
110326	Addition	In terms of training/upskilling opportunities under the Sector Support theme, is there a way to get local youth to train youth service providers in how to better service them?	Action Plan – Sector Support	<p>Staff to investigate options into this suggestion through the North Canterbury Youth Services Network with the potential support of Waimakariri Youth Council or Youth Voice Canterbury</p> <p>Could be included as a sub-action or as part of action 8.1</p> <p><b>Staff recommendation:</b> Investigate feasibility of this suggestion, and if possible, action</p>
110326	Addition	Ngāi Tūāhuriri to be added as a collaborator throughout the Plan	Action Plan – Collaborators  New Section – Introduction or Purpose	<p>Add Ngāi Tūāhuriri as a collaborator throughout the Plan and aim to work on this through Whitiōra</p> <p><b>Staff recommendation:</b> Action – add collaborator</p>

Response ID	Proposed action	Details	Section	Staff comments & recommendation
110326	Addition	Noaia to be added as a collaborator to action 3.1 (Environment)	Action Plan - Environment	<p>Add Noaia as a collaborator to Action 3.1 under the Environment theme</p> <p><b>Staff recommendation:</b> Action – add collaborator</p>
110326	Addition	Noaia to be added as a collaborator to action 6.1 (Spaces and Places), particularly to feed into conversations around a future youth hub	Action Plan – Spaces and Places	<p>Add Noaia as a collaborator to Action 6.1 under the Spaces and Places theme</p> <p><b>Staff recommendation:</b> Action – add collaborator</p>
110326	Addition	Whitiora should be included as a collaborator under 6.3 (Spaces and Places)	Action Plan – Spaces and Places	<p>With the addition of Ngāi Tūāhuriri as a potential collaborator across the Plan, this should be addressed. This is because Council will need to coordinate this collaboration through Whitiora</p> <p><b>Staff recommendation:</b> Action through the addition of Ngāi Tūāhuriri as a collaborator throughout the Plan</p>
110326	Addition	Noaia to be enabled to host structured and organised employment readiness workshops on site in Tuahiwi	Action Plan – Employment	<p>Add a sub-action to action 4.3 under the Employment theme which is to, ‘support Noaia Charitable Trust in hosting on site, structured work readiness workshops for youth’</p> <p><b>Staff recommendation:</b> Action by creating new sub-action</p>
110326	Wording edit	Narratives around sites of cultural significance to be added under the Spaces and Places theme	Action Plan – Spaces and Places	<p>Make a wording edit to the second sub-action listed under action 6.2 to say, ‘Create new opportunities for youth-led storytelling around spaces and places in the District, <i>in particular, sites of cultural significance</i>’</p> <p><b>Staff recommendation:</b> Action by making the above wording edit</p>
110326	Implementation	Noaia to be included in conversations when it comes to youth audits and capacity building for team leaders at implementation stage	Monitoring and Evaluation Implementation Plan	<p>Assemble an external Advisory Group who monitor the progress of the actions post-adoption, of which there could be a Noaia representative to partake in these conversations where relevant</p> <p>Will also note this down for the development of the implementation plan associated with the Youth Action Plan</p> <p><b>Staff recommendation:</b> Action by integrating into Monitoring and Evaluation section, alongside staff working group. Also note this in the development of an implementation plan</p>
110326	Addition	What is the definition of culture under the Belonging theme?	Action Plan - Belonging	<p>Add in a paragraph which clarifies the definition of culture for the purposes of the Youth Action Plan, accounting for the nuance in definition and how the term culture means different things to different people</p>

Response ID	Proposed action	Details	Section	Staff comments & recommendation
				<b>Staff recommendation:</b> Action – draft new wording to be inserted at the start of the Belonging theme
110326	Wording edit	The wording of action 5.2 (Belonging) needs to be reviewed and changed	Action Plan - Belonging	For clarity, make a wording edit to action 5.2 under the Belonging theme to say:  <b>‘Facilitate accessible local opportunities for youth that promote cultural:</b> <ul style="list-style-type: none"> <li>- <b>Inclusion</b></li> <li>- <b>Education</b></li> <li>- <b>Celebration’</b></li> </ul> <b>Staff recommendation:</b> Action for clarity and impact
110326	Revision	The Belonging theme needs some work done in order to make it functional	Action Plan - Belonging	Review how the Belonging theme is currently written, it’s placement in the Plan, the wording used, and the actions included to ensure it is functional  <b>Staff recommendation:</b> Action – review full theme
180326	Image Addition/Edit	The images used across document needs to be reviewed to ensure they are representative of Waimakariri young people	Action Plan – Design Element	Review and change current images used in plan to ensure they are representative of Waimakariri youth.  <b>Staff recommendation:</b> Action – Collate images from other events or organise a photo shoot to compile more appropriate images.
090326	Addition	Addition suggested for Environment theme to include Enviroschools	Action Plan – Environment	Review collaborators in the Environment theme to include Enviroschools  <b>Staff recommendation:</b> Action – Add Enviroschools to collaborator list
200326	Addition	Include a purpose page at the beginning of Action Plan	New Section – Purpose	Define further what would be included and the purpose of this new section to allow more clarity and understanding of how this document will be utilised by Council and its intentions for the wider community  <b>Staff recommendation:</b> Action – Add new section
200326	Structure Edit	Change the current ordering of actions under the Recreation theme, so that the current action 2.2 becomes the lead action for Receptions, with a focus on working with regional leads, e.g. Sport Canterbury.  The current action 2.1 can then become the second action for this theme, with collaborators being focused on local leads and local delivery, e.g. NCSRT	Action Plan – Recreation	Change the current ordering of actions under Recreation  Clarify the roles of regional/local collaborators within the first two actions included under Recreation  <b>Staff recommendation:</b> Action – change ordering of actions and add clarification around collaborators
200326	Addition	Develop and include a ‘Youth Action Plan Ecosystem’ to highlight the various roles and organisations involved in the Action Plan	New section – Working Together	As part of the working together section, include a ‘Youth Action Plan Ecosystem’ to allow readers to understand the level of influence and support each level/layer could provide

Response ID	Proposed action	Details	Section	Staff comments & recommendation
				<b>Staff recommendation:</b> Action – develop and include a ‘Youth Action Plan Ecosystem’ diagram to strengthen the working together section
200326	Wording edit	Change the wording for the success indicator included under action 2.1 (Recreation) to say ‘Sport and Recreation Providers’ rather than the current wording of ‘Sport and Recreation Advisors’	Action Plan – Recreation – Success indicators	Change the wording of ‘Sport and Recreation Advisors’ to ‘Sport and Recreation Providers’ to account for the differences in levels of influence between advisors and providers  <b>Staff recommendation:</b> Action – wording edit
200326	Addition	Add the Special Olympics as a collaborator under the Recreation theme	Action Plan - Recreation	Add the Special Olympics as a collaborator under the Recreation theme, in recognition of the recent changes the Government has implemented for blind and low vision participation in sport and recreation  <b>Staff recommendation:</b> Action – add collaborator
200326	Implementation	Hold quarterly meetings with regional collaborators to ensure that a line of accountability continues	Monitoring and Evaluation  Implementation Plan	As previously noted, there is interest from collaborators in pulling together an external Advisory Group who monitor the progress of the actions, in the pursuit of continued accountability following adoption of the final Youth Action Plan  <b>Staff recommendation:</b> Action by integrating into Monitoring and Evaluation section, alongside staff working group. Also note this in the development of an Implementation Plan
200326	Addition	As a success measure, include monitoring how many times the data collected in the Early Engagement Survey is utilised by other organisations to support funding applications and programme design	Action Plan – Sector Support	Add another success measure to the Sector Support section, which says:  <b><i>‘The Youth Action Plan Early Engagement Survey results are utilised by local and regional organisations, influencing local programme delivery and application for funding’</i></b>  <b>Staff recommendation:</b> Action – add success measure

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** 260604130478**REPORT TO:** COMMUNITY AND RECREATION COMMITTEE**DATE OF MEETING:** 16<sup>th</sup> June 2026**AUTHOR(S):** Chris Brown, General Manager Community and Recreation  
Duncan Roxborough, Strategic and Special Projects Manager  
Owen Stewart, Airfield Manager and Safety Officer**SUBJECT:** Adoption of the Suite of Manuals for the Safety Management and Operation of Rangiora Airfield**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
\_\_\_\_\_  
General Manager  
\_\_\_\_\_  
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is for the Community & Recreation Committee to adopt, on behalf of Council, the most recently updated safety and operational documents that guide the management, operation and use of Rangiora Airfield. These documents collectively establish the framework for safe airfield operations, stakeholder engagement, and community impact management.
- 1.2. The suite includes the Safety Management Manual, Airfield Operations Manual and the Memorandum of Understanding and Fly Neighbourly Guidelines.

**Attachments:**

- i. Rangiora Airfield Safety Management Manual (TRIM 260604130462)
- ii. Rangiora Airfield Operations Manual (TRIM 260604130446)
- iii. Rangiora Airfield Memorandum of Understanding and Fly Neighbourly Guidelines (TRIM 260604130373)
- iv. Correspondence out to CAA regarding request for engagement and assistance from CAANZ to manage pilot behaviours at and in the circuit of Rangiora Airfield. (TRIM 251219243927)
- v. Correspondence in from CAA regarding response to Council request for assistance. (TRIM 260608132650)

**2. RECOMMENDATION****THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 260604130478.
- (b) **Approves** the adoption of the updated 2026 version of Rangiora Airfield Safety Management Manual and embedded Safety Policy Statement, noting that this will be published on the Council's Airfield web page to replace the existing Safety Manual.
- (c) **Approves** the adoption of the Rangiora Airfield Operations Manual, noting that this will be an internal Council document for management of airfield operations.
- (d) **Approves** the adoption of the Rangiora Airfield Memorandum of Understanding and 'Fly Neighbourly' guideline document, noting that this will be issued to users in July 2026.

- (e) **Notes** the purpose and function of the Safety Management Manual, Airfield Operations Manual, Memorandum of Understanding, Fly Neighbourly Guidelines, and the Rangiora Airfield Safety Statement (Final Draft) as the core documents.
- (f) **Notes** the requirement for the continued use and periodic review of these documents to ensure alignment with Council requirements, Civil Aviation Authority expectations and community needs.
- (g) **Receives** the attached correspondence from Civil Aviation Authority (CAA) NZ with regard to their contributions to improving safety in the air at Rangiora Airfield, and endorses the planned actions within that correspondence from CAA.

### 3. **BACKGROUND**

- 3.1. Rangiora Airfield is a currently a non-certificated aerodrome owned and operated by Waimakariri District Council. As part of its responsibilities, Council maintains a suite of documents that define operational procedures, safety management processes, and stakeholder relationships. These documents ensure that the airfield operates safely, efficiently, and in a manner consistent with regulatory expectations and community interests. They also provide a basis for Council to demonstrate compliance with the Health and Safety at Work Act 2015, by adopting industry good practices.
- 3.2. Should Council elect in future to continue down the path of applying for and obtaining a Qualifying Aerodrome Operating Certificate, this suite of manuals (the Exposition) will serve as the basis for the application for an operating certificate and meet the applicable rule requirements for the development of an exposition.

#### **Safety Management Manual (SMM)**

- 3.3. The Safety Management Manual outlines the Airfield's Safety Management System (SMS). It defines safety policies, roles and responsibilities, hazard identification processes, risk management procedures, safety reporting mechanisms, and emergency response arrangements. The SMM provides the overarching framework for maintaining a proactive and systematic approach to safety.
- 3.4. The Safety Management Manual is a public document which is available to users and is published on the Council's airfield web page.
- 3.5. The attached Safety Management Manual is the proposed 2026 update to the current manual. The WDC Health and Safety Team, and Quality and Risk teams, were both involved in the reviews of the manual.

#### **Airfield Operations Manual**

- 3.6. The Operations Manual sets out the day-to-day procedures required for safe and consistent airfield operations and maintenance. It includes runway and circuit information, airfield access protocols, refuelling procedures, maintenance and inspection schedules, and user responsibilities. The manual also addresses NOTAM issue processes (safety notices issued nationally for pilot information about Rangiora Airfield), aircraft parking, and RPAS (drone) activity. It ensures operational clarity and consistency for all airfield users.
- 3.7. The Operations Manual is an internal document, to aid staff in operating the airfield day to day. The operations manual is a newly-created document to identify and document the operating procedures and processes to safely, effectively and efficiently operate the airfield.

### **Memorandum of Understanding (MoU) and Fly Neighbourly Guidelines**

- 3.8. The MoU defines the working relationship between Council and key airfield stakeholders, including the Airfield Advisory Group and users. It outlines roles, communication protocols, consultation expectations, and processes for raising operational or safety concerns. The MoU supports collaborative governance and ensures that stakeholder perspectives inform operational decision making.
- 3.9. The Fly Neighbourly Guidelines provide recommended procedures to minimise noise and environmental impacts on surrounding communities. They include preferred flight paths, recommended altitudes, circuit practices, and noise abatement techniques for both fixed wing and rotary aircraft. These guidelines support positive community relations and help mitigate noise related concerns.
- 3.10. Once Council accepts these documents, the Safety Management Manual and the Memorandum of Understanding documents will be released to airfield users.

## **4. ISSUES AND OPTIONS**

- 4.1. Council currently does not have a suite of manuals in place to provide the information necessary to support safe, efficient and effective operations at the airfield. This places a risk on Council and the CE (under the Acts definition of a Person Conducting a Business or Undertaking (PCBU) in terms of obligations under the Health and Safety at Work Act. Council does have an incomplete Safety Manual for the airfield, which has been updated to create the Safety Management Manual (referred to in this report).
- 4.2. In the event of a serious accident or incident at the airfield, it would be more difficult for Council to demonstrate to any enquiring authority, or agency, that it has in place the necessary safety systems and processes required by a PCBU, without the adoption of this suite of manuals.
- 4.3. Council has previously taken a decision to enter into a Qualifying Aerodrome Certification process for Rangiora Airfield, with the Civil Aviation Authority of New Zealand (CAANZ). This decision was in part driven by the outcomes of the Aeronautical Study undertaken by Council (at the direction of CAANZ) in September of 2022. In the intervening period between that decision and now, Council has received a presentation from the Manager Aeronautical Services (CAANZ), at which time the advantages of receiving Qualifying Aerodrome Certification were outlined. The CAA also gave a similar presentation to the Airfield Advisory Group in March 2026. Both Council and CAANZ have received feedback from the Airfield Advisory Group and a few users that oppose Quaifying Aerodrome status for the airfield.
- 4.4. Some of the feedback relates to a misperception of additional costs (CAANZ indicate \$7000 to \$10,000 every five years for re-certification assessment) and other feedback relating to perceived interference and obstruction by CAANZ presence on the airfield. It should be noted here that CAANZ had to go out twice to the wider public and directly to airfield users to try to generate additional feedback on the outcomes of the Aeronautical Study and certification matters.
- 4.5. This report is not seeking decision on Qualifying Aerodrome status matters. Council have the right to review their decision in future, and staff will be preparing a report to full Council to consider this matter, taking into account the recent workshops and feedback, and staff recommendations. This will also take into account the provisions of CAA Part 139 rules; noting that CAA may ultimately direct the Council (as owner and operator of the airfield) to compulsorily take steps for Rangiora Airfield to become Qualifying Aerodrome depending on the outcome of their own current safety review.
- 4.6. The suite of manuals have been written to comply with the rule requirements contained in CAANZ Aviation Rule Part 139 for Qualifying Aerodromes, the CAANZ Advisory Circular for Safety Management Systems and other advisory documents promulgated by CAANZ for aerodrome operations.

- 4.7. The following options are available to Council:

OPTION 1

Adopt the suite of manuals (called the Exposition) for the safe, efficient and effective operation of the airfield. By adopting this suite of documents, Council demonstrates its systems and procedures in place to maintain and continuously improve safe operations at the airfield, using accepted good aviation practices and meet its obligations under the Health and Safety at Work Act 2015, as the PCBU for the airfield. This suite of Manuals will also be the founding documents for Council to use as the basis for Qualifying Aerodrome Certification, should Council elect to continue down the path of certification of the airfield by the Civil Aviation Authority of New Zealand (CAANZ).

Staff recommendation is to adopt Option 1.

OPTION 2.

Don't adopt the suite of manuals, which, in the event of a significant incident or accident at the airfield, may adversely impact Council's ability to demonstrate to investigating agencies that Council has taken all reasonably practicable steps to ensure safety of operations at the airfield. Adopting this option will also preclude Council from obtaining a qualifying Aerodrome Operating Certificate from CAANZ.

**Implications for Community Wellbeing**

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

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

**5. COMMUNITY VIEWS**

**5.1. Mana whenua**

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

**5.2. Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report, which include airfield lease holders and users. The Rangiora Airfield Advisory Group have reviewed the suite of documents, suggested amendments and additions (which were adopted) and support their introduction.

**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, but the introduction does reduce risk to the community as owner and operator for the safe operation of the airfield.

**6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

**6.1. Financial Implications**

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

**6.2. Sustainability and Climate Change Impacts**

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

### 6.3. Risk Management

There are not risks arising from the adoption/implementation of the recommendations in this report. The Safety Management Manual contains a Hazard and Risk Register that identifies the hazards and risks of operating the airfield and hazards and risks that users and members of the public may be exposed to when at or operating on the airfield. The respective hazards and risks have been treated through the application of good risk management principles in accordance with both Council and aviation risk management practices. Some of the hazards and risks remain at 'high' settings after the application of controls, as some outcomes still retain the possibility of fatalities. The controls are aimed at reducing the frequency of catastrophic outcomes to as low as reasonably practicable. Many of the risk management strategies require cooperation between Council and airfield users, along with CAA, with the Airfield Safety Team being a conduit to both developing and reviewing controls and educational activities in coordination with Council.

### 6.4. Health and Safety

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report. By adopting the suite of manuals, Council is adding layers of enhanced risk management by formalising:

- the manner in which the airfield safety systems are implemented
- airfield operational management
- user interface and engagement with Council and the wider community

## 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 (para 5.2.2).

### 7.2. Authorising Legislation

There is no authorising legislation for these documents currently. However, should Council continue with the Qualifying Aerodrome Certification process, Civil Aviation Authority of New Zealand Part 139 Subpart G (rules 139.401 through 139.417) will be the authorising legislation.

Additionally, whilst the HSWA 2015 does not require these documents; by adopting them, Council demonstrates aviation good practice with respect to the safe operation of the airfield.

The Local Government Act requires Council to manage community assets, provide local infrastructure, ensure prudent stewardship, consult the community, and deliver services efficiently. Adoption of the suite of manuals demonstrates how Council will achieve these elements of good stewardship.

### 7.3. Consistency with Community Outcomes

The Council's community outcomes are relevant to the actions arising from recommendations in this report, but the relevant outcomes in terms of governance, safety of the environment, high quality public spaces and support for business growth will be enhanced by the adoption of the recommendation.

# Rangiora Airfield (NZRT) Safety Management Manual





# 1. Preface

1.0 The purpose of this manual and associated documents is to promulgate the policies and procedures that provide for the safe and effective management of Rangiora Airfield for all users, neighbours, and the wider community.

1.0.1 This manual is prepared in part to satisfy the obligations under the Civil Aviation Rules (Part 139 Subpart I and Rule 91.127 Use of Aerodromes) to promote safety at a Non-Certified, Unattended Airfield.

1.0.2 The manual also contains details of procedures that may not be safety related, but may be required to satisfy other legal, operational, or statutory requirements, or support being a 'good neighbour' in terms of airfield and wider airspace and area operations.

1.0.3 Rangiora Airfield is owned and operated by the Waimakariri District Council and is a restricted (access limited) space available for use by pilots in compliance with the Civil Aviation Authority of New Zealand (CAANZ) legislation, rules, procedures and good aviation practice that supports predictable actions and behaviours.

1.0.4 This manual does not absolve any person from the responsibility of taking all practicable steps to protect health, safety and welfare of themselves and others.

Whilst within the aerodrome area, all persons must take all reasonable care and safety precautions, including but not limited to those outlined in this section.

All persons within the aerodrome area must comply with the requirements of the Health and Safety at Work Act 2015

## 1.1 Manual ownership

1.1.1 This manual is the property of the Waimakariri District Council (WDC).

1.1.2 Responsibility for amendments and re-issue is the responsibility of Airfield Manager and Safety Officer (AMSO).

## 1.2 Control and amendment

1.2.1 All amendments and re-issues to this manual shall be carried out by the AMSO. The AMSO shall also ensure that this manual reflects all applicable operations, and that all applicable stakeholders have access to the manual.

## 1.3 Abbreviations and definitions

Airfield Management Group Includes the Airfield CE, the Manager Strategic and Special Projects, the Airfield Manager and Safety Officer and the Greenspace Manager.

<b>AIP</b>	Aeronautical Information Publication
<b>ALARP</b>	As low as reasonably possible
<b>AMSO</b>	Airfield Manager and Safety Officer
<b>CAANZ</b>	Civil Aviation Authority New Zealand
<b>CAC</b>	Canterbury Aero Club
<b>CFI</b>	Chief Flying Instructor
<b>MBZ</b>	Mandatory Broadcast Zone
<b>NOTAM</b>	Notice to Airmen
<b>NZRT</b>	Rangiora Airfield
<b>OLS</b>	Obstacle Limitation Surface
<b>Operator</b>	Any person who is authorised to operate at the airfield. Authorised Lease holder; sub-lease holder; aircraft owner/operator; pilot; maintenance engineer; airfield club member; or member of the public escorted by a lease holder, sub-lease holder, aircraft owner/operator, pilot, maintenance engineer or airfield club member; and a contractor or consultant authorised by the WDC.
<b>RAAG</b>	Rangiora Airfield Advisory Group
<b>RASMM</b>	Rangiora Airfield Safety Management Manual
<b>WDC</b>	Waimakariri District Council

## 1.4 Distribution list

1.4.1 The RASMM shall be distributed to following:

- Airfield Manager and Safety Officer
- Rangiora Airfield Advisory Group
- Waimakariri District Council website
- Airfield users and lease holders via WDC website/email

# 2. Safety Statement

Safety in operations is the first and foremost priority of the Waimakariri District Council (WDC).

The WDC is committed to continually improving its policies, procedures, safety learnings, safety culture and safety awareness regarding airfield operations. The WDC also requires this same commitment from airfield users, who are responsible for their own safety and the safety of those around them, including family and visiting guests.

The WDC will facilitate a safe and secure environment for airfield users, staff and visitors to the airfield and promote safe aircraft operations on the airfield at all times. To underscore this commitment, WDC has adopted an Airfield Safety Management Manual, which has set the framework, criteria and performance standards for the WDC, staff and airfield users.

WDC supports the safe operation of the airfield, recognising that aviation safety responsibilities are shared. While some risks sit outside WDC's direct control and are regulated by Civil Aviation Authority New Zealand (CAA NZ), we work collaboratively with users and regulators to promote a strong safety culture.

Through a system of values, standards and guidance, the WDC aims to:

- Demonstrate WDC's commitment to safety management and foster a positive safety culture at the airfield through leadership, engagement and promotion of the management of safety
- Encourage and support airfield users to actively participate in safety management and take ownership of compliance with procedures, aviation best practices, standards and civil aviation rules and appropriate health and safety requirements
- Monitor and measure safety performance through ongoing reporting and analysis
- Promote a collaborative approach to continuous improvement of safety systems and safety performance.

## Managing Hazards and Associated Risks

The WDC actively manages the hazards and associated risks to aviation and to people's health and safety by identifying and reviewing risk, incorporating suitable controls and safety requirements and reviewing the effectiveness of those controls. The WDC is committed to the identification of new hazards and associated risk controls and to minimise residual risks to as low as reasonably practicable.

## Safety Communication

The WDC strives to maintain a continuous learning and improvement philosophy over all airfield operations that are within its sphere of influence. The WDC promotes a "positive" safety culture through both active safety communication and engagement and a supported airfield wide incident and accident reporting culture. Safety incidents, concerns and observations as reported are reviewed and appropriately acted on and, where required, safety reports are submitted to the CAA NZ for their assessment.

## Structured and Effective Control

Key stakeholders, WDC's Airfield Management Group, employees and contractors at the airfield must contribute to safety of operations, and adhere to the applicable aviation, Health and Safety and other applicable rules and regulations. Documented procedures and instructions must be complied with at all times.

## Safety is a Core Responsibility

The Airfield Management Group are responsible for monitoring the safety performance and operational functioning of the airfield. The Airfield Chief Executive provides the necessary leadership and resources for safe operations. The Airfield Management Group are engaged with aviation safety management and the oversight of health and safety of operations at the airfield.

The WDC supports and encourages open discussions of safety and reporting. Safety of operations is encompassed in all aspects of Rangiora Airfield. Safety concerns are to be raised with the Airfield Manager and Safety Officer to ensure a timely response to all matters.

Authorised by the Chief Executive of the Waimakariri District Council.

## 3. General information

3.0.1 The Rangiora Airfield is a Non-Certificated Airfield, classified under Civil Aviation Rule Part 139. However, other Civil Aviation Rules and Advisory Circulars are also relevant to the safe operation of all aircraft at the Airfield and the mitigation of hazards affecting Airfield operations.

3.0.2 Rangiora Airfield is situated 3 nautical miles westnorthwest of Rangiora township on Merton Road.

3.0.3 Airfield charts and operational data are available at [aip.net.nz](http://aip.net.nz). Charts are available at Aeronautical Information Shop ([shop.aeropath.aero](http://shop.aeropath.aero))

3.0.4 General airfield information is available at <https://www.waimakariri.govt.nz/community-and-recreation/airfield>

3.0.5 An Airfield Manager and Safety Officer is located onsite five days per week, Monday to Friday, in the Canterbury Aero Club building.

3.0.6 The following Master File airfield limitations and restrictions are in place at Rangiora Airfield, and they are reproduced in the CAANZ AIP pages NZRT AD 2-51.1, AD 2-51.2 and AD 2-51.3. This Master File data is the reference data for the airfield. Any changes made to it must be approved by a WDC person registered with the organisation certified for promulgation of the aviation data in the AIP and this data must be updated with any changes made to it (see next page).

### 3.1 Refuelling

3.1.1 BP avgas, GoFuel avgas, and BP Jet A1 are available on-site.

### 3.2 Parking

3.2.1 Aircraft parking is available to transient users. Parking areas are indicated on the NZRT AIP plate.

### 3.3 Airfield fees

3.3.1 A full fee schedule is available on the Council's website: [waimakariri.govt.nz/services/fees-and-charges/airfield-fees-and-charges](http://waimakariri.govt.nz/services/fees-and-charges/airfield-fees-and-charges)

3.3.2 The landing fee schedule is available at: <https://www.waimakariri.govt.nz/community-and-recreation/airfield>

### 3.4 Mandatory Broadcast Zone

3.4.1 Rangiora Airfield is located within the Rangiora Mandatory Broadcast Zone (MBZ). The MBZ is established at NZRT to provide increased protection to aircraft in the uncontrolled airspace, due to the high density of operations that occur.

3.4.2 Pilots are required to broadcast position and intention reports on the airfield frequency (120.2) on entry, when joining the aerodrome traffic circuit, prior to entering a runway, and at regular specified intervals when operating within the MBZ

**NOTE: As an extra safety measure, landing lights or anti-collision lights must be used when fitted.**

3.4.3 Non-radio (NORDO) aircraft must not enter a MBZ unless they have another station, such as another accompanying aircraft, broadcasting the required reports on their behalf.

3.4.4 NZRT MBZ identifier is NZB876 and reporting is required every 5 minutes while in the MBZ. (AIPNZ ENR 5.3 – 13).

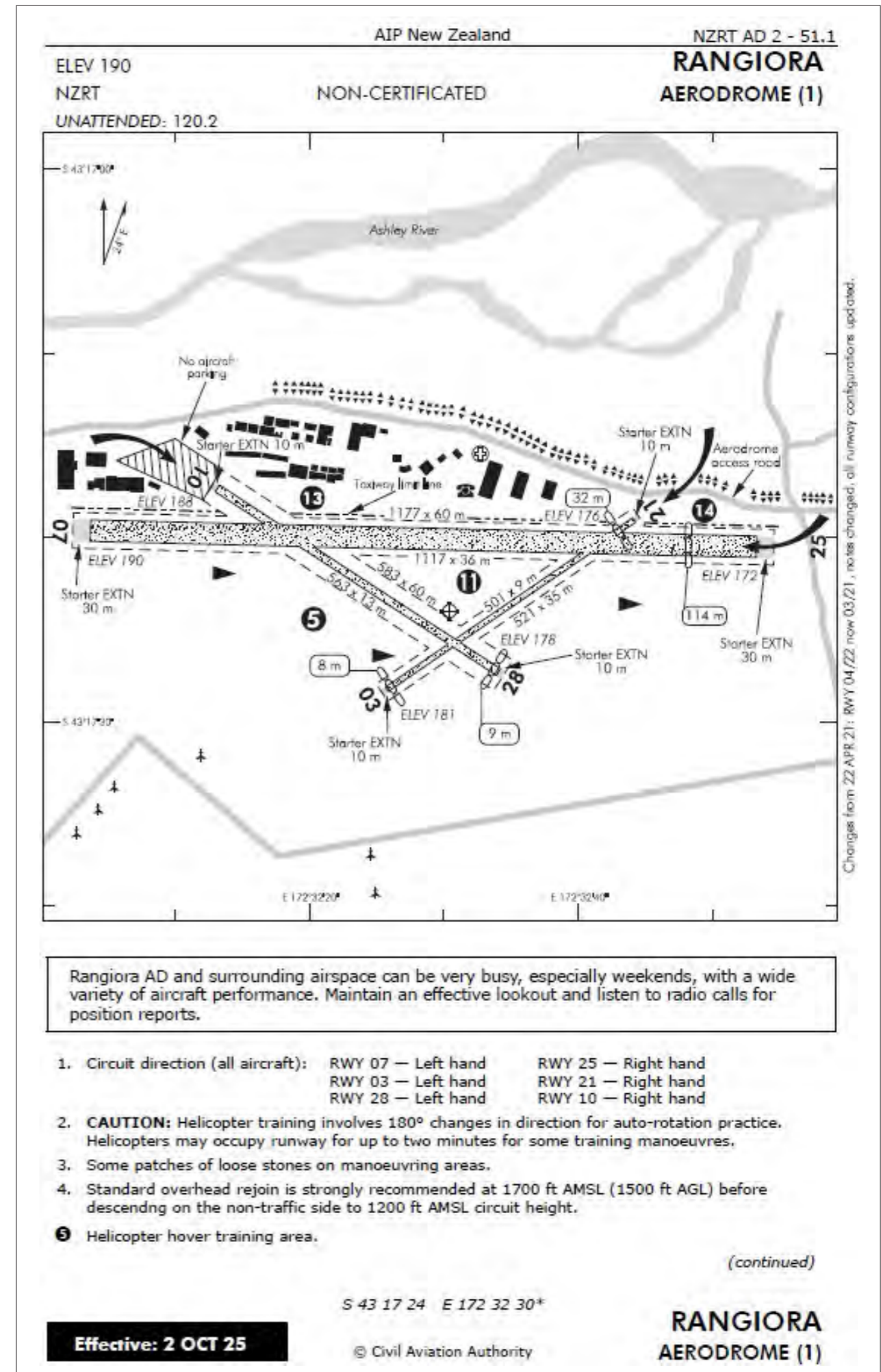
3.4.5 The MBZ boundary has an arc radius of 1.5 nautical miles, centred on the airfield.

### 3.5 Airfield inspections

3.5.1 The purpose of the airfield inspection is to ensure that all runways and taxiways are clear of obstacles and fit for use.

3.5.2 Three inspections per week (normally Monday, Wednesday and Friday) will be carried out by the Airfield Manager and Safety Officer, or a WDC designated person.

3.5.3 Additional vehicle operations may be carried out at any time on the airfield, by vehicles fitted with VHF radio (tuned to 120.20) and identification lighting. Other vehicles and equipment may operate on the manoeuvring area (all runways and the areas south of the marked taxiway limit line 11m from the northern edge of 07/25), but they must be accompanied by a person with a VHF radio tuned to 120.20.



NZRT AD 2 - 51.2		AIP New Zealand	
<b>RANGIORA AERODROME (2)</b>			
<p>6. <b>CAUTION:</b> Two private aerodromes lie in close proximity to Rangiora — Ferside Fields 1.8 NM to SW (circuit is to the north of the AD) Barradale 2.0 NM SSW (circuit is to the south of the AD).</p>			
<p>7. Helicopters may join and depart at low level staging position, intended direction of arrival/ departure and altitude. They must give way to established traffic in the circuit to avoid conflict prior to crossing an active runway.</p>			
<p>8. No low-level circuits (below 1200 ft AMSL) except for dual training and then only when no more than two aircraft are in the circuit.</p>			
<p>9. Aircraft must not enter RWY 10 THR unless for the purposes of taking off.</p>			
<p>10. No parachute operations permitted.</p>			
<p>11. Triangular area between runways reserved for helicopter auto-rotation training. Keep clear if this area is in use.</p>			
<p>12. <b>CAUTION:</b> Expect windshear operating off RWY 28 and landing RWY 10.</p>			
<p>13. Aircraft parking available by surface cable, south of hangar.</p>			
<p>14. Aircraft may taxi north of the marked taxi limit line. This line is marked on the ground by a row of 400 x 400 mm concrete pyramid caps spaced at 30 m intervals.</p>			
<p>15. Refer <a href="https://www.waimakariri.govt.nz/community-and-recreation/airfield">https://www.waimakariri.govt.nz/community-and-recreation/airfield</a> for additional flight planning information.</p>			

AIP New Zealand		NZRT AD 2 - 52.1							
Non-Certificated Aerodrome 3 NM WNW of Rangiora		<b>RANGIORA</b>							
NZRT		<b>OPERATIONAL DATA</b>							
<b>RWY</b>									
RWY	SFC	Strength	Gp	Slope	ASDA	Take-off distance			LDG DIST
						1:20	1:30	1:40	
03	Gr	ESWL 820	3	0.29D		479+			493
21	Gr	ESWL 820	3	0.29U		503+			469
07 25	Gr	ESWL 820	8	0.46D 0.46U		1033* 1147*			1117 1003
10 10	Gr	ESWL 820	4 3	0.52D		564+			563
28 28	Gr	ESWL 820	3 4	0.52U		573+			554
<p>+ includes 10 m starter extension * includes 30 m starter extension</p>									
<b>LIGHTING</b>				Nil					
<b>FACILITIES</b>				<p>Fuel: BP Jet A1, Avgas 100, Swipecard. GOfuel Avgas 100, via GOfuel Aviation card.</p> <p>Limited repairs.</p>					
<b>SUPPLEMENTARY</b>				<p>Operator: Waimakariri District Council, Private Bag 1005, Rangiora. Tel (03) 313 6136 Fax (03) 313 4432</p> <p>Available for general use without the permission of the operator.</p> <p>Landing fees: Payable for all aircraft.</p> <p>An automatic recording system for monitoring landings is installed.</p>					

3.5.4 Unless a runway or taxiway is closed for maintenance and aircraft movements are restricted, vehicles and personnel must give way to aircraft.

3.5.5 Prior to passing the thresholds of any runway, observe the approach path to ensure that no aircraft are on finals to land. Give way to aircraft on approach to land and move the vehicle to a position well outside the OLS fan and runway edge (at least 11m from runway edge). When operating on the manoeuvring area in close proximity to runway edges (no close than 11m) or thresholds, vehicles should be stationary for aircraft movements so that pilots have certainty about vehicle positions and intentions.

3.5.6 Prior to entering any runway in a vehicle or on foot, monitor the circuit radio traffic to build a picture of aircraft locations and pilot intentions. Before moving onto any runway, a call stating location, intention and runway being accessed shall be made. Monitor aircraft movements and radio transmissions and vacate the runway when aircraft are late downwind to land. Ensure that the vehicle(s) are at least 15m from the runway edge and are not obstructing aircraft movements on taxiways, unless the areas where vehicles are parked are identified, and visual markings and restrictions are in place.

**NOTE:** Not all required radio transmissions are made by pilots, so an active watch is required to detect aircraft that are on approach to land.

3.5.7 Vehicles must not be parked in the OLS fan for any runway unless that runway has been closed by NOTAM, or the need for stopping is associated with airfield inspection and the vehicle can be moved immediately (when necessary to facilitate aircraft movements).

### 3.6 NOTAM

3.6.1 If an airfield safety issue arises or information is required to be promulgated for airfield maintenance activity, or flying activity (such as club, regional or national events), a NOTAM shall be issued. Please contact the AMSO to discuss requirements well in advance of the event taking place.

### 3.7 Maintenance

3.7.1 All general maintenance of the Airfield excluding leased sites and fuelling areas is the responsibility of the Council. If you are contemplating any works on the airfield, please contact the Airfield Manager.

### 3.8 Routine airfield maintenance plan

3.8.1 The Council have a routine maintenance plan for the Rangiora Airfield, this includes:

- Runway mowing
- Runway spraying
- Runway strip delineation spraying
- Runway fertilising
- Runway numbering and windsock base maintenance
- Runway marker board painting
- Broom and other pest weed control
- Pest, animal and bird control
- Spraying around hangars and bollards
- Carpark weed spraying
- Perimeter fence inspection, repair and replacement
- Inspection of signage
- Windsock inspection
- Rolling of the airfield runways and taxiways as necessary.

3.8.2 Any additional maintenance requirements shall be reported to the Council by the RAAG.

NOTAM shall be issued for work in progress affecting aircraft operations.

### 3.9 Annual airfield inspection

3.9.1 An annual airfield inspection shall be carried out by the AMSO.

3.9.2 A report shall be published to the RAAG following the annual airfield inspection, detailing any findings, improvements, issues or concerns.

3.9.3 Any matters that are not going to be remedied by the WDC shall be discussed by the RAAG and any recommendations regarding the outstanding items shall be made to the WDC, through the Airfield Manager and Safety Officer.

### 3.10 Obstacle control

3.10.1 WDC is responsible for ensuring that no obstacles encroach on any runway vectors or runway approaches. Council is required to maintain the location of displaced thresholds (where this is necessary) to manage obstacles that encroach on any runway OLS. This includes, but is not limited to trees, buildings, vehicles, and machinery.

3.10.2 It is the responsibility of the AMSO to monitor obstacles and report to the RAAG and the Council as required.

3.10.3 Tall trees on runway thresholds will be inspected annually to ensure that they do not interfere with runway approach paths. If it is found that trees are interfering with approach path, it is the responsibility of the Council to action this appropriately and as soon as practicable.

3.10.4 Surveys of the OLS shall be completed at regular intervals (no more than five yearly) to ensure that the OLS remain obstacle free, or thresholds are displaced appropriately.

3.10.5 The AMSO is to liaise with airfield neighbours whose land obstacles are on, to either remove those obstacles or adjust the displaced thresholds as necessary to eliminate the risk.

### 3.11 Airfield security

#### Main airfield road automatic gate

3.11.1 There is an automatic gate located at the entry point of the Rangiora Airfield. The gate opens automatically at 5am and closes at 8 pm (10pm during daylight saving time).

Any persons wishing to access the airfield outside of these hours should contact the AMSO for access information, noting that access will be granted only for aviation purposes and demonstrated necessity to do so.

#### Automated airfield access gates

3.11.2 Two of the central area access gates have been automated and require a proximity card to operate. Contact the AMSO for access information, noting that access will be granted only for aviation purposes and/or demonstrated necessity to do so.

#### Manual gates and chains

3.11.3 Access onto the manoeuvring areas of the airfield is via a number of manually opened and closed, locked access points. Please use the gate that is closest to your destination on the airfield. If you open an access point to allow your vehicle onto the airfield, please ensure that you shut the access point behind you.

Do not allow access to any other person/vehicle unless you have knowledge that they are a legitimate airfield user. Failure to close and lock an access point behind you, may result in the loss of the access point.

Airfield users are asked not to pass on lock combinations as this widens the risk of unauthorised access and compromised security for both the airfield and user assets.

### Vehicles

3.11.6 Only essential vehicles for aviation related duties (e.g. commercial operators, deliveries and/or hangar owners) may operate on the airfield. Please ensure vehicle speeds are kept to a fast-walking pace around aircraft and no more than 20 kph on other areas. **Aircraft have right of way at all times.**

#### People safety

3.11.7 Rangiora Airfield users are responsible for the safety of their visitors. Children must be supervised at all times while on the airfield.

#### People and vehicle access to the manoeuvring area

3.11.8 See Appendix 2 for a map of the airfield showing the boundaries of the manoeuvring area. Any movements beyond this line require personnel to wear a high visibility vest and have, or be accompanied by a person having, a VHF radio tuned to 120.20.

3.11.9 Vehicles must at least have hazard lights on and have VHF communications on 120.20 or be accompanying by another vehicle with VHF 120.20 communications.

#### UNDER NO CIRCUMSTANCES ARE PEOPLE OR VEHICLES PERMITTED ON THE MANOEUVRING AREA WITHOUT VHF COMMUNICATIONS ON 120.20, OR ACCOMPANIED BY A PERSON OR VEHICLE WITH VHF 120.20 COMMUNICATIONS.

#### Dogs

3.11.10 Dogs must be under control, on a lead, at all times while at the airfield.

### 3.12 Unmanned Aerial Vehicle Operations Within 4 km of NZRT

3.12.1 Drone operations at and in the vicinity of Rangiora Airfield, are subject to regulatory requirements to effectively manage the safety of manned aircraft operations within 4 km of the airfield.

3.12.2 Drone operators must adhere to Civil Aviation Authority of New Zealand (CAANZ) rules (Parts 101 and 102).

3.12.3 Operators, who typically fly drones for recreational purposes, must obtain permission from the Council, if operating within 4km of the airfield, and ensure their drone remains within visual line of sight and below 400ft AGL. The Council may agree with the flight proposal or

require modification to the proposed flight for that agreement to be obtained.

3.12.4 Operators, who conduct commercial drone activities, require operator certification from CAANZ. This certification allows Part 102 operators to undertake operations within 4km of Rangiora Airfield, however, they must coordinate with the Council to avoid conflicts with manned aircraft operations.

3.12.5 All drone operators are encouraged to use the Airways Corporation of New Zealand AirShare platform to issue a Notice to Airmen (NOTAM) for any planned flights within 4km of Rangiora Airfield. The Council may issue a NOTAM as the airfield owner and operator.

3.12.6 The AirShare system facilitates communication between drone pilots, NZRT operator (the Council) and other airspace users, to provide a centralised platform for coordinating information regarding airspace use. This ensures that all airspace users have the opportunity to be aware of drone activities, enhancing overall airspace safety.

3.12.7 By following these procedures, drone operators contribute to safer airspace around Rangiora Airfield.

### 3.13 Vehicles on the Airfield (refer to map top of next page)

3.13.1 Vehicles may access the airfield for authorised purposes. These purposes are limited to:

1. Access to hangars and parked aircraft to unload or load heavy or bulky items or equipment
2. Participate in Council approved events.
3. Provide technical support to airfield businesses and aircraft
4. Undertake construction activities approved by the AMSO
5. Allow charging of electric vehicles
6. Access fuel pumps
7. Other activities approved by the AMSO

3.13.2 When ground conditions are wet and the surface is soft, vehicles are not permitted on the operational area unless for the purposes of loading or unloading heavy or bulky equipment. Use car parks instead. Should access be required for other purposes, contact the AMSO to arrange access and route planning to minimise damage to the grass surface.

3.13.3 Vehicle access may be restricted or prevented should surface conditions require constraining access.

3.13.4 Vehicle speed within 15m of aircraft or pedestrians, must be no more than walking pace and at other times, no speed more than 20km/h.

3.13.5 Vehicles are not permitted south of a line 25m north of the 07/25 runway strip edge, nor onto the northern end of RWY 10/28 (see image below) unless escorted or authorised by the AMSO (or delegate) or approved as part of a Safety Management Plan by the AMSO, for an airfield event. Vehicles so approved must have an air band VHF (transmit and receive) tuned to the airfield frequency (120.20) and drivers must be familiar with airfield operations (e.g. lookout, giving way to aircraft, making radio transmissions when crossing runways and calling clear of any runway crossed). Drivers and passengers must wear high visibility vests or jackets.

### 3.14 Dogs on Airfield

3.14.1 Dogs are not permitted on the airfield unless for the purposes of going to or from buildings on the airfield (to/from the airfield road and car parks) or loading or unloading from a parked aircraft.

3.14.2 Dogs must be on a leash, and the leash is held by the person escorting the dog, or the dog is restrained while in an open hangar.

## 4. Safety goals and objectives

### 4.1 Vision

4.1.1 The WDC places high value on the significance of Rangiora Airfield, as a recreational hub and a strategic asset in terms of its availability and ease of access for emergency response, particularly to natural disasters.

4.1.2 Council's vision for the airfield is a vibrant, thriving, well maintained and safe facility that effectively and efficiently supports community, region and national requirements.

### 4.2 Safety goals

4.2.1 The Chief Executive has determined that the airfield should focus on safety of circuit operations and runway and taxiway condition. In support of these goals the following objectives have been agreed:



## Goal 1—Safety of circuit operations

### Objective 1

The AMSO is to establish an Airfield Safety Team responsible for assessing incidents and accidents and the safety of airfield operations, recommend training opportunities, guidance, and action items and initiatives for the Council (through the Chief Executive) to consider and implement/support.

### Objective 2

The Airfield Safety Team are to engage with the CAANZ Work Together, Stay Apart programme and other initiatives and information to support safety of operations at NZRT, including published training and guidance information, seminars and other educational opportunities for airfield users.

## Goal 2—Runway and Taxiway condition enhancement

### Objective 1

Develop a programme of remediation for the rough taxiway surface.

### Objective 2

Develop a programme that supports the increased fertility of the airfield, runways and taxiways in particular.

### Objective 3

Remedy the flooding of taxiways, so as to prevent water pooling and the establishment of muddy, potholed grass surfaces.

4.2.2 These goals and objectives will be reviewed 6-monthly and new objectives developed and promulgated at the completion of the stated objective(s).

## 4.3 Safety accountabilities

4.3.1 The WDC General Manager Community and Recreation (Airfield CE) is responsible for the safe and funded operation of Rangiora Airfield that complies with relevant Part 139 rules and standard practices and has the authority to make decisions on behalf of the Council.

4.3.2 The Airfield CE is responsible for ensuring that a system of safety management is in place that:

- Represents the complexity of operations at Rangiora Airfield
- Ensures that the safety system is reviewed regularly and is subject to continuous improvement by addressing safety issues, managing identified hazards and risks and responding to accidents and incidents
- Ensuring that the operation of the airfield is undertaken in accordance with the policies, procedures and processes that are defined by the Council, for the airfield
- Providing guidance and leadership to the AMSO
- Represents Council at various forums associated with the airfield operations, which may include the RAAG and the Civil Aviation Authority.

4.3.3 The Manager Strategic and Special Projects Manager is responsible for:

- Supporting the AMSO in the financial operation and operational decision making for the airfield
- Supporting the delivery of complex projects being undertaken at the airfield

- Attending the RAAG meetings
- Providing administrative support to the RAAG and other initiatives (such as educational or training opportunities) where they relate to the safety goals and objectives identified for the airfield.

4.3.4 The AMSO is responsible for:

- Day-of-operations at the airfield that comply with the relevant rules in Part 139
- Leading the Airfield Safety Team
- Attending RAAG meetings
- Building relationships and working with users at the airfield
- The system for safety management and managing the Safety Management Manual and suite of supporting documents and updating as required.

## 4.4 Coordinated emergency response

4.4.1 Airfield response to emergencies at the airfield by emergency services occurs as a consequence of a 111 call.

If an event has occurred on the airfield that requires an emergency services response and a 111 call has not been made, the AMSO or nominated person is to make a 111 call, indicating the response required and provide details as they are known at the time.

4.4.2 The following events are likely to trigger a 111 call:

- An aircraft accident on, or close to, the airfield that requires emergency services to attend (e.g. injury/death, fire)
- Building or vegetation fire at or close to the airfield
- A safety or security risk or threat to airfield operations
- Threat of, or actual significant flooding.

4.4.3 In the event that an airfield emergency occurs, the AMSO (or nominated person) shall notify and provide details of the event, and any assistance required, to the:

- General Manager Community and Recreation
- Strategic and Special Projects Manager
- Community Greenspace Manager
- Council's Customer Services Team

- Communications and Engagement Manager
- Health, Safety and Wellbeing Manager.

4.4.4 If an aircraft accident occurs that involves injury or fatality, a NOTAM shall be issued closing either the airfield, or nominated runways affected by the incident, with an estimated time of expiry.

NOTAM can be issued either on the Airways Originators website [ifis.airways.co.nz/](https://ifis.airways.co.nz/) or by phone (03 358 1688).

The NOTAM shall include:

1. Airfield location — Rangiora Airfield
2. Authorising personnel (see below for approved people)
3. Contact person
4. Contact telephone number
5. Location — NZRT
6. Valid From Time (in local time) — the time that the NOTAM is effective from i.e. now
7. Valid To Time (in local time) — the best estimate as to when the NOTAM will expire

**NOTE:** The NOTAM can be extended or cancelled as required.

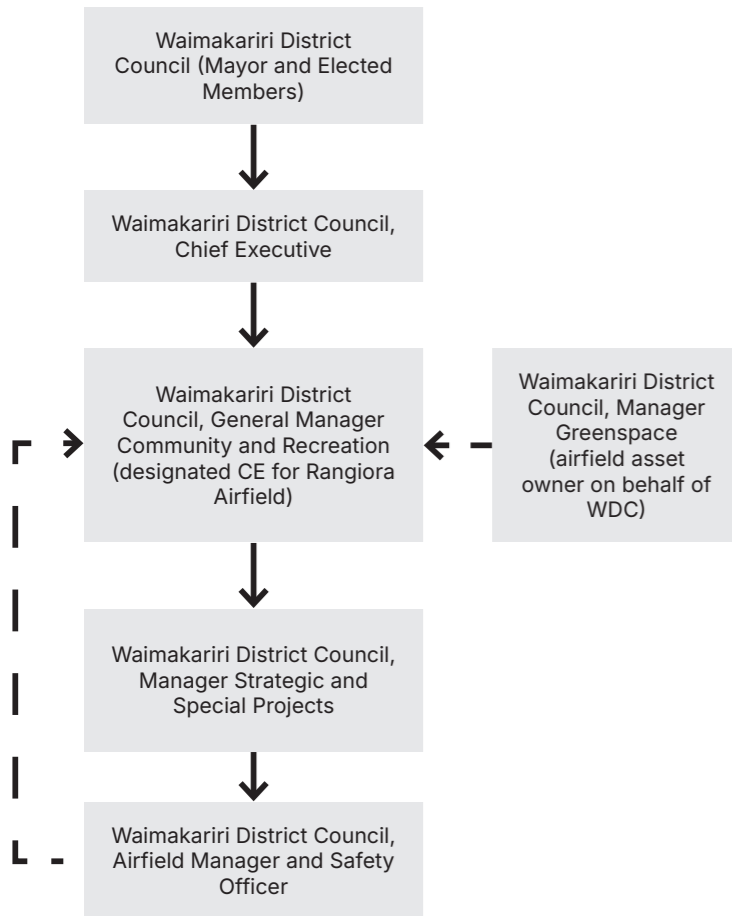
**NOTE:** The NOTAM Office requires either a fax or email contact for the person issuing the NOTAM, so that the details of the issued NOTAM can be checked for accuracy and that it reflects the intent of the person issuing the NOTAM. If the NOTAM information is not correct in any way, the person issuing the NOTAM must contact the NOTAM Office to correct any errors or inaccuracies.

4.4.6 NOTAM may be issued by a nominated person only. They are:

1. AMSO
2. Community Greenspace Manager, Grant MacLeod
3. Steve Noad
4. NZ police may ask for a NOTAM to be issued for airspace restrictions

4.4.7 The AMSO (or nominated person) shall retain overall responsibility for airfield operations until relieved by Fire and Emergency NZ, NZ Police, or a senior Council Officer. When relieved, the AMSO (or nominated person) shall remain in support of the Scene Commander or senior Council Officer.

## Organisation Chart



4.4.8 When an airfield emergency response is required, the AMSO is responsible for coordinating an incident review with the responding emergency services. The review should include at least:

1. Effectiveness of communications
2. Procedures review and recommendations for improvement
3. Equipment used and performance
4. Airfield access management
5. Media management
6. Any other matters raised by participants.

4.4.9 See Emergency Response Plan (Section 8)

### 4.5 Testing for emergency responses

4.5.1 The AMSO shall facilitate a test of the coordinated emergency response to the airfield once every two years.

## 4.6 Documentation management

4.6.1 The Rangiora Airfield Safety Management System documentation consists of:

- a. Safety Management Manual
- b. Memorandum of Understanding—Airfield Operations and Surrounding Area Considerations
- c. Risk Management Framework (current version)
- d. Inspection forms
- e. Rangiora Airfield Advisory Group Terms of Reference
- f. Rangiora Airfield Safety Team Terms of Reference
- g. Health, Safety and Wellbeing Policy
- h. Health, Safety and Risk Management Framework

4.6.2 The Safety Management Manual and supporting documents are approved by the Council's Chief Executive

This Manual and supporting documentation is administered and amended by the AMSO, with approval required by the General Manager Community and Recreation. The documentation is maintained in the Council's Quality Document system.

4.6.3 A specific Airfield Inspection Form is utilised to track the completion of airfield inspections and record details and outcomes of the inspections, so that actions can be completed.

Action requests are made through the Customer Services email [office@wmk.govt.nz](mailto:office@wmk.govt.nz) or by phone 0800 965 468.

4.6.4 The hazards and risks associated with the operation of the airfield are tracked in the Council's Risk Register and these risks are tracked monthly by the Council's Audit and Risk Committee. New hazards and risks are reported through the Health, Safety and Wellbeing Manager and managed in the Council health and safety system.

4.6.5 Master copies of Safety Management System documentation are retained in the Council's document management system (TRIM). Amendment to the Safety Management System documentation is undertaken through the Council's Quality Management System.

# 5. Safety and risk management

## 5.1 Purpose

5.1.1 The objective of a Safety Management and Reporting System is to identify health and safety hazards and risks, to prevent occurrences, incidents or accidents, and to manage those hazards and risks that may impact Council, the public, and Rangiora Airfield Users.

5.1.2 It is the expectation of the Council that all occurrences, incidents, accidents, concerns or suggested improvements are reported to the Safety Officer, using a suitable method. This information will be processed and stored in a Council electronic database.

## 5.2 Introduction

5.2.1 Risk Management is an enabling function that adds value to the activities of the Waimakariri District Council (WDC) by increasing the probability of success in achieving our strategic objectives.

5.2.2 Risk management involves identifying, assessing, managing, monitoring and reviewing risks by applying a defined process in a consistent and coordinated way.

5.2.3 WDC's risk management approach is set out in its Risk Management Framework (QD QS Guide 002) and involves the systematic application of risk best practice.

5.2.4 The risk management framework is the overarching view that provides the foundation and organisational arrangements for implementing and continually improving the management of risk for the Council.

## 5.3 Commitment to risk management

5.3.1 All activities of WDC involve risks so management of risk is an integral part of what we do. WDC is committed to integrating risk management into its culture, planning and strategic decision-making processes, business operations, projects and service delivery.

5.3.2 The Chief Executive and Management Team lead this commitment by:

- Endorsing and implementing the Risk Management Framework and Policy and ensuring that these are updated to remain relevant

- Understanding the value added by risk management and communicating this to staff and stakeholders
- Aligning risk management activities with the achievement of organisational objectives
- Assigning accountabilities and responsibilities for risk management at appropriate levels within the organisation
- Creating and supporting an organisational culture which encourages transparent identification and open discussion of risks
- Monitoring the effectiveness of the risk management system and ensuring actions are taken to continually improve it.

5.3.3 This commitment is expected to be mirrored by management and staff at all levels, and airfield users are requested to utilise similar risk management principles in their activities on and around the airfield.

## 5.4 Health and safety responsibilities

### 5.4.1 Airfield users are responsible for:

- Complying with all the applicable provisions of the Civil Aviation Act 2023 and amendments, NZCAA legislation and rules and procedures
- Reporting hazards and risks
- Following instructions from Council regarding Rangiora Airfield hazards and risks
- Co-operating with Council in the monitoring of Rangiora Airfield risks
- Reporting accidents, incidents, occurrences, improvements and injuries to the Council, through the AMSO
- Complying with all Council health and safety policies and procedures as they relate to airfield operations
- If an airfield user is a lease holder, complying with all lease terms and conditions and ensuring that any Council approved sub-lessees and renters are aware of and comply with the lease terms and conditions.

### 5.4.2 Council is responsible for:

- Complying with all the applicable provisions of the Civil Aviation Act 2023 and amendments, NZCAA legislation and rules and procedures
- Recording reported hazards and risks, methodically assessing them and putting in place suitable and effective controls

- Maintaining and publishing a Rangiora Airfield Hazard and Risk Register
- Working with airfield users to eliminate or minimise risk
- Promoting Rangiora Airfield health and safety related matters to all Rangiora Airfield users.

**5.5 Risk management approach**

5.5.1 WDC’s risk management approach is based on, and consistent with, international best practice standard AS/NZS ISO 31000: 2018 Risk Management – Guidelines.

5.5.2 Risks will be:

- Recorded in the Risk Register database
- Assigned an owner responsible for managing and monitoring the risk
- Analysed and evaluated according to the Risk Assessment Criteria
- Prioritised according to the Risk Rating Matrix
- Reviewed on a regular basis
- Reported/escalated to the Management Team as required
- Discussed with the RAAG membership when required.

5.5.3 The Rangiora Airfield risk/hazard register is attached in Appendix 3.

5.5.4 CAANZ Part 100, Safety Management, requires that hazards to aviation safety are identified, and associated risks are managed. Aviation Safety Risk Management is often based on the concept of ALARP or ‘as low as reasonably practicable’.

**The ALARP principle**

**Figure 1: Schematic diagram illustrating the ALARP principle 4.5.4**

5.5.5 There is wide acceptance that not all risk can be eliminated. For a risk to be ALARP, it must be possible to demonstrate that the cost involved in reducing the risk further would be grossly disproportionate to the benefit gained. The ALARP principle arises from the fact that infinite time, effort and money could be spent in the attempt of reducing a risk to zero.

**5.6 Risk management process**

5.6.1 WDC’s risk management process is outlined in Figure 1 Hazard/Risk Identification and Control Flowchart.

5.6.2 The risk management process creates an enhanced environment for decision-making through better understanding of the threats and opportunities that face the organisation.



**5.7 Risk reporting and review**

5.7.1 The purpose of risk reporting is to create awareness of key risks, improve accountability for the management of risk and the timely completion of treatment plans.

5.7.2 Hazards and risks are reported to the AMSO, or a member of the RAAG to the AMSO, who enters the information into the WDC hazard and risk reporting data base (Assura), where the necessary investigation, action development and tracking is undertaken. Risks for the airfield are reported to WDC Audit and Risk Committee and reviewed by the airfield management team.

**5.8 Public protection**

5.8.1 Rangiora Airfield is not a security designated airfield; however, requirements exist to provide safeguards and protection to prevent animals interfering with movements on the aerodrome, deterrence of unauthorised entry of persons and vehicles and reasonable protection of persons or property from aircraft operations. The WDC achieves these outcomes by:

- a. Having fencing and controlled gates around the designated operational area that meet the requirements of the Civil Aviation Security Programme (CASP) for non-security designated

- airfields to keep animals out of the airfield and to provide a visible physical barrier to unintentional unauthorised entry by members of the public.
- b. Providing a main security gate and cameras capable of live streaming and recording of images at the road entrance to the airfield.
- c. Provisions of signs at specified intervals on the system of fences and gates that meet the specifications described in the aviation security CASP.
- d. Access agreements with nearby Airpark users.

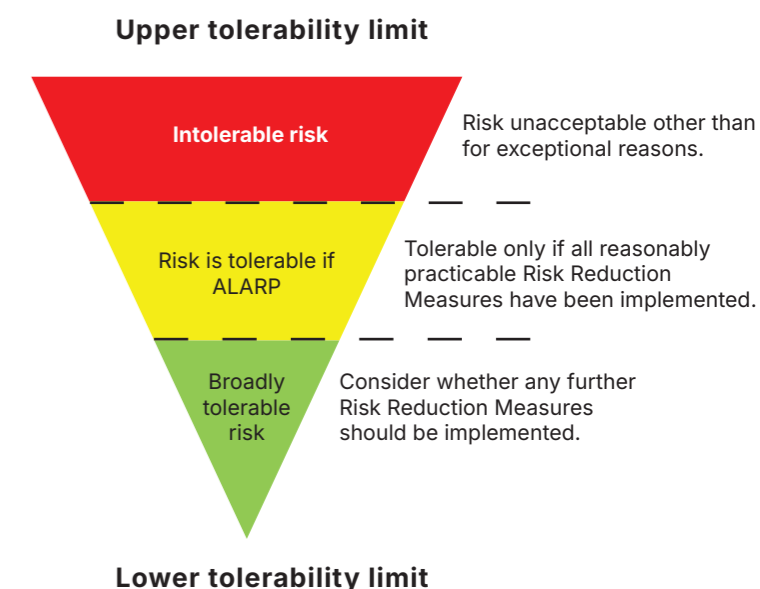
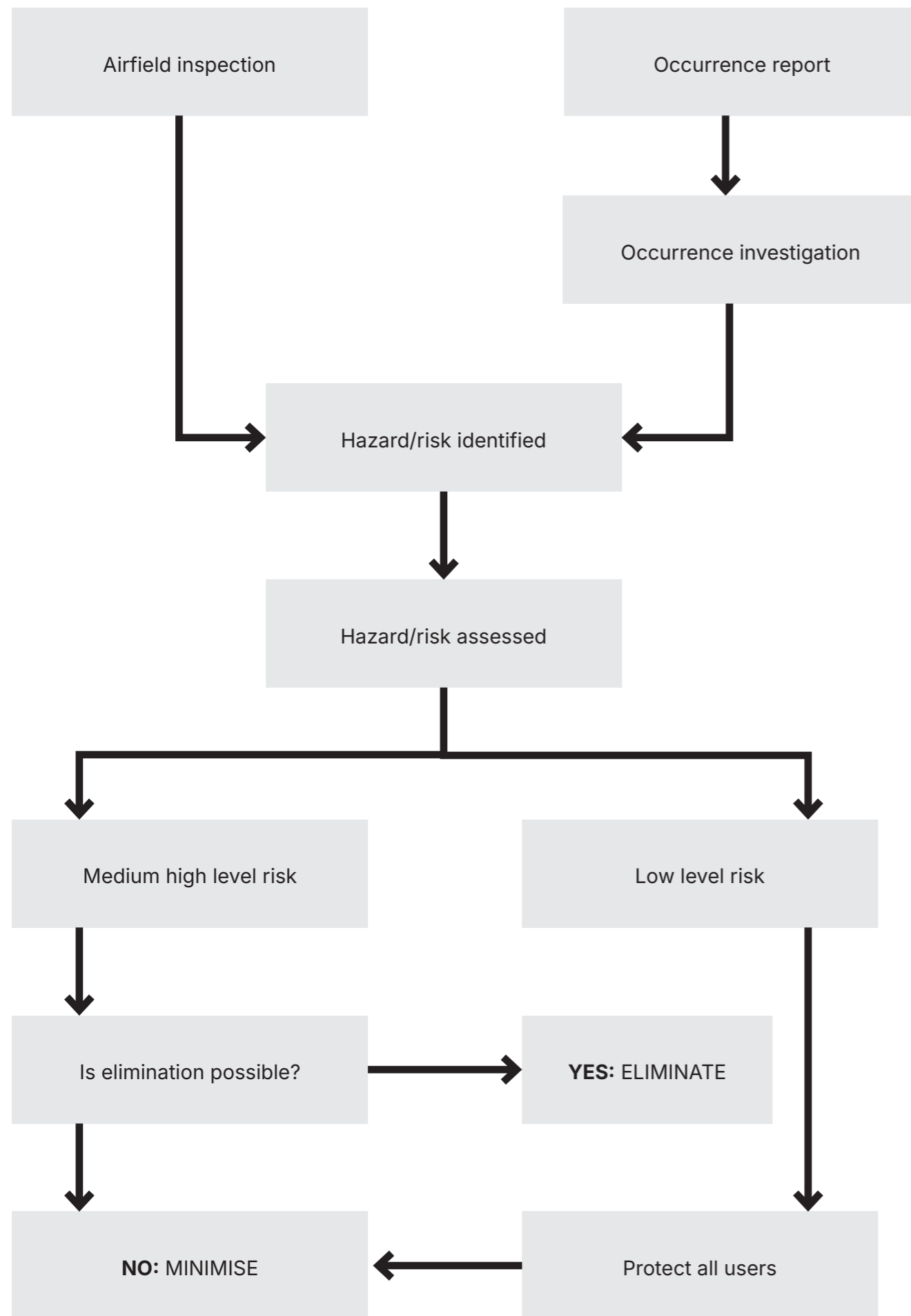


Figure 1: Rangiora Airfield Hazard/Risk Identification and Control Flowchart



## 6. Safety assurance

### 6.1 Internal Audit

6.1.1 Internal audit will be undertaken by the Councils Quality and Risk Team, annually.

The audit will cover a representative sample of activities prescribed in the suite of manuals developed for the safety management and operation of the airfield. This includes:

- The Rangiora Airfield Safety Management Manual
- The Airfield Memorandum of Understanding and Fly Neighbourly Document
- The Airfield Operations Manual

6.1.2 Output from the audit will be a report and findings to the Airfield CE.

6.1.3 The Airfield CE will be responsible for ensuring that agreed (with the auditor) corrective actions are completed.

### 6.2 Safety investigation - general

6.2.1 The purpose of a safety investigation is to facilitate safety enhancement of the operating environment at Rangiora Airfield by:

- Identifying contributing or causal factors
- Identifying and implementing the necessary corrective action(s)
- Identifying and implementing controls necessary to avoid a repetition of the occurrence.

6.2.2 The three elements above will assist the Council in contributing to the industry-wide safety campaign to reduce the likelihood of mid-air accidents and the number of near collision and air proximity events within the circuit at unattended aerodromes, as well as other safety initiatives associated with operations at Rangiora Airfield.

6.2.3 Council will utilise the expertise of the Airfield Manager and Safety Officer, the Airfield Advisory Group and the Safety Team to undertake and assess events that occur on the airfield or in the circuit. The investigation(s) that take place are independent of any other investigation and information obtained by the investigation team is retained for airfield safety enhancement.

6.2.4 Obligations of reporting of events to regulatory authorities resides with the pilot

responsible for the flight, however, for serious breaches of safety rules that may endanger people or property, the Council reserves the right to report those events to the appropriate authority.

6.2.5 The safety investigation process is not to be undertaken to apportion blame. It is to be undertaken to reflect a consistent, fair, and transparent approach, using industry best practice in terms of Just Culture. However, where repetitive unsafe behavior that may endanger people or property, or intentional unsafe behaviour that may endanger people or property is identified, Council may take action (within its powers to do so), to control access to the airfield.

6.2.6 Just Culture is a culture in which operators and others are not punished for actions, omissions or decisions taken by them which are commensurate with their experience and training, but where gross negligence, wilful violations and destructive acts are not tolerated. Recommendations to undertake this action will be from independent sources, based on the outcome of any investigations.

6.2.7 The reporting of occurrences, incidents, accidents, hazards and improvements in line with the just culture policy contributes an essential source of data for the implementation of hazard and risk awareness, analysis and management.

6.2.8 Please report any risks, hazards, incidents, accidents and improvements to a RAAG member of the Airfield Manager or Safety Officer at: Personal details will be kept confidential in all reporting.

### 6.3 Effective safety investigation steps

6.3.1 To ensure a standardised approach to safety investigation, the following steps will be undertaken:

- An investigator shall be appointed to coordinate the investigation.
- Gather evidence and factual information.
- Interpret the facts (which may involve engagement of other expertise). CAANZ AC12-2 provides guidance in this area and is to be used as part of the assessment process.
- Develop conclusions and recommendations, with focus on airfield system-wide learning.

- e. Produce a report (with complexity of the report defined by the significance of the event investigated) containing (as appropriate):
  - A synopsis — administration details and a brief description of the circumstances
  - Factual information — established as such, not opinion or conjecture, documents the event timeline
  - Analysis — provides a logical framework that ties the facts together and identifies any missing information; supports the conclusions and recommendations
  - Conclusions— lists findings(chronological sequence of events) and identifies causes– focus on the airfield system-wide learning, rather than pinpointing individual failings
  - Recommendations—proposed safety related improvements attainable by implementation.
- f. Distributing and presenting the safety investigation report to individuals and organisations operating at the airfield.
- g. Monitoring safety investigation outcomes— once the report has been promulgated, the actions resulting from the findings and recommendations are to be monitored by the Airfield Manager and Safety Officer, with review at the Airfield Safety Team.

**6.4 Occurrence reporting to Council**

6.4.1 All reportable occurrences, incidents, accidents, improvements or identified threats, risks or hazards, are to be reported to the Airfield Manager and Safety Officer as soon as practicable to [airfield.rangiora@wmk.govt.nz](mailto:airfield.rangiora@wmk.govt.nz), or by liaising with the Airfield Manager and Safety Officer to complete the required documentation.

**6.5 Notifiable incident involving aircraft**

6.5.1 Incident means any occurrence, other than an accident, that is associated with the operation of an aircraft and affects or could affect the safety of operation.

6.5.2 In accordance with the Civil Aviation Act 2023 the pilot-in-command of any aircraft that is involved in an accident or incident shall notify the accident to the Authority.

**6.6 Other notifiable incidents**

6.6.1 Other notifiable incidents include, but are not limited to:

- Spillage/leak of a substance
- Escape of gas or pressurised substance
- Implosion/explosion
- Building damage
- Electric shock
- Injury requiring medical attention
- Any occurrence that could result in harm.

**6.7 Occurrence reporting – CAANZ**

6.7.1 For an aerodrome incident the following information is required to be reported (check currency of the following information required in the incident report, in Part 12 Appendix A(g)):

1. Date and time of the incident:
2. Brief description of events:
3. Name of the aerodrome:
4. Description and the location of the reported defect or obstruction:
5. Name, organisation, and contact details of the person notifying the incident.

See the following publications:

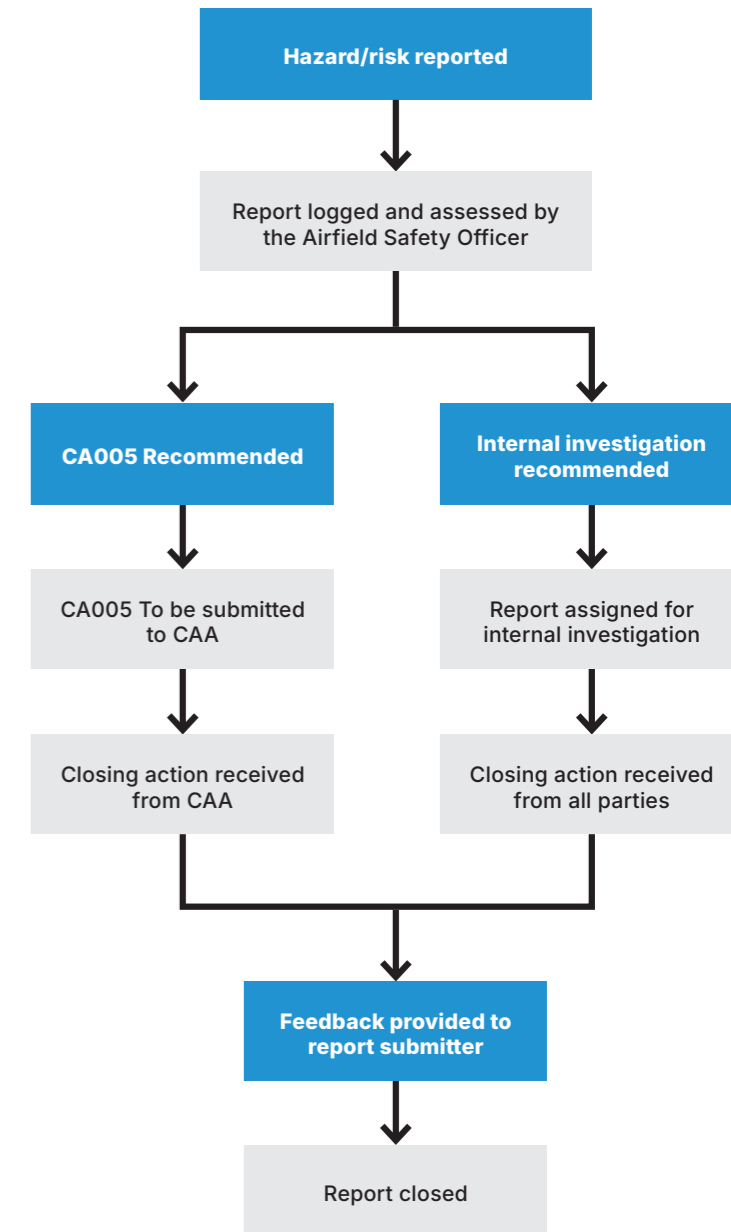
- AC12-1 Notification of Accidents and Incidents available at [aviation.govt.nz](http://aviation.govt.nz)
- CAA Good Aviation Publication
  - i. How to Deal with an Aircraft Accident Scene [aviation.govt.nz/assets/publications/gaps/how-to-deal-with-an-accident-scene.pdf](http://aviation.govt.nz/assets/publications/gaps/how-to-deal-with-an-accident-scene.pdf)
  - ii. How to report occurrences [aviation.govt.nz/assets/publications/gaps/how-to-report-occurrences.pdf](http://aviation.govt.nz/assets/publications/gaps/how-to-report-occurrences.pdf)

6.7.2 Occurrence Reports to the CAANZ shall be made via the CAANZ website electronic reporting form, found on the ‘Safety’ page, under ‘Report and Occurrence’.

6.7.3 The follow-up report to the initial Occurrence Report shall be provided to the CAANZ no later than 90 days after the incident.

6.7.4 The follow-up report shall include details of any actions taken by the WDC to prevent recurrence of a similar incident.

**6.8 Reporting process**



## 7. Continuous improvement

### 7.1 Management review

7.1.1 The airfield operations are reviewed weekly at a management review meeting, attended by the General Manager Community and Recreation, the Strategic and Special Projects Manager and the Airfield Manager and Safety Officer.

7.1.2 Records are maintained for this meeting. The review assesses:

- Performance against safety objectives
- Trends identified by the Safety Team
- Significant occurrences, outcomes and action effectiveness.

7.1.3 Operational matters pertaining to the airfield are reviewed at the Rangiora Airfield Advisory Group meeting, held monthly. The Group is made up of a cross-section of airfield users and appointments by Council. There is also Councillor representation at the meetings. These meetings are structured, have Terms of Reference and have an agenda. Minutes are recorded and published on the Council's website, one month in arrears. The RAAG undertakes review of:

- Occurrence reports
- Identified hazards/risks
- Suggested improvements
- Any other matters affecting the operation of the Airfield.

7.1.4 Any identifiable trends are discussed, and action plans decided upon at these meetings. External parties may be invited to attend to discuss particular areas of interest, e.g. CAANZ.

7.1.5 Updates on airfield tasks, projects and operations are provided quarterly to Council elected representatives, at the Community and Recreation meetings.

7.1.6 The Airfield Safety Team is a subset of the RAAG and meets to discuss incidents and operational safety matters impacting or affecting the airfield. The Safety Team is a structured group representing Council, airfield operators and users, and senior instructors.

7.1.7 The meetings have a set agenda and minutes are recorded. The purpose of the Team is to facilitate the development, implementation, monitoring, review and coordination of procedures for the safe use of the aerodrome and associated airspace, by:

- Assessments of occurrences and developing actions to prevent reoccurrence
- Assessing safety culture and behaviours
- Reviewing the effectiveness of the Safety Manual as part of the occurrence assessment process.

### 7.2 Internal audit

The Council's Health, Safety and Wellbeing team provides oversight of airfield operations and reviews the activities on the airfield in terms of operational meetings, actions and occurrences.

## 8. Safety promotion

### 8.1 Safety training and competency

8.1.1 Council requires that personnel involved or engaged with the safety functions of airfield operations are competent with respect to the Airfield Safety Management System. The significant elements of competency are:

- **Observable behaviours** - that engage with and support the safety imperatives associated with airfield operations
- **Knowledge** - enabling the application of skills and attitudes and to recall facts, identify concepts, apply rules, procedures or principles
- **Skill** - the ability to perform an activity or action
- **Attitude** – a persistent mental state or set of behaviours that influences personal choice.

8.1.2 Training shall be delivered to Councillors and senior management regarding:

- Safety oversight and governance
- Sustainment of and engagement with the safety management system
- Risk management practices
- Communication of safety information.

8.1.3 Applicants for the Airfield Manager and Safety Officer shall be assessed prior to appointment for appropriate skills, qualifications and experience and shall be trained (by a suitably experienced and qualified person acceptable to the Airfield CE) in the active management and implementation of the system for safety management and airfield operations. Candidates shall be assessed against the requirements for the role, in accordance with the AMSO Position Description.

8.1.4 Annual assessment for the AMSO shall be undertaken by the Manager Strategic and Special Projects and a training plan developed, funded and monitored by the Manager Strategic and Special Projects.

### 8.2 Communication and promotion

8.2.1 Council recognises that it has a key responsibility to promulgate safety information and safety-critical information to airfield users and within Council operating divisions that engage with and are responsible for certain airfield operational elements (such as risk reporting, control and documenting).

8.2.2 Council shall provide to airfield users safety information relating to:

- Safety performance
- Risk information (including controls and corrective actions)
- Identified hazards (by NOTAM when required)
- Feedback on reports received
- Changes to the management of safety at the airfield.

8.2.3 Forms of communication and promotion shall include (but not be limited to):

- Minutes from the RAAG and Safety Team available on Council's website
- Quarterly (or more frequently if required) Airfield Newsletter
- Group emails to airfield users
- NOTAM
- Signage
- Safety Forums and events.

8.2.4 The safety information to be promulgated shall be assessed by the Airfield Manager to ensure that the information is promulgated using the most appropriate mechanism and to the audience that needs to be made aware of the information (to include contractors as necessary).

8.2.5 Council shall provide safety information to airfield users in a timely manner.

## 9. Emergency response plan

### 9.1 Fire

#### Building Fire

9.1.1 It is the responsibility of each occupier at the Rangiora Airfield to have an individual site evacuation and/or fire emergency response plan.

#### General fire information

9.1.2 If you discover a fire:

- **Phone the New Zealand Fire Service on 111**
- Activate any available red alarm fire box (if applicable).

9.1.3 On the continuous sounding of a fire alarm, or sight of flames, vacate the building via the closest or most suitable exit. Assemble at the designated assembly point.

9.1.4 A tractor is available for use in an emergency located as indicated on the chart below. Follow the instructions for starting and use of fire equipment.

The front-end loader may be used where required for emergency recovery of aircraft. Only those people trained on the equipment may operate the tractor and fire pump/hose.

### 9.2 Fuel spill

1. If the fuel spill involves the use of the refuelling nozzle, use the emergency shut off valve located next to the fuel pump.
2. If fuel spillage involves a large fuel tank, ensure tap(s) are closed. Contain spill and prevent further leakage using appropriate absorbent material found in the spill kit located at the fuel pumps.
3. Keep spill area clear of people.
4. If aircraft are involved or in the vicinity of a fuel spill, if it is safe to do so, push the aircraft away from the spill area. **DO NOT attempt to start the aircraft in the vicinity of a fuel spill.**

**If at any time you feel that your safety would be compromised, do not attempt to clean up or contain the spill. Contact the Emergency Services.**

### 9.3 Chemical spillage

1. Safety – move away from the spill area. Consider your own safety and those around you.
2. Raise the alarm – make others aware of the incident by loudly advising them.
3. Isolate the area, close doors, turn off ignition sources.

4. Assess the spill – is it minor (less than 5L) or major?
5. Minor spill – respond to the spill by using the spill kit located at the Z Energy pump including the appropriate PPE, to contain and clean up the spill.
6. Place clean up material in the rubbish bags from the spill kit and contact the Local Authority for disposal advice.
7. Decontaminate clothes, equipment, shower and wash.
8. Major spill – Contact Emergency Services.
9. Complete an Occurrence Report Form and submit it to the Airfield Manager and Safety Officer.

**If at any time you feel that your safety, or the safety of others would be compromised, do not attempt to clean up or contain the spill. Contact Emergency Services.**

#### 9.4 Accident involving aircraft

Contact Emergency Services.

9.4.1 If able to assist with the immediate rescue of persons or livestock, do so with care. Be mindful that an accident site is a hazardous area and only those personnel who have received appropriate training and are authorized to enter an accident site should be there.

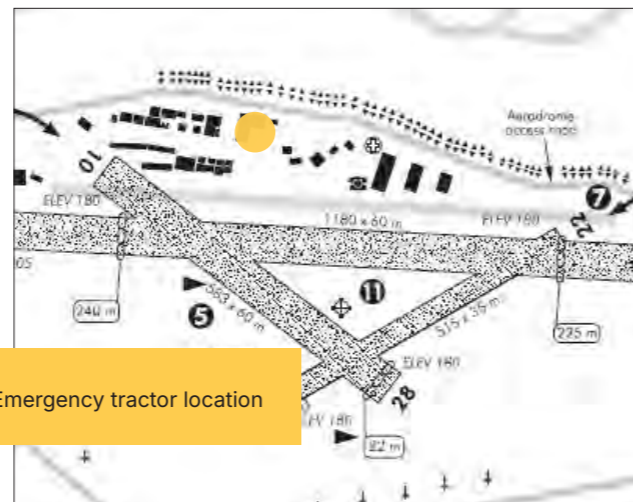
9.4.2 Be aware that aircraft may continue to use the airfield unless a NOTAM is issued. NOTAM may be issued by authorised individuals only:

1. Airfield Manager and Safety Officer, Owen Stewart (Waimakariri District Council)
2. Deputised Personnel, Steve Noad (Aircraft Logistics)
3. Community Greenspace Manager Grant MacLeod (Waimakariri District Council)

9.4.3 Further information can be found at: [aviation.govt.nz/assets/publications/gaps/how-to-deal-with-an-accident-scene.pdf](https://aviation.govt.nz/assets/publications/gaps/how-to-deal-with-an-accident-scene.pdf)

#### 9.5 Sewage/water problems

Contact Waimakariri District Council on 0800 965 468.



Rangiora Airfield emergency tractor

## Appendix 1

### Contact details

#### Waimakariri District Council

Rangiora Airfield — Operations Contact  
Greenspace Manager Phone: 03 313 4432

Rangiora Airfield — Sewer and Water Contact  
Phone: 03 313 4432

#### NZ Fire Service

Phone: 111

#### Search and Rescue (SAR)

Phone: 0508 472 269

#### Civil Aviation Authority (NZ)

Phone: 0508 222 433 (0508 ACCIDENT)

#### Transport Accident Investigation Commission (TAIC)

Phone: 04 473 3112



## Appendix 2

Boundary of airfield operational area



Any movements south of the boundary line (yellow) require personnel to wear high visibility vest and have, or be accompanied by, a person having a VHF radio tuned to 120.20.

Vehicles to have hazard lights on and have transmit/receive VHF radio tuned to 120.20 or be accompanied by a vehicle with transmit/receive VHF radio tuned to 120.20.

## Appendix 3

### Risk/hazard register

The following identified hazards and risks have been assessed using the below Risk Assessment Matrix:

Consequences and likelihood	Routine (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
Almost certain (5)	Low	Medium	High	Critical	Critical
Likely (4)	Low	Medium	High	High	Critical
Moderate (3)	Low	Medium	Medium	High	High
Unlikely (2)	Low	Low	Medium	Medium	High
Rare (1)	Very Low	Low	Low	Medium	High

While the Waimakariri District Council (WDC) owns and operates the airfield, aviation safety is a shared responsibility. The Civil Aviation Authority of New Zealand (CAA) regulates aircraft operations, including taxiing, take off, flight, and landing, and therefore governs risks such as mid air conflict. The Airfield Chief Executive is identified as the overall risk owner to reflect WDC's accountability as the aerodrome operator; however many risks, particularly those relating to aircraft operations, communications, and airside activity, are directly managed by airfield users, including pilots, contractors, and tenants. WDC's role is to provide and maintain a safe operational environment through infrastructure, procedures, and hazard communication, but effective safety

outcomes rely on all users complying with aviation rules and actively contributing to safe operations.

All risks have been assessed with existing controls in place, with ratings reflecting the residual (net) level of risk in the current operating environment. These controls directly influence scoring by reducing the likelihood and/or consequence of events where effective. While some risks could result in serious outcomes, including fatality, ratings (excluding mid air collision) reflect that such outcomes are low likelihood and that most credible impacts are operational in nature.



Identify				
ID #	Risk summary A short description of the hazard/risk	Causes What might cause the risk to happen?	Consequences What are the impacts of the risk happening?	Risk Owner
AIR1	Mid-air collision	<ul style="list-style-type: none"> <li>Unsafe practices by users</li> <li>Pilot procedural errors/human error</li> <li>Communication failure</li> <li>Failure to check NOTAM notices</li> <li>Uncontrolled airfield</li> <li>External variables impacting flight safety (e.g. bird strike, turbulence, weather etc.)</li> <li>Human performance limitations (e.g. fatigue, impairment, or cognitive bias)</li> <li>Unfamiliarity with airfield.</li> </ul>	<ul style="list-style-type: none"> <li>Fatality</li> <li>Severe injury</li> <li>Aircraft accident/damage</li> <li>Adverse media attention</li> <li>Reputation damage</li> <li>Loss of stakeholder trust or confidence</li> <li>Airfield, or parts of the airfield, unusable to extended period</li> <li>Airfield closure</li> <li>Costs for cleanup/repairs</li> <li>WorkSafe investigation involving Council</li> <li>CAA NZ investigation.</li> </ul>	Airfield Chief Executive
AIR2	Exposure to moving aircraft or aircraft components during ground operations	<ul style="list-style-type: none"> <li>Unsafe practices by user</li> <li>Pilot procedural errors/human error</li> <li>Communication failure</li> <li>Human performance limitations (e.g. fatigue, impairment, or cognitive bias)</li> <li>Unfamiliarity with airfield</li> <li>Uncontrolled airfield.</li> </ul>	<ul style="list-style-type: none"> <li>Injury or fatality</li> <li>Aircraft damage</li> <li>Airfield facility/asset damage</li> <li>Adverse media attention</li> <li>Reputation damage.</li> </ul>	Airfield Chief Executive

Assess				Mitigate	
Controls What mitigations are already in place to manage the risk?	Current Likelihood	Current Consequence	Current Risk Rating	Risk Treatment What additional actions are required to manage the risk?	Treatment Owner
<ul style="list-style-type: none"> <li>AIP Plate circuit traffic controls, procedures and limitations published</li> <li>Mandatory broadcast zone (MBZ) position reports required</li> <li>Flight training standards</li> <li>Instructor flight reviews</li> <li>Reporting requirements to CAA NZ and their follow up</li> <li>CAA NZ published information</li> <li>RAAG oversight of operations</li> <li>Airfield Safety Manual details required procedures for users</li> <li>NZRT Safety Teams involvement with training and investigation of occurrences</li> <li>Airfield Safety Manual details required procedures for users</li> <li>Memorandum of Understanding in place for airfield operations and considerations.</li> </ul>	Possible	Severe	High	<ul style="list-style-type: none"> <li>Letter from CE to CAA NZ Director asking for assistance with respect to pilot behaviour in the circuit (completed).</li> </ul>	CAA NZ Airfield CE AMSO
<ul style="list-style-type: none"> <li>Airfield Safety Manual details required procedures for users</li> <li>Memorandum of Understanding in place for airfield operations and considerations</li> <li>Protocols around foot traffic on airfield</li> <li>Aircraft taxi speeds limited to fast walking pace</li> <li>Progressive installation of perimeter fence that meets National Aviation Security Programme Standards for nonsecurity designated airfields</li> <li>Installation of CAA NZ approved signage restricting access</li> <li>Requirements for the use of high-visibility vests on operational sections of the airfield</li> <li>Requirements for the use of VHF radio comms on specific parts of the airfield</li> <li>Dogs must be on leads at all times</li> <li>Signage at airfield entrance with operating requirements described.</li> </ul>	Unlikely	Severe	High	N/A	Airfield CE AMSO

Identify				
ID #	Risk summary A short description of the hazard/risk	Causes What might cause the risk to happen?	Consequences What are the impacts of the risk happening?	Risk Owner
AIR3	Vegetation related obstacle, fire and turbulence	<ul style="list-style-type: none"> <li>Trees outside of airfield boundaries, but within Obstacle Limitation Surface, are not maintained</li> <li>Vegetation not maintained on airfield asset</li> <li>Limited ability to enforce control on third-party land.</li> </ul>	<ul style="list-style-type: none"> <li>Injury or fatality</li> <li>Fire</li> <li>Aircraft accident/damage</li> <li>Reduced obstacle clearance on approach or departure</li> <li>Loss of control due to turbulence (especially near threshold)</li> <li>Adverse media attention</li> <li>Reputation damage</li> <li>Damage to airfield facility/asset</li> <li>Airfield closure</li> <li>Costs for cleanup/repairs.</li> </ul>	Airfield Chief Executive
AIR4	Buildings or structures obstruct or degrade radio transmissions	<ul style="list-style-type: none"> <li>Buildings or structures located between transmitting and receiving aircraft (line-of-sight obstruction)</li> <li>Airband radio limitations</li> <li>Aircraft operating at low altitude or on the ground (reduced signal range)</li> <li>Increased development or placement of new buildings within the airfield environment</li> <li>Lack of awareness of known radio "shadow" areas</li> <li>Reliance on radio communication in an uncontrolled aerodrome environment.</li> </ul>	<ul style="list-style-type: none"> <li>Incomplete, delayed, or missed radio calls</li> <li>Loss of situational awareness</li> <li>Increased risk of aircraft conflict or runway incursion</li> <li>Aircraft accident or damage</li> <li>Injury or fatality.</li> </ul>	Airfield Chief Executive
AIR5	Unsafe runway surface conditions	<ul style="list-style-type: none"> <li>Natural event (e.g. Earthquake, flooding etc.)</li> <li>Ice, mud, slippery, soft surfaces</li> <li>Maintenance failure</li> <li>Vandalism</li> <li>Unsafe practices by users.</li> </ul>	<ul style="list-style-type: none"> <li>Injury or fatality</li> <li>Aircraft accident/damage</li> <li>Airfield, or parts of the airfield, unusable to extended period</li> <li>Airfield closure</li> <li>Costs for cleanup/repairs.</li> </ul>	Airfield Chief Executive

Assess				Mitigate	
Controls What mitigations are already in place to manage the risk?	Current Likelihood	Current Consequence	Current Risk Rating	Risk Treatment What additional actions are required to manage the risk?	Treatment Owner
<ul style="list-style-type: none"> <li>Regular monitoring of vegetation height within and adjacent to the airfield</li> <li>Engagement with adjacent landowners regarding vegetation management where required</li> <li>Pilot awareness through training</li> <li>Known hazards (e.g. turbulence areas) published in AIP and communicated to users.</li> </ul>	Rare	Severe	High		Airfield CE AMSO
<ul style="list-style-type: none"> <li>Mandatory Broadcast Zone (MBZ) procedures requiring position reporting</li> <li>Published circuit, joining, and runway procedures in AIP</li> <li>Pilot training and awareness of radio communication limitations</li> <li>Standard aviation practice requiring visual lookout ("see and avoid") as primary separation method</li> <li>Airfield Safety Manual documenting communication requirements.</li> </ul>	Rare	Severe	High	Explore options to shift runway end and threshold for RWY 10 and 28 as part of airfield development plan.	Airfield CE Manager Strategic and Special Projects AMSO
<ul style="list-style-type: none"> <li>Slow taxi speeds</li> <li>Airfield condition reported and notified through NOTAM</li> <li>Frequent airfield inspection and observation, including additional monitoring during/after events</li> <li>Affected area access closed/restricted</li> <li>Users required to take care when moving on affected parts of airfield</li> <li>Runway maintenance programme in place.</li> </ul>	Unlikely	Moderate	Medium	Drainage works proposed to restrict water flow onto taxiways. Develop revolving 10 year maintenance programme for maintenance/renewals of the airfield	Airfield CE Manager Strategic and Special Projects AMSO

Identify				
ID #	Risk summary A short description of the hazard/risk	Causes What might cause the risk to happen?	Consequences What are the impacts of the risk happening?	Risk Owner
AIR5	Unsafe runway surface conditions	<ul style="list-style-type: none"> <li>Natural event (e.g. Earthquake, flooding etc.)</li> <li>Ice, mud, slippery, soft surfaces</li> <li>Maintenance failure</li> <li>Vandalism</li> <li>Unsafe practices by users.</li> </ul>	<ul style="list-style-type: none"> <li>Injury or fatality</li> <li>Aircraft accident/damage</li> <li>Airfield, or parts of the airfield, unusable to extended period</li> <li>Airfield closure</li> <li>Costs for cleanup/repairs.</li> </ul>	Airfield Chief Executive
AIR6	Use and storage of hazardous substances (incl. aviation fuel)	<ul style="list-style-type: none"> <li>Unsafe or non-compliant fuelling practices</li> <li>Inadequate storage or handling of hazardous substances</li> <li>Equipment failure (e.g. tanks, pumps, hoses)</li> <li>Lack of user awareness or training</li> <li>Presence of ignition sources during fuelling</li> <li>Inadequate spill containment or control measures.</li> </ul>	<ul style="list-style-type: none"> <li>Fire or explosion due to ignition of fuel vapours</li> <li>Injury or fatality</li> <li>Environmental contamination from fuel spill</li> <li>Damage to aircraft, fuel systems, or airfield infrastructure</li> <li>Service disruption or airfield closure</li> <li>Reputational damage</li> <li>Regulator investigation</li> <li>Costs for cleanup and repair.</li> </ul>	Airfield Chief Executive
AIR7	Operation of firefighting tractor	<ul style="list-style-type: none"> <li>Untrained staff/users operating tractor and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Injury</li> <li>Damage to airfield facility/asset.</li> </ul>	Airfield Chief Executive
AIR8	Operation of firefighting tractor	<ul style="list-style-type: none"> <li>Untrained staff/users operating tractor and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Injury</li> <li>Damage to airfield facility/asset.</li> </ul>	Airfield Chief Executive

Assess				Mitigate	
Controls What mitigations are already in place to manage the risk?	Current Likelihood	Current Consequence	Current Risk Rating	Risk Treatment What additional actions are required to manage the risk?	Treatment Owner
<ul style="list-style-type: none"> <li>Slow taxi speeds</li> <li>Airfield condition reported and notified through NOTAM</li> <li>Frequent airfield inspection and observation, including additional monitoring during/after events</li> <li>Affected area access closed/restricted</li> <li>Users required to take care when moving on affected parts of airfield</li> <li>Runway maintenance programme in place.</li> </ul>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>Drainage works proposed to restrict water flow onto taxiways.</li> <li>Develop revolving 10 year maintenance programme for maintenance/renewals of the airfield.</li> </ul>	Airfield CE Manager Strategic and Special Projects AMSO
<ul style="list-style-type: none"> <li>CAA NZ AC91-22 Aircraft Refuelling and Defuelling Fire Prevention and Safety Guidance Measures</li> <li>Bonding points at fuel pumps</li> <li>Maintenance programme for underground fuel tanks and infrastructure</li> <li>Bunding in place for above ground tanks</li> <li>Fuelling undertaken on designated hardstand area</li> <li>Limits on hazardous substances permitted to be held and stored on site</li> <li>Airfield Safety Manual includes Emergency Response Plan for fuel and chemical incidents</li> <li>1000L water tank fitted to all-field tractor (additional private tractors available for operation by airfield users)</li> <li>Inspections undertaken of private hangars to ensure correct storage of hazardous substances.</li> </ul>	Rare	Major	Medium		Airfield CE Manager Strategic and Special Projects AMSO
<ul style="list-style-type: none"> <li>Training manual in place</li> <li>Only trained and approved operators are permitted to use the tractor</li> <li>Tractor maintenance programme in place</li> </ul>	Rare	Major	Medium		Airfield CE AMSO
<ul style="list-style-type: none"> <li>Training manual in place</li> <li>Only trained and approved operators are permitted to use the tractor</li> <li>Tractor maintenance programme in place</li> </ul>	Rare	Major	Medium		Airfield CE AMSO

Identify				
ID #	Risk summary A short description of the hazard/risk	Causes What might cause the risk to happen?	Consequences What are the impacts of the risk happening?	Risk Owner
AIR9	Damage to airfield assets	<ul style="list-style-type: none"> <li>Natural events (e.g. Earthquake, flooding, fire etc.)</li> <li>Vandalism</li> <li>Unsafe practices by users.</li> </ul>	<ul style="list-style-type: none"> <li>Injury</li> <li>Airfield, or parts of the airfield, unusable to extended period</li> <li>Airfield closure</li> <li>Costs for cleanup/repairs.</li> </ul>	Airfield Chief Executive
AIR9	Damage to airfield assets	<ul style="list-style-type: none"> <li>Natural events (e.g. Earthquake, flooding, fire etc.)</li> <li>Vandalism</li> <li>Unsafe practices by users.</li> </ul>	<ul style="list-style-type: none"> <li>Injury</li> <li>Airfield, or parts of the airfield, unusable to extended period</li> <li>Airfield closure</li> <li>Costs for cleanup/repairs.</li> </ul>	Airfield Chief Executive

Assess				Mitigate	
Controls What mitigations are already in place to manage the risk?	Current Likelihood	Current Consequence	Current Risk Rating	Risk Treatment What additional actions are required to manage the risk?	Treatment Owner
<ul style="list-style-type: none"> <li>Gated security measures in place (8pm in winter, 10pm in summer)</li> <li>Security cameras in place</li> <li>Maintenance programme in place (e.g. equipment, airfield grounds)</li> <li>Airfield condition reported and notified through NOTAM</li> <li>Frequent airfield inspection and observation, including additional monitoring during/after events</li> <li>Use of airfield security guards where reports suggest this is prudent (short term)</li> <li>Flood protection measures in place (e.g. stop banks, building built to relevant FFL, high soakage rate)</li> <li>1000L water tank on all-field tractor (additional private tractors available for operation by airfield users)</li> <li>Repairs to airfield [likely] prioritised as is strategic asset for Council.</li> </ul>	Rare	Moderate	Low	Upgrade fencing over time to meet National Aviation Security Programme requirements for non security designated airfields Install additional cameras over time.	Airfield CE AMSO
<ul style="list-style-type: none"> <li>Gated security measures in place (8pm in winter, 10pm in summer)</li> <li>Security cameras in place</li> <li>Maintenance programme in place (e.g. equipment, airfield grounds)</li> <li>Airfield condition reported and notified through NOTAM</li> <li>Frequent airfield inspection and observation, including additional monitoring during/after events</li> <li>Use of airfield security guards where reports suggest this is prudent (short term)</li> <li>Flood protection measures in place (e.g. stop banks, building built to relevant FFL, high soakage rate)</li> <li>1000L water tank on all-field tractor (additional private tractors available for operation by airfield users)</li> <li>Repairs to airfield [likely] prioritised as is strategic asset for Council.</li> </ul>	Rare	Moderate	Low	Upgrade fencing over time to meet National Aviation Security Programme requirements for non security designated airfields Install additional cameras over time.	Airfield CE AMSO

Identify				
ID #	Risk summary A short description of the hazard/risk	Causes What might cause the risk to happen?	Consequences What are the impacts of the risk happening?	Risk Owner
AIR10	Vehicle/people movements on runway	<ul style="list-style-type: none"> <li>Unsafe practices by users</li> <li>Aircraft movements</li> <li>Unauthorised access to airfield.</li> </ul>	<ul style="list-style-type: none"> <li>Injury or fatality</li> <li>Aircraft accident/damage</li> <li>Airfield closure</li> <li>Costs for cleanup/repairs.</li> </ul>	Airfield Chief Executive
AIR11	Maintenance contractor activities lead to hazards within the airfield environment	<ul style="list-style-type: none"> <li>Poor communication between contractor and airfield operator</li> <li>Failure to follow agreed procedures or permits to work</li> <li>Pressure to complete works quickly (time/cost constraints)</li> <li>Inadequate planning or risk assessment prior to work</li> <li>Use of vehicles or equipment within operational areas without coordination</li> <li>Contractors unfamiliar with aviation environments or airfield procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Runway incursion or aircraft-vehicle conflict</li> <li>Aircraft incident or damage</li> <li>Injury or fatality</li> <li>Airfield closure or operational disruption</li> <li>Project delay or cost overrun</li> <li>Reputational damage</li> <li>Regulator investigation.</li> </ul>	Airfield Chief Executive

Assess				Mitigate	
Controls What mitigations are already in place to manage the risk?	Current Likelihood	Current Consequence	Current Risk Rating	Risk Treatment What additional actions are required to manage the risk?	Treatment Owner
<ul style="list-style-type: none"> <li>Airfield access limited</li> <li>User must have a VHF airband radio tuned to airfield frequency</li> <li>Aircraft taxi speeds limited to fast walking pace</li> <li>Airfield vehicle equipped with beacon lights</li> <li>Users required to have hazard lights on</li> <li>Movements notified to users by NOTAM</li> <li>Airfield Safety Manual details required procedures for users</li> <li>Memorandum of Understanding in place for airfield operations and considerations</li> <li>Some aircraft fitted with painted or coloured propeller tips.</li> </ul>	Rare	Moderate	Low		Airfield CE AMSO
<ul style="list-style-type: none"> <li>Safety and Method of Work Plans required for anything other than minor maintenance</li> <li>Direct supervision of contractors by WDC staff</li> <li>NOTAM issued to restrict aircraft operations while works are completed</li> <li>Use of airband radios or communication protocols where required</li> <li>Defined work areas and access restrictions</li> <li>Established and documented contractor procurement and selection process</li> <li>Requirement for contractors to comply with Council health and safety policies</li> <li>Contractor induction prior to working on the airfield.</li> </ul>	Rare	Moderate	Low		Airfield CE AMSO



# Rangiora Airfield (NZRT) Safety Management Manual

**Rangiora Airfield**

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Rangiora, New Zealand

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# RANGIORA AIRFIELD OPERATIONS MANUAL

Rangiora Airfield  
Initial Issue June 2026

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## 1. Introduction

This manual outlines the operational procedures for Rangiora Airfield, an uncontrolled airfield with grass runways and taxiways. It is based on the CAANZ AC139-3 guidance and includes maintenance and inspection protocols for various facilities and infrastructure. This manual forms part of and supports the Safety Management System of manuals and documents.

## 2. Airfield Inspection Programme

### 2.1 Airfield Condition Policy

- 2.1.1 The Council is required to maintain the airfield and facilities provided by the Council so that the health and safety of people is not put at risk from the condition of the facility, or work carried out as part of the conduct of the operation of the airfield and that airfield physical access controls are in place and effectively provide a visual barrier with warning signs denoting the operational area and access limitations.

### 2.2 Runway and Taxiway Inspections

- 2.2.1 Inspections are to be completed in a conspicuously coloured and lighted vehicle. The vehicle is to be equipped with a VHF air band radio tuned and monitored on 120.20 (the airfield frequency). Staff or contractors performing inspections must:

- know the Phonetic Alphabet
- know when to make radio transmissions regarding location and intentions
- understand what pilot radio transmissions mean and what impact these transmissions have on inspection progress/intentions/location on the airfield

- 2.2.2 Before making a transmission entering a runway, always listen to radio transmissions to form a mental picture of the location of aircraft in the circuit and pilot intentions, as well as aircraft approaching the circuit and pilot intentions.

NOTES: Generally, Rangiora Airfield circuits are about six minutes, irrespective of the aircraft type, however, always make a visual check of the circuit traffic prior to commencing inspections. If more than three aircraft are in the circuit, it will be challenging to inspect any runway in use, without making frequent departures from the runway to clear for landing traffic. You should aim to be departing the runway when an aircraft is turning base leg, but no later than an aircraft turning onto final approach. If an aircraft is closer to the runway in use than a late down wind, it is unlikely that there will be enough time to enter the runway and cover any useful amount of runway surface. Be aware that aircraft undertaking a glide approach will arrive onto the runway much quicker (in the order of 20/30 seconds) from a downwind position, so plan your departure from the runway accordingly. Pilots do not always call taxiing, so they can sneak up on you. Maintain awareness and operate in a methodical and purposeful manner. Helicopters may approach from any direction and are generally aiming for the centre triangle (Marked as item 11 on the NZRT AIP plate). They may also track from the north to the Way2Go hangar or to Aerofix for maintenance, at low level, and to the hangars at the eastern and western ends of the airfield.

**WARNING: DO NOT LINE UP ON A RUNWAY STRIP END WITHOUT FIRST VISUALLY CHECKING THE APPROACH PATH TO THE RUNWAY FOR LANDING AIRCRAFT. SCAN THE BASE LEG AND FINAL APPROACH PATHS IN DETAIL FOR AT LEAST TEN SECONDS PRIOR TO LINING UP. PILOTS DON'T ALWAYS MAKE RADIO CALLS AND AIRCRAFT RADIOS SOMETIMES FAIL. BE SURE THAT THE APPROACH IS CLEAR PRIOR TO LINING UP ON THE RUNWAY TO COMMENCE INSPECTION. TAKE EXTRA CARE EARLY MORNING OR LATE AFTERNOON DUE TO SUNSTRIKE.**

**CAUTION: IF YOU ARE WITHIN 75M OF AN ACTIVE RUNWAY (BUT NOT ON OR INSPECTING THE ACTIVE RUNWAY) AND AN AIRCRAFT IS ON FINALS, LINING UP TO TAKE OFF, OR TAKING OFF, ENSURE THAT YOU ARE AT LEAST 15M FROM THE RUNWAY EDGE (NOT ON THE RUNWAY) THEN STOP SO THAT THE PILOT CAN SEE THAT YOU ARE STATIONARY).**

2.2.3 Make a position and intention transmission on 120.20 when:

- a. At a runway threshold and about to enter e.g., “Op’s 1 is at the 07 threshold. Entering the runway for runway inspection. Will vacate for aircraft movements”.
- b. Vacating a runway and state position when clear of the runway e.g., “Op’s 1 is clear of 07, in the helicopter triangle”.
- c. Harassing birds e.g., “Op’s 1 is operating on the manoeuvring area for bird harassment”. Maintain an active visual and listening watch for aircraft when undertaking this function.
- d. Crossing any runway (always visually check prior to making a transmission crossing a runway – see CAUTION above) e.g., “Op’s 1 is in the helicopter triangle at the 07/28 intersection and crossing 28”.

2.2.4 Conduct inspections Monday, Wednesday and Friday (and as otherwise needed) to confirm that:

- The main security gate has no damage or obviously defective parts.
- All gates (except main security gate) and chains are observed as closed, and locks are locked (lubricate padlocks every 90 days and as required if locks become hard to operate - use WD40).
- Buildings have no obvious damage, doors are secure.
- Taxiways have no unsafe defects/damage, grass length 50-100mm, and no (other than short term) water holding after rain has subsided.
- Runways and taxiway are clear of foreign objects and debris, there are no unsafe conditions that require NOTAM notification and rectification, no damage, holes, ruts, grass length 50-100mm.
- Marker boards are in place, no damage, clean and bright paintwork.
- Windsocks are in place (thresholds of 04/25/07), no damage and bright colour, socks rotate (no bearing defects) areas around socks distinct from surrounding grass.
- Fencing and gates/chains have no obvious damage, cuts, broken wires, fence posts are intact, and fencing is generally in good condition.

- Assess the airfield for wildlife to verify that no hazardous presentations of birds/other wildlife/stock are present. Use harassment methods in vehicle for chasing paradise ducks (make required radio transmissions on 120.20 prior to entering manoeuvring areas and after leaving manoeuvring areas). Use pyrotechnics on plovers, starlings, oyster catchers (ensure that there are no grass fires when discharging pyrotechnics (see separate section on safe use of pyrotechnics).
- Note aircraft registrations of parked aircraft. First day is free, subsequent days are charged at \$12 per day and registrations are entered into the AIMM database prior to the 5pm on the 3rd day of the next month (see separate section on entering data into AIMM system).
- Fuel pumps have no obvious damage, hoses are in good condition, fuel pad areas are free of debris and stones, ladder (if present) is in good condition.
- Fire extinguisher and first aid kit are present, undamaged, unused, and within date inspection period.

2.2.5 Use WDC Form QES 018 (**Attachment 1**) to record inspection actions. Scan each form at the conclusion of each month and send to your work email address. Place the received email containing the scanned forms into TRIM AIR-02 Maintenance, noting the month, year and 'Airfield Inspection' in the TRIM description.

### **2.3 Airfield Annual Inspection**

2.3.1 An airfield annual inspection is to be completed by the AMSO. The inspection is an amplified and more detailed inspection of the airfield facility to ensure that it remains in a condition that meets the Airfield Condition Policy. The inspection requirements include a 'walk-over' of critical areas, so that close visual inspection is undertaken.

2.3.2 The annual inspection is to be recorded on the Rangiora Airfield Annual Inspection form (**Attachment 2**). Inspection description and standards are detailed in the form.

2.3.3 Weekly inspection reports are to be batch scanned and entered into the WDC document management system (TRIM) at the end of each calendar month and recorded for each month in the meta data when entering the reports.

2.3.4 Annual inspection results are to be reported to the Rangiora Airfield Advisory Group and are to be filed in TRIM.

### **2.4 Runway Condition Reports**

2.4.1 Although non-certificated airfields do not need to produce Runway Condition Reports (RCRs), regular assessments should be made to ensure the runway is safe for operations. Where a surface condition of a runway or taxiway has the potential to, or is likely to result in, aircraft damage, a Notice to Airmen (NOTAM) is to be issued advising:

- Your name and contact details
- The airfield designation - NZRT
- The date and time that the NOTAM comes into effect and the date and time that the NOTAM will expire.

NOTE: If the date and time that the NOTAM expires is not known, estimate the expiry date and time and make a request to IFIS that the use of 'estimated' (EST) in the NOTAM is required.

- The location of the unsafe condition; and
- The nature of the unsafe condition; and
- Any applicable access or taxiing/airfield usage instructions; and/or
- Limitations of use/changes of use.

2.4.2 See the NOTAM section for further information on issuing a NOTAM.

### **3. Maintenance Procedures**

#### **3.1 Runway and Taxiway Mowing**

3.1.1 Airfield mowing should be undertaken when the tallest grass length approaches 150mm, however, because of the variability of the fertility and soil quality at the airfield, only a few areas may reach 150mm in height.

3.1.2 DELTA, the mowing contractor for the airfield, will come to the airfield to mow around hangars and road edges etc., as requested, but will not come to the airfield to mow small sections of the manoeuvring areas, so a complete mow of the manoeuvring areas should be requested when grass areas circled in red in **Attachment 3** are all generally at 150mm in height.

3.1.3 DELTA minimum mowing deck height should be not less than 48mm (the winter mowing height for rugby grounds that they also do).

3.1.4 Late autumn and winter mowing should be kept to a minimum to allow the grass sward some winter robustness and the ability to recover quickly after winter, but ensure that safe grass surface conditions are maintained (i.e. grass height does not cause unsafe landing and takeoff role due to excessive drag on aircraft wheels), especially on runways. Estimated average grass length should not exceed 150mm.

3.1.5 Frequency of mowing should be adjusted based on growth rates and seasonal conditions.

#### **3.2 Hangars**

3.2.1 Grassed areas around hangars tend to grow at a faster rate than other areas, due to the water catchment of apron areas. These areas also tend to grow weeds due to seed entrapment and will, in some areas (especially Lots 62 to 88 - see yellow circled areas in **Attachment 3**) require broadleaf weed spraying to control weeds around apron edges that prevent users from opening their hangar doors. Weed height as low as 50mm can stop hangar doors from opening. DELTA should be contacted to assist with the required weed spraying and any mechanical rotary control measures.

3.2.2 Way2Go Helicopters mow and manage the grass area to the west of their main hangar (see blue circled area in **Attachment 3**.)

### 3.3 Road Verges and Fencelines

- 3.3.1 Road verges are mown when the hangar mow id completed. Rotary weed management and spraying will be completed on request to DELTA.

NOTE: The southern boundary fence line is not to be sprayed using chemical weed control until the lease for grazing is rescinded to Council. Mechanical weed and grass control must be used in this area until the lease is rescinded (see orange line in **Attachment 3**).

### 3.4 Airfield Gravel Road

- 3.4.1 The airfield gravel road surface degrades relatively quickly in wet conditions, with deep potholes appearing in a short timeframe. CORDE are responsible for the maintenance of the road and a service request for CORDE to undertake an assessment and repair. Service Requests to be made through WDC Customer Services: [office@wdc.govt.nz](mailto:office@wdc.govt.nz)

- **Inspection:** Conduct monthly inspections of the unsealed road to identify potholes and other issues.
- **Remedial Repairs:** Perform necessary repairs promptly to maintain safe access to the airfield.

### 3.5 Airfield Fencing

- 3.5.1 Where fence repairs or replacements are required, WDC has a list of approved suppliers to undertake this work. Any work under \$20k can be approved by a person with the delegated authority up to that amount. Work exceeding \$50k requires a Procurement Plan to be developed and approved.

- **Inspection:** Inspect the fence line thoroughly (including walking section showing deterioration) quarterly to ensure it is intact and secure.
- **Maintenance:** Repair any damage to the fence promptly to prevent unauthorised access and prevent animals (particularly farm stock) from entering the airfield

### 3.6 Septic Tanks

- 3.6.1 Until the sewer main is provided to the airfield, septic tanks must be serviced annually to ensure proper functioning. Schedule inspections and servicing with a certified and Council listed provider.

## 4. Notification of Aerodrome Data

### 4.1 Guidelines

- 4.1.1 Aerodrome data for Rangiora Airfield (designator is NZRT) is contained within the CAANZ Aeronautical Information Publication (AIP). Information in this publication is required to be updated from time to time and includes information such as:

- Aerodrome layout, runway system and designation
- Circuit patterns and direction
- Supporting infrastructure (fuel availability and repairs)
- Limitations and cautions

- Operational data (surface type, strength, aircraft group rating, slope, takeoff and landing distances available).
  - Fees and charges
- 4.1.2 When permanent changes are made to the data contained within the AIP, the data must be updated for publication in the next amendment cycle. The publication cycle dates can be found on the Aeropath website ([ifis.airways.co.nz](http://ifis.airways.co.nz)) under the heading 'Originators', then choosing the appropriate AIRAC cycle year/month from the drop-down list.
- 4.1.3 To promulgate changes to aeronautical information via AIPNZ and NOTAM, the WDC originator details must be current in the AIM register of authorised originators. See [www.originators.aeropath.co.nz](http://www.originators.aeropath.co.nz) for further information on originators and submission guidelines.
- 4.1.4 The indicated cut-off date is the final date for receiving submissions. Originators do not need to wait for the cut-off before submitting changes to AIM. It is desirable to submit planned changes well before the cut-off date as soon as they are available, particularly when the changes are numerous or complex in nature, including the development of AIP charts and SUP graphics.
- 4.1.5 In the case of changes that may require external consultation to be conducted by the CAA, it is recommended that these proposed changes are sent to CAA well in advance of the CAA cut-off date e.g. Airspace changes (Part 71), Airspace Hazards (Part 77), Air shows, complex changes, etc.
- 4.1.6 AIP changes are to be made using the AIP Amendment request form, which can be found on the <http://www.originators.aeropath.co.nz> website. AIP amendment staff are very helpful and discussion with them early on in the amendment process can save you and them a lot of time. Contact details are:

Phone: 04 471 5689

Email: [info@aeropath.aero](mailto:info@aeropath.aero)

## 5. Issuing NOTAM

### 5.1 Guidelines

NOTE: Only authorised people can issue NOTAM for Rangiora Airfield. Authorisation is undertaken through the IFIS website "User Account" and registering a new user. The new user may only be registered by a current authorised person. Fill in the new user registration boxes. Send an email to [notam@airways.co.nz](mailto:notam@airways.co.nz) asking them to add your personal email to the list of contacts for return NOTAM text for checking. The NOTAM Officer sends the return email with the NOTAM text for checking to WDC Information Management. Sometimes there is a delay in IM sending to the Airfield Manager for checking, so it is important that you get the notification straight away, if there are errors in the information being promulgated.

NOTE: When you issue a NOTAM, IFISC will send a copy to your email address, however, the email will be collected by Customer Services

- 5.1.1 Follow the Aeropath NOTAM Guidelines for Operators and Originators (found on Aeropath/IFIS website: [ifis.airways.co.nz](http://ifis.airways.co.nz)). Once logged in to the website, click 'Originators', then 'NOTAM Submission Guidelines' or follow the link below:

[https://www.ifis.airways.co.nz/filebase/shtml/publications/pdfs/NOTAM\\_Guidelines\\_for\\_Operators\\_&\\_Originators\\_2021.pdf](https://www.ifis.airways.co.nz/filebase/shtml/publications/pdfs/NOTAM_Guidelines_for_Operators_&_Originators_2021.pdf)

- 5.1.2 NOTAMs should be issued promptly for any temporary changes or conditions affecting the airfield.
- 5.1.3 Submit NOTAMs via the IFIS website by logging into the "Originator Menu" and selecting "Issue NOTAM".

- a. You will be required to log in by typing in your access details and password and selecting 'Submit'.
- b. *Line 1:* Enter 'Rangiora Airfield' or click on the 'Rangiora Airfield' text that appears.  
*Line 2:* Click on your name (it should appear) as the authorising person.  
*Line 3:* Click on your name as contact person.  
*Line 4:* Click on your telephone number.  
*Line 5:* Leave NOTAMN selected unless you are issuing a replacement NOTAM which will be a NOTAMR, or a NOTAMC, which is a change or update to a previously issued NOTAM.  
*Line 6:* Select NZRT (this is the International Civil Aviation Organisation registration for Rangiora Airfield and is found on the Rangiora Airfield AIP Plate - [aip.net.nz](http://aip.net.nz)).  
*Line 7:* Enter the NOTAM start date and time (24 hour clock) noting that the format is YYMMDDhhmm e.g., 2508210830. Level 'Local Time' selected.  
*Line 8:* Enter the NOTAM end date and time (24 hour clock) noting that the format is YYMMDDhhmm e.g., 2508231730. Level 'Local Time' selected.

NOTE: If you don't know the exact date and time that the NOTAM will expire, advise the NOTAM Office (phone call 03 358 1688 or email – [notam@airways.co.nz](mailto:notam@airways.co.nz)) that the date and time is only an estimate. EST will be added to the text of the NOTAM.

- Line 9:* Ignore 'Daily Schedule'.
- Line 10:* Enter the text of the NOTAM that describes the hazardous condition, or work, or limitation that you want pilots to be aware of e.g. NORTHERN 25M WIDTH OF GRASS RUNWAY 07/25 CLOSED FOR MAINTENANCE.

NOTE: Abbreviations and definitions used in IFIS/Aeropath Aviation Information Services (AIS) publications (including NOTAM) can be found in the Aviation Information Publication (AIP) Gen 2.2-1 to 2.2-40 or the following link:

[https://www.aip.net.nz/assets/AIP/General-GEN/2-TABLES-AND-CODES/GEN\\_2.2.pdf](https://www.aip.net.nz/assets/AIP/General-GEN/2-TABLES-AND-CODES/GEN_2.2.pdf)

- Line 11:* Ignore 'Lower Limit' and 'Upper Limit'.
- Line 12:* Ignore 'Fax number'.
- Line 13:* Click the circle next to 'Email', making sure that your correct email address shows in the corresponding box.

- 5.1.4 When you are satisfied with the text of the NOTAM and all the dates and times are correct (double check these as it is easy to make a mistake), select the 'Submit' button. The draft NOTAM has been sent to IFIS duty NOTAM Officer.

They will likely phone you to discuss the NOTAM, what you are trying to achieve and may recommend changes. They are very helpful and won't try and trip you up. Once you agree with any changes, they will promulgate the NOTAM, and you will be emailed a copy to check. If you aren't happy with the content, phone the NOTAM Officer and discuss any changes that you require.

- 5.1.5 Another option is to email the details of what you want to achieve to the Duty NOTAM Officer, and they will help you craft what you need to promulgate. They do get busy from time to time. Try to plan at least three days in advance for issuing NOTAM's.

## **6. Safety and Compliance**

### **6.1 Adherence to Regulations and Requirements**

- 6.1.1 Council has a responsibility, as the airfield operator, to comply with all operational requirements contained within relevant rules and requirements such as:

- Civil Aviation Act 2023 requirements for aerodromes
- Aviation Rules in Civil Aviation Authority Rule Part 139
- The requirements contained within the Health and Safety at Work Act 2015
- The environmental Standards contained within the Resource Management Act 1991
- The requirements contained in the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (the airfield is classified as a Hazardous Activity or Industrial Location (HAIL) site
- Guidelines and recommendations contained in advisory material promulgated by the regulatory agencies.

- 6.1.2 Familiarity with these documents and the relevant legislative requirements is required to be maintained.

### **6.2 Airfield Events**

- 6.2.1 From time to time, users of the airfield will wish to undertake events on or at the airfield, or in the airspace at or adjacent to the airfield. These events may include open days or aerobatic practice, or aero club flying/competition days. Prior to approving these activities, the proposer or organisation must develop a safety plan, which is to be assessed and approved by the AMSO. The approval will be based on:

- Any safety or noise limitations that are to be managed and actions described and adhered to.
- Crowd management and control.
- Airspace management.
- Closure of runways, the impact on other users and safety hazards identified and controlled.
- Issue of NOTAM(s).

- A risk assessment by the proposer or organisation and an assessment by the AMSO that the identified controls provide a high level of safety management and that the interests of the WDC are accounted for.

### 6.3 Movement Data Reporting

- 6.3.1 The AMSO shall provide AIMM recorded aircraft movement data to the CAANZ at the end of each Council Financial Year. Where compliance with Qualifying Aerodrome requirements apply, the reporting shall be undertaken quarterly.

## 7. Airfield Works

### 7.1 Assessment of Proposed Works

NOTE: For detailed information relating to aerodrome works, refer to the latest version of CAANZ Advisory Circular 139-5.

- 7.1.1 The airfield is divided into two parts, the 'landside' area and the airside area. The airside area is delineated by the perimeter fences and authorised access signs, and intersecting building perimeters. It is that area within the red boundary line in Figure 1. The landside area is that area north of the red airside boundary and within the area bounded by the yellow perimeter line in Figure 1 overleaf.
- 7.1.2 Where airfield works are undertaken in the landside area of the airfield, contractors are to be supervised, but do not need to be escorted in this area. The amount of supervision and onsite attendance depends on the complexity of the work and whether, for example, the airfield road will be impacted by the work. The AMSO must establish whether any disruptions to airfield operations will occur and develop a management plan to ensure that any disruptions (such as hangar access) are minimised. Management/disruption minimisation plans may include alternate access provisions, but be cautious when the taxiways are wet or the taxiway/operational areas are soft.
- 7.1.3 Where airfield works involves work within the airside boundary (within the red bounded area), escort to and from the worksite by the AMSO (or AMSO delegated person) is required. If contractors will not be moving away from the worksite, the AMSO or delegated person does not need to remain with the contractor, **unless** the works are being undertaken on a runway, or within 15m of the runway strip edge (see AC139-5 C.3.1 Zone 1).



**Figure 1 Landside/Airside Boundaries**

## **7.2 Airfield Safety Briefings for Contractors**

7.2.1 Depending on the complexity and location of airfield works, the safety briefing by the AMSO or AMSO delegated person should include:

- no work is to take place on the active movement area without the knowledge of the AMSO
- permitted times of work are strictly followed
- airfield hazards (e.g. aircraft noise, propellers, aircraft taxiing and vehicle give way requirements)
- precise areas in which the work may be done
- the routes to be followed to and from the work area, and
- any radiotelephone or other control procedures to be used
- the maintenance of a radio listening watch, and the use of lookouts, and
- the safety precautions to be observed
- the reporting procedure to be followed when safety hazards or risks are observed
- the notification procedure on completion of the work
- movement restrictions and escort requirements

## **7.3 Minor Construction and Maintenance Work**

7.3.1 Access to the operational area of the airfield shall be controlled by the AMSO. Maintenance vehicles and equipment are to be escorted to and from the site, where the contracted work is not part of the routine maintenance contract work and/or contractors are not familiar with airfield operations. Contractors are to be briefed on any operational requirements that control working and driving on the airfield.

- 7.3.2 Personnel regularly carrying out routine maintenance (e.g. grass cutting), to work on the aerodrome without further briefing, subject to continuing compliance with the work control requirements/procedures.
- 7.3.3 Personnel regularly carrying out maintenance on the airside area of the airfield associated with runways (such as mowing) must have an operating air band VHF tuned to the airfield frequency (120.20) and be familiar with airfield protocols and pilot position reports and the position report meaning, as well as action to be taken in the event of conflict with aircraft movements.

#### **7.4 Major Construction and Maintenance Work**

- 7.4.1 Where work, other than minor work and maintenance is to be undertaken, a Method of Work Plan is to be developed by the AMSO and contractor.
- 7.4.2 Major airfield users will be appraised of the plan, for their input and feedback.
- 7.4.3 The AMSO is to coordinate all works and:
- make arrangements and establish procedures for the safety of aircraft operations while the works are in progress, and
  - ensure these arrangements and procedures are published in the MOWP, and
  - ensure the works are carried out according to the MOWP, and
  - ensure NOTAMs are issued to give notice of the works where necessary, and
  - either operate as the works safety officer, or appoint a works safety officer to carry out the functions set out in the Works Safety Officer Role (see below)
  - periodically review the MOWP, or modify if required to maintain its effectiveness

#### **7.5 Liaison**

- 7.5.1 Before any work (other than minor work and maintenance) is undertaken, the AMSO (or delegate) is to liaise with airfield users (primarily through the Airfield User Group and other affected parties such as airfield neighbours if affected).
- 7.5.2 The purpose of the liaison is to make affected parties/users/neighbours aware of the proposed project and identify concerns that require assessment and modification (if required/agreed by WDC). Communication channels will be determined and formalised so that the airfield community and neighbours can be kept appraised of progress and that there is feedback opportunity to Council as the work progresses.

#### **7.6 General Working Rules**

- 7.6.1 Prior to commencement of any major works, the WDC (AMSO or delegate) shall brief all parties engaged in the work on significant work-related rules and limitations, such as (but not limited to):
- a. the permitted times of work, and
  - b. the routes to be followed to and from work areas, and
  - c. the areas in which work may be done, and
  - d. the control of vehicles, and

- e. the permitted heights and locations of vehicles and equipment, and the limitations to be placed on operating heights of tall equipment such as crane jibs, etc, and
- f. any limitation on the use of electrical or other equipment that might interfere with aircraft communications or pose any other risk to aircraft safety.

## **7.7 Isolation of Work Areas**

- 7.7.1 As far as practicable work areas should be blocked off from the active movement areas by day-use physical barriers. These barriers warn pilots and prevent work vehicles and personnel from inadvertently straying onto active movement areas.
- 7.7.2 AC139-7 Aerodrome Standards and Requirements— Aeroplanes at or below 5700 kg MCTOW – Non Air Transport Operations provides guidance on marking of unserviceable areas.
- 7.7.3 Where work is to be prolonged, inspection of markers is to be undertaken to confirm that they continue to provide effective visual cues of unsafe areas for pilots.

## **7.8 Obstacle surfaces**

- 7.8.1 Construction equipment, particularly tall equipment such as cranes, may breach obstacle clearance limits and the effects of this should be considered when working plans are being formulated.

### **Take-off Climb and Approach Surface**

- 7.8.2 The current OLS configuration for NZRT is day VFR. Each runway has a take-off climb and approach surface which:
  - a. Rises from the end of the runway strip, and
  - b. Is required to be obstacle free above a gradient of 1:20, and
  - c. Extends horizontally 1200 m from the inner edge, and
  - d. Has sides that are splayed outwards at the rate of 1:20

Where work /equipment will infringe these surfaces, displaced thresholds may be required to ensure that aircraft landing or taking off are able to clear any obstacles that may be infringing the OLS. Where displaced thresholds are required, a NOTAM will be issued to advise pilots of the runway length available (takeoff and landing distance).

### **Calculating the Amount of Threshold Displacement**

- 7.8.3 For work being undertaken in the 1:20 x 1:20 area where equipment penetrates the OLS, calculate/measure the height that equipment will protrude above the OLS (in metres). Multiply the extent of the protrusion above the OLS by 20. This is the distance from the runway strip end (where the OLS starts from) that the displaced threshold needs to be placed. Three marker boards (end to end) on each side of the runway (where this is possible – see note below) should be placed in the new displaced threshold location to provide a visual reference for pilots in terms of their aiming point to clear the obstruction IAW the new displaced 1:20 slope to the new displaced threshold.

NOTE: Where runways 03/21 and 10/28 require displaced thresholds, it may not be possible to have both sets of displaced threshold markers on each side of the runway, as one set may theoretically need to be located on runway 07/25, which would create an obstruction and is not possible. The NOTAM issued revising the runway length should also state that there is only one set of threshold markers and their location (east or west of the affected runway), when the required marker location is not possible.

7.8.4 Where work is being undertaken on a runway and the runway is not closed by NOTAM, measure the height of the equipment above ground level and multiply this height by 20. This number is the distance along the runway (towards the takeoff point) from the equipment location that the displaced threshold markers are to be located. This provides the 1:20 clearance slope above the equipment.

#### **Transitional Side Surface**

7.8.5 Each runway strip has a surface clear of obstructions extending sideways and upwards from the sides of the runway strip and the approach/take-off surfaces. The surface is at a gradient of 1:4 till it reaches a height of 2 m above the runway strip. If work is to be undertaken in this area, consider closing the half of the runway closest to the work zone by NOTAM. If work cannot be completed by closing half of the runway or withdrawing equipment to outside the 15m safety zone (Zone 1 – see AC 139-5 Appendix C - C3) for aircraft landing and taking off, the runway should be closed by NOTAM for the duration of the work.

### **7.9 Operational Safety – Method of Work Plan**

7.9.1 When developing a method of work plan for major works on the airfield, the following points are to be considered (where relevant):

- a. Minimum disruption of standard operating procedures for aircraft operations.
- b. Clear routes for rescue and firefighting to all active aerodrome movement areas.
- c. Procedures for notification, and authority to change safety-oriented aspects of the construction plan.
- d. Initiation, currency, and cancellation of NOTAM.
- e. Suspension or restriction of aircraft activity on aerodrome movement areas.
- f. Runway end and threshold displacement and marking.
- g. Marking for closed or diverted aircraft routes on the aerodrome movement areas.
- h. Revised vehicular control procedures, including additional equipment and personnel.
- i. Marking and lighting of construction equipment.
- j. Parking of construction equipment, and storage of material when not in use.
- k. Designation of responsible representatives for all involved parties, their availability and phone contact details (which are to be published in the method of work plan).
- l. Location for construction personnel vehicle parking, and their transportation to and from the work site.

- m. Marking of construction areas and temporary obstructions.
- n. Location of the construction offices.
- o. Location of the contractor plant.
- p. Designation of waste areas and disposal of waste (all soil must remain onsite).
- q. Debris clean-up responsibilities and schedule.
- r. Conspicuous identification of construction personnel and equipment.
- s. Location of haulage routes (which must be adhered to).
- t. Access/security control of temporary gates and relocated fences.
- u. Noise pollution.
- v. Dust, smoke, steam, and vapour controls.
- w. Location and protection of utilities.
- x. Provision of temporary services or immediate repairs in the event of disruption to
- y. established utilities.
- z. Marking and lighting of closed aerodrome movement areas.
- aa. Phasing of work.
- bb. Provision of escort with "Follow Me" vehicles for route guidance.

7.9.2 When developing a method of work plan, the guidance material in AC139-5 Appendix A Method of Work Plan (adjusted as necessary to properly reflect the requirements and complexity of each project) is to be used.

#### **7.10 Oversight of Major Works**

7.10.1 An oversight inspection programme for all major aerodrome works is to be developed and implemented by the AMSO for all major works. The inspection is required to:

- a. provide continuous monitoring to ensure ongoing compliance with established safety and other requirements, and
- b. identify any safety hazards, or deviations from requirements, and
- c. ensure remedial actions to maintain safety and compliance with requirements are implemented.

#### **Inspections**

7.10.2 Frequent inspections are to be made by the AMSO or delegate during all phases of the work to ensure that the work is being carried out in accordance with the prescribed MOWP. Inspection intervals are to be specified in the MOWP.

7.10.3 The inspections are to ensure that no foreign object debris (FOD) is present on operational areas and that there are no unsecured areas of rubbish or waste that could be blown onto the operational area.

7.10.4 Advise contractors that any potential hazard should be brought to the attention of the AMSO for immediate rectification. Where appropriate aircraft operators are to be notified of the hazard.

## **8. Training**

### **8.1 Assessment**

8.1.1 WDC will assess the skills and competencies of the Airfield Manager and Safety Officer and develop a documented and appropriate training programme to build the skills, knowledge and competence of the Airfield Manager and Safety Officer. The programme should cover (as appropriate) at least:

- Airfield inspection
- NOTAM issue
- Relevant airfield legislation (aviation and environmental)
- Relevant Health and Safety at Work Act 2015 requirements
- Reporting of significant airfield incidents to CAANZ through Part 12 notification or Aviation Related Concerns.

8.1.2 The programme and developmental success will be assessed by the Strategic and Special Projects Manager at least annually.

## 9. Safety Team and User Group Membership

### 9.1 User Group

- 9.1.1 The Airfield User Group is made up of a representative membership of airfield users. This Group has Terms of Reference that describe and define the operation and function of the Group. The ToR is a supporting document to the Operations Manual. The Airfield Manager and Safety Officer is responsible for managing the interests of the Council and being a conduit to the Council for user communication.
- 9.1.2 The Airfield Safety Team is led by the Airfield Manager and Safety Officer. The Safety Team has Terms of Reference, and this document is a supporting document to the Operations Manual. The AMSO is responsible for providing feedback from the Safety Team to the User Group and Council.

## 10. Community Liaison

### 10.1 Engagement

- 10.1.1 From time to time, the AMSO engages with community members, most of which will be airfield neighbours, or within close proximity to the airfield.

This engagement will generally be associated with aircraft noise, or aircraft safety, but may include other matters, such as notification to immediate neighbours regarding animal control (e.g., rabbit/hare shooting).

- 10.1.2 Noise complaints should be managed professionally, and each individual complaint assessed to see whether an appropriate minimising action can be taken. In many circumstances, reverse sensitivity may be encountered from people who move into the area and wish to limit or alter airfield operations.
- 10.1.3 Rabbit shooting must be advised to the airfield user group email list and the immediate neighbours email list, with as much advance notice as possible, but not less than seven days' notice.

## 11. Emergency Procedures

### 11.1 Emergency Contacts

Person/Organisation	Phone Contact Details
Fire and Emergency NZ	111
Airfield Manager and Safety Officer	027 342 1567
Waimakariri District Council (24 hrs)	0800 965 468

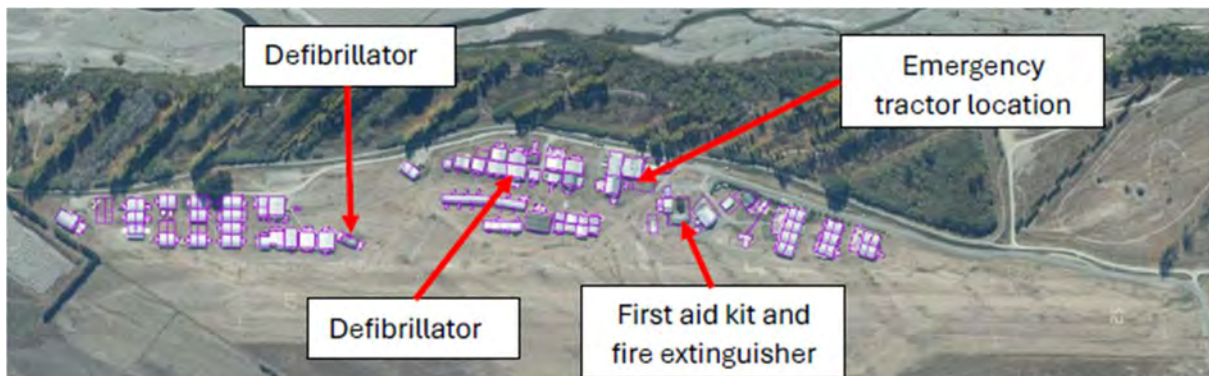
### 11.2 Medical Emergencies

Fire and Emergency NZ      Phone 111

First Aid Kit - Located airfield side of Canterbury Aero Club in container mounted on fence and marked by a red cross sign.

Fire extinguisher - Located airfield side of Canterbury Aero Club in container mounted on fence and marked by a red cross sign.

Defibrillators – one located at hangar midfield on the outside of the south facing wall and at Canterbury Recreational Aircraft Club on the north facing wall (see location below).



WDC staff are to be trained on basic first aid and emergency response procedures. In case of a medical emergency, contact local emergency services immediately.

### 11.3 Fire Emergencies

11.3.1 The airfield fire extinguisher is on a 12-month inspection cycle and has a label on it reflecting the last test date. The inspection is completed by:

Firewatch Canterbury - North  
110 Edmunds Road  
RD 2  
Kaiapoi

11.3.2 The airfield has an emergency response tractor with front forks for lifting light aircraft and a 1000 litre water tank, pump and fire hose. The tractor is only to be operated by people that have had the WDC approved training **UNLESS** there is a threat to life or property, in which case an untrained person familiar with tractor operation may operate the tractor only to the extent that the threat is removed. The training manual forms part of the Safety Management System of documentation.

11.3.3 In case of building fire, evacuate the area and contact local fire services. For the CAC building either evacuate by the main or side doors (depending upon fire location and assemble in the car park.

### 11.4 Safety and Security

11.4.1 The operational area of the airfield is that area within the security fence designated by signs as an operational area. The erected signs are required to manage and notify people at the airfield of the difference between public accessible areas and authorised access areas. Authorised access areas are designed to restrict access to those people authorised by the WDC to be in the operational area and include:

- a. Lease holders
- b. Pilots with licences
- c. Business owners and staff
- d. Visitors to businesses

- e. Escorted people by authorised persons
- f. Other people authorised in writing by the WDC (e.g. motor sports clubs)
- g. Airfield maintenance contractors and support agencies

11.4.2 The main security gate (yellow) closes at 8 pm during winter hours and 1030pm for daylight saving hours. The code for the GATE is 8383#. The gate is serviced by Vision Systems, and they provide the closing time changing service. Make a service call to them for this and any faults that occur [0800 377 343](tel:0800377343)

11.4.3 The operational area of the airfield is that area bounded by the 1200mm high fence, the system of controlled gates and security signs.

## 11.5 Aircraft Accidents/Incidents

### Immediate Response

11.5.1 In case of an aircraft accident or incident, contact emergency services (if the severity of the event requires it) and provide assistance where you are able to.

### Aircraft Accident or Serious Incident

11.5.2 Where damage to the airfield renders the operational surface unusable, or there is injury or fatality, make a phone call to:

- GM Community and Recreation
- Strategic and Special Projects Manager
- Greenspace Manager
- WDC Customer Services Desk (0800 965 468)
- WDC Communications Manager
- WDC Workplace Health and Safety Manager

11.5.3 The emergency tractor is available for lifting and for fire fighting (water only). Only trained people are permitted to operate the tractor, **HOWEVER** in the event that life or property are at stake, an untrained person familiar with tractor operation make operate the tractor.

11.5.4 A fire extinguisher and first aid kit are available in the marked box on the fence on the airfield side of the Canterbury Aero Club building.

### Documentation

11.5.5 Document the incident thoroughly and cooperate with authorities during investigations.

11.5.6 Complete an Assura incident notification and reporting form and provide any follow up investigation/corrective actions requirements (see section 6 of the SMM).

## 12. Wildlife Hazard Assessment and Management

### 12.1 Regular Assessments

12.1.1 The AMSO is to conduct regular assessments to identify and evaluate wildlife hazards on and around the airfield. This is normally completed as part of the regular airfield inspection, but may be required at higher frequency where hazards such as rabbit and hare numbers require intervention, or bird numbers and size of birds frequenting the airfield are considered hazardous. Record locations, animal/bird locations, species, activity, times/dates to establish trends. Develop strategies and programmes to minimise the threat established by analysis of data collected.

12.1.2 Risk assessment for birdlife is based on several aspects:

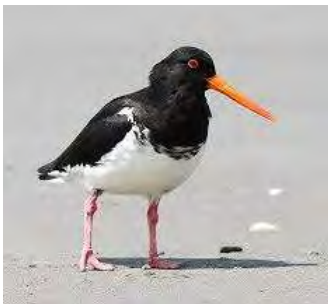
- Size and density (mass) of the species
- Flocking, small groups or single birds
- Location on the airfield
- Food sources available

12.1.3 The most significant risk factors are size/density and numbers of birds in any location on the manoeuvring area. The bigger and denser the bird, the higher the risk to aircraft damage and pilot injury.

12.1.4 The WDC Greenspace Team have specialist biologists who are able to assist with the identification of birds and food sources and may be able to provide advice on habitat modification.

### 12.2 Active management Techniques

12.2.1 Many of the species of birds encountered on the airfield are protected species. This includes:



*Oyster catcher*



*Black fronted tern*



*Banded dotterel*

12.2.2 Other species include:



*Pipit*



*Paradise shelduck*



*Plover*



*Starling*



*Sparrow*



*Swamp harrier*



*Magpie*



*Swallow*

12.2.3 Harassment and habitat modification are the two most successful tools to educate and remove hazardous species from the airfield. Habitat modification includes the removal of food sources.

#### **Harassment**

12.2.4 Harassment can take several forms and includes:

- a. Physical harassment on foot or in a vehicle and includes the use of lights and horn and driving at birds that are on the ground. Birds susceptible to removal by this sort of harassment include paradise shelduck and to a lesser extent, magpie and plover. Oyster catchers appear immune to this form of harassment and aren't deterred by it.

- b. The use of pyrotechnics to provide a dissuasive deterrent to birds settling at the airfield. The airfield has a Rocketman RG 300 pyrotechnic launcher that fires cartridges of varying types (bird banger; screamer siren and whistler) to frighten and educate birds that the airfield is not a safe place to rest, roost or feed. See **Attachment 4** for operating instructions and precautions.

## **WARNINGS**

- 1. DO NOT OPERATE THE LAUNCHER WITHOUT WEARING PPE (safety glasses, hearing protection).**
- 2. DO NOT OPERATE THE PYROTECHNIC LAUNCHER FROM INSIDE A VEHICLE.**
- 3. DO NOT HAVE THE PROTECTIVE SUITCASE OPEN INSIDE A VEHICLE OR OUTSIDE ON THE GROUND UNLESS RETRIEVING CARTRIDGES TO FIRE (to prevent accidental discharge of multiple pyrotechnics in the case should a fired cartridge be misdirected).**
- 4. WATCH FOR FIRE ON THE GROUND AT CARTRIDGE TOUCHDOWN POINT AFTER CARTRIDGE HAS BEEN FIRED (this is unlikely to happen if launcher elevation is correct).**
- 5. DO NOT FIRE THE LAUNCHER UNLESS THE LAUNCHER IS CLEAN (see cleaning instructions at Attachment 5).**

### **12.3 Habitat Modification**

12.3.1 Analysis of bird data and observations may indicate that habitat modification to make the airfield less attractive to birds, is a solution to birds frequenting the manoeuvring areas on the airfield. Modification may include:

- Weed removal
- Grass monoculture
- Removal of trees for roosting and resting
- Removal of food sources (seeds/insects)eld less attractive to wildlife.
- Removal of water courses/ponding areas

12.3.2 Continuously monitor the effectiveness of habitat modifications and make adjustments as needed.

### **12.4 Lethal Management Wildlife Control**

12.4.1 If necessary, employ lethal control measures to control rabbits and hares frequenting the airfield. This activity is to be carried out by an approved pest management organisation.

12.4.2 Advise all airfield users via the NZRT User Mail List that shooting will be undertaken, stating date, time and likely end time. Notify neighbours via the Airfield Neighbour Mailing List.

### **12.5 Reporting and Documentation**

12.5.1 Keep records of reported bird strikes (Bird Strike Report Form) and any remains on runways found during airfield inspection (record on Airfield Inspection Form). Report strikes and remains found to the monthly RAAG meeting.

12.5.2 Continuously evaluate wildlife management strategies and update procedures based on new information and effectiveness.

## **13. Environmental Considerations**

### **13.1 Noise Management**

13.1.1 Being a good neighbour is key to maintaining relationships with the wider community around the airfield. Most complaints are generated from the semi-rural areas east and southeast of the airfield, but some may come from the SW rural community (refer to the Memorandum of Understanding and Fly Neighbourly document that supports the SMM).

13.1.2 Where aircraft operating at the airfield (particularly joy rides or aerobatics), engage with pilots to advise them of the 'fly neighbourly' philosophy that the Council has in place to recognise the amenity value of people living in rural areas. Aspects of modifying operations to reduce noise include:

- Reducing engine power as soon as it is safe to do so after takeoff
- Maintaining runway heading after takeoff (especially off RWY's 07, 10 and 21).

### **13.2 Water Management**

13.2.1 Regular testing of the airfield water quality will occur until the town supply is provided to the airfield.

13.2.2 Restrictions are in place for irrigation at the airfield, with only Way2Go and Council being able to irrigate specific areas (west of Way2Go hangars and around the Jet A1 fuel pump) to mitigate dust in helicopter operational areas.

13.2.3 Council has two hoses which are connected to the tap on the corner of Lot 41 and joined together as required which connect to a circular irrigator (built into an orange road cone). This equipment is to irrigate around the Jet A1 fuel pump closest to the 07/25 runway. The irrigator should be placed such that the water jet does not go over the concrete fuelling apron and remains clear of the southern end of the refuel apron, so that helicopters can land facing the fuel pump.

## **14. Waste Management**

### **14.1 Responsibilities**

14.1.1 Council does not provide waste management services at the airfield and users are required to manage their own waste.

## **15. Record Keeping**

### **15.1 Documentation**

15.1.1 Keep detailed records of all inspections, maintenance activities, emergency responses, wildlife management actions, environmental monitoring, and NOTAMs issued. This ensures accountability and facilitates audits.

15.1.2 Inspection forms are to be scanned and placed into the Council records system (TRIM) at the end of each month.

- 15.1.2 Working documents, reports, RAAG information, airfield communications and other operational documents are to be retained in TRIM, or on the Council 'S' drive where the document is a working document or for AMSO information.

**Attachment 1 - Airfield Inspection Schedule**

Waimakariri District Council  
 215 High Street  
 Private Bag 1005  
 Rangiora 7440, New Zealand  
 Phone 0800 965 468

**GREENSPACE**

**Airfield Inspection Schedule**

Item No.	Item	Assessment Required	Assessed by	Pass/Fail	Action required	Date completed	Closed by
1.	Main gate	No damage or obviously defective parts					
2.	Security gates/chains	All gates observed as closed and locked					
3.	Taxiways	No defects/damage observed, grass length 50-100mm, no water holding					
4.	Buildings	No obvious damage, doors secure					
5.	Runways	No damage, holes, ruts, grass length 50-100mm					
6.	Marker boards	In place, no damage, clean and bright paintwork					
7.	Windssocks	In place, no damage, areas around socks distinct from surrounding grass					
8.	Fencing	No obvious damage, cuts, broken wires, fence posts intact					
9.	Wildlife	No hazardous presentations of birds/other wildlife/stock					
10.	Aircraft parking	Note registrations for \$12 daily charge (Note: Late afternoon check)					
11.	Fuel pumps	No obvious damage, pad areas are free of debris and stones, ladder is in good condition					
12.	Fire extinguisher, first aid kit	Present, undamaged, unused, within date inspection period					

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**Attachment 2 – Airfield Annual Inspection Schedule**

# Rangiora Airfield Annual Inspection

(Based on CAANZ AC139-3 Rev 5)

NOTE: Mark location of defects on airfield plan (Appendix 1) as appropriate.

Item Number	Description (AC139-3 reference listed)	Inspection Required	Defects/Comments	Completed By	Photograph (Y/N)	Pass/Fail	Date
1	Runway 07/25	Assess for condition (ruts, holes, grass sward condition, bare patches, stones, FOD)					
2	Runway 03/21	Assess for condition (ruts, holes, depressions, grass sward condition, bare patches, stones, FOD)					
3	Runway 10/28	Assess for condition (ruts, holes, grass sward condition, bare patches, stones, FOD)					
4	Marker Boards	Undamaged, bright paint work, correctly located.					

# Rangiora Airfield Annual Inspection

(Based on CAANZ AC139-3 Rev 5)

Item Number	Description	Inspection Required	Defects/Comments	Completed By	Photograph (Y/N)	Pass/Fail	Date
5	Marker boards correctly located (see AIP RT Plate)	Correctly located (see AIP RT Plate for displaced thresholds), no vegetation impeding visibility.					
6	Security gates and chains	Gate/chain condition, padlock operation (lubricate), hinges, operation.					
7	Perimeter fences	Condition, missing battens, holes.					
8	Hangars	Condition, spouting, down pipes etc.					
9	Equipment and materials stored on airfield	Photograph and check with Zena for storage within lease footprint.					
10	Windsocks	Free to rotate, no damage to sock that impedes correct function.					

# Rangiora Airfield Annual Inspection

(Based on CAANZ AC139-3 Rev 5)

Item Number	Description	Inspection Required	Defects/Comments	Completed By	Photograph (Y/N)	Pass/Fail	Date
11	Windsock base	Bright coverage of limestone to identify windsock location from above.					
12	Airport Road	Pot holes, hollows, water retention.					
13	Signs	Signs are in good condition.					
14	Markings	Runway markings are visible and readable and flush with surrounding surface.					
15	Obstructions	No obstructions are observed to runways, strips and OLS.					
16	Wildlife hazards (2.5)	Checks for birds or animals that may pose a hazard to aircraft.					

# Rangiora Airfield Annual Inspection

(Based on CAANZ AC139-3 Rev 5)

Item Number	Description	Inspection Required	Defects/Comments	Completed By	Photograph (Y/N)	Pass/Fail	Date
17	Fuel Installations	Areas are clear of equipment, debris and FOD.					
18	Other						

# Rangiora Airfield Annual Inspection

(Based on CAANZ AC139-3 Rev 5)

Inspection Item	Additional Defects	Inspected By

# Rangiora Airfield Annual Inspection

(Based on CAANZ AC139-3 Rev 5)

Inspection Item	Additional Defects	Inspected By

# Rangiora Airfield Annual Inspection

(Based on CAANZ AC139-3 Rev 5)

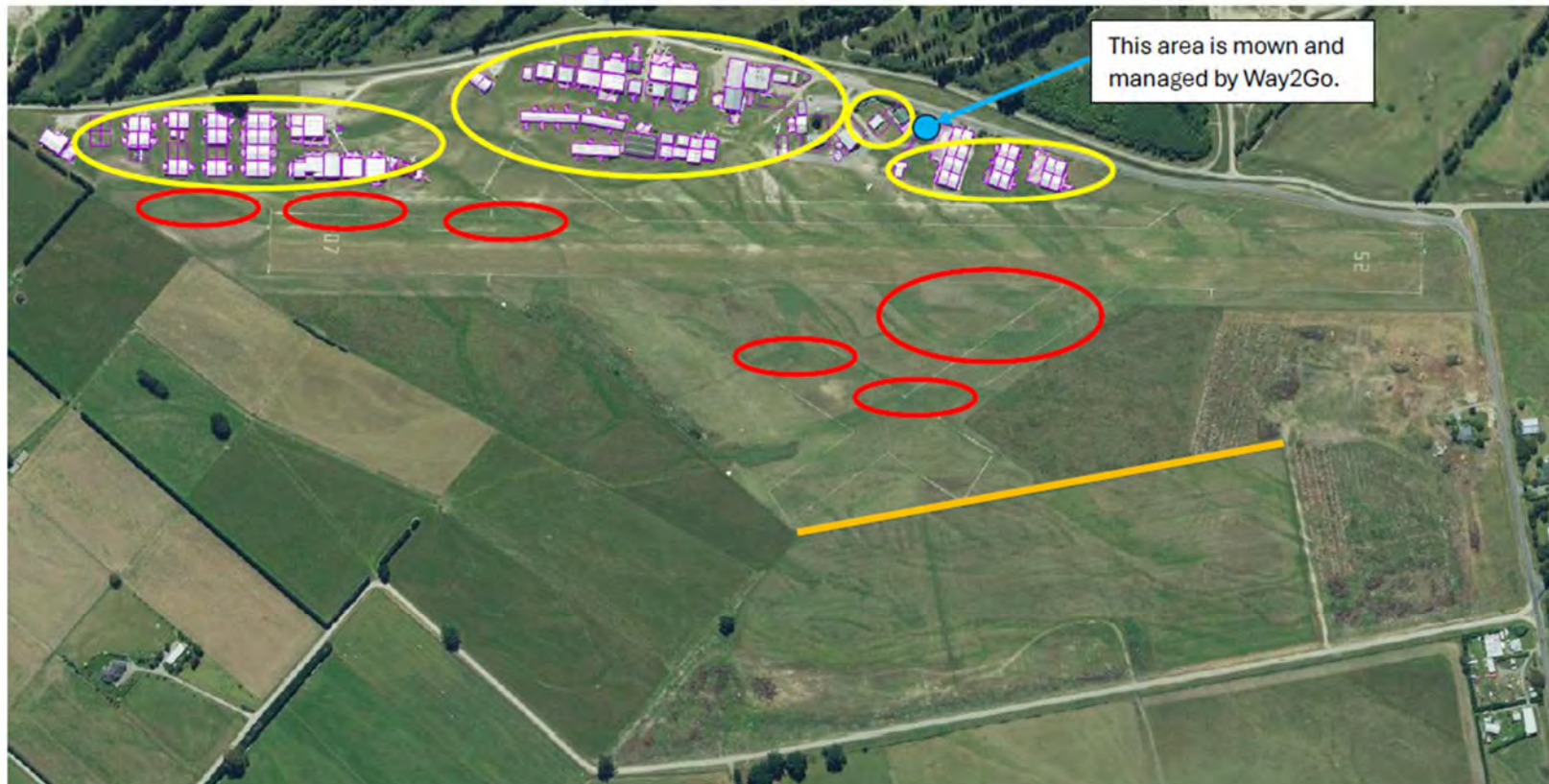
## Appendix 1



### Attachment 3 – Grass Management Considerations

#### Airfield Grass Growth Plan – Mowing Considerations

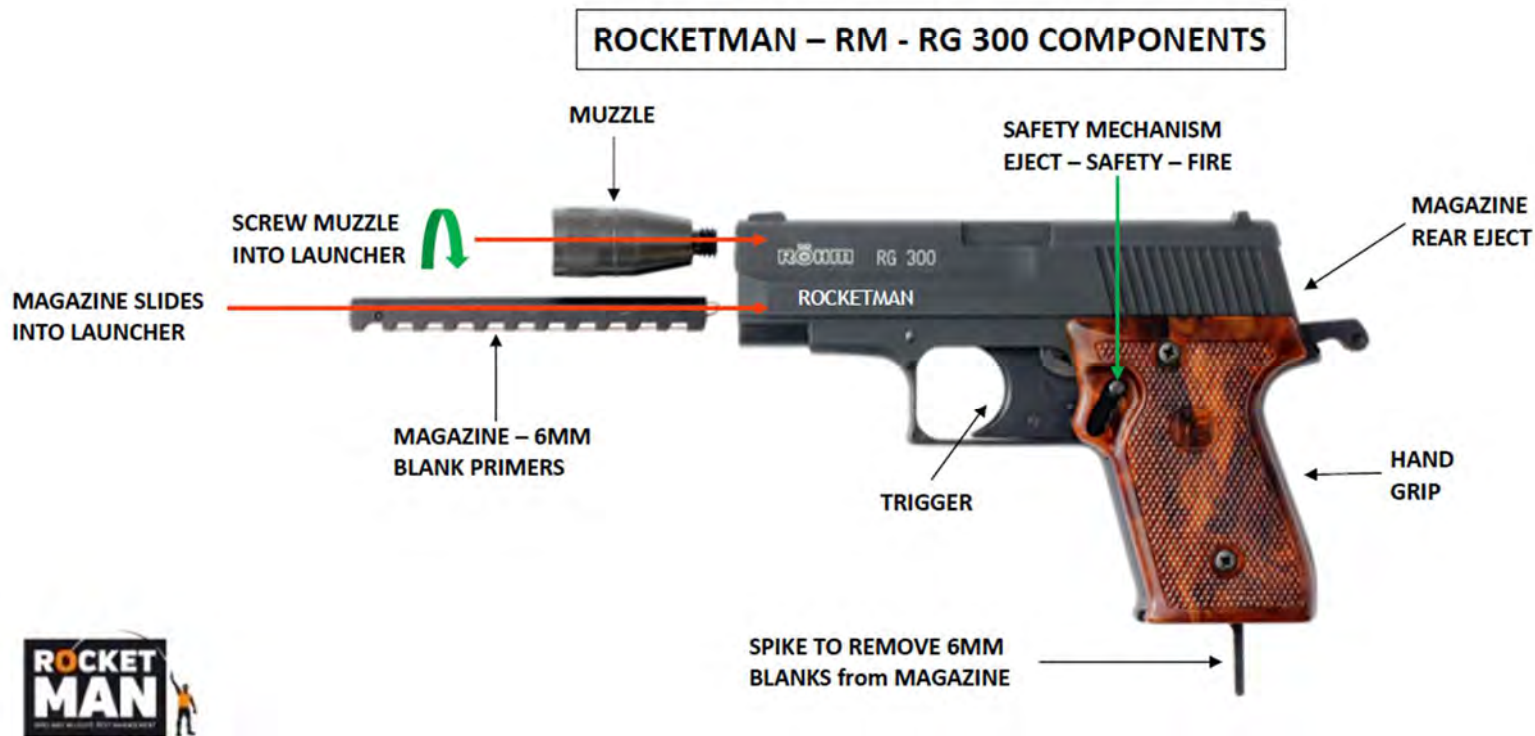
Areas circled in red tend to have much higher growth rates and should be monitored and be the key driver in requesting mowing operations for the airfield. Note that areas around hangars (circled in yellow) have higher rates of grass growth and scheduled mows around hangars will likely occur at a higher frequency than manoeuvring area mows. The manoeuvring area can be considered as any taxiway or runway and the helicopter training areas.

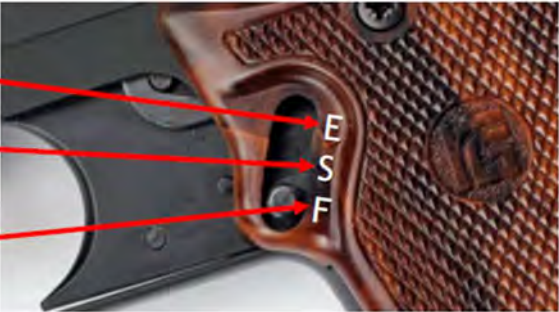
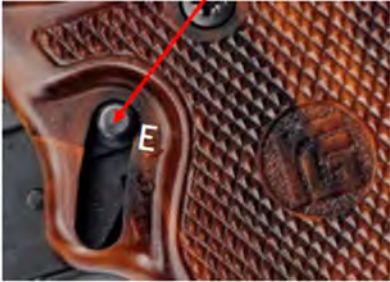
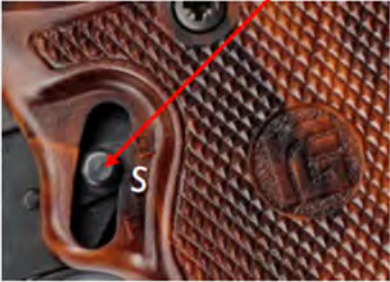
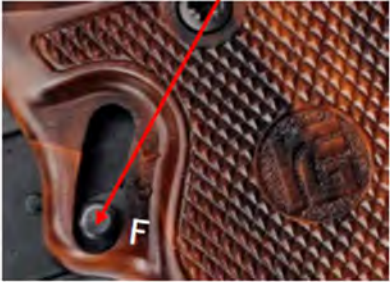


**Attachment 4 – Rocketman RG 300 Operating Procedures**









<b>Standard Operating Procedure - ROCKETMAN RM - RG 300 – 10 Shot Magazine Launcher – “Loading &amp; Firing”</b>			
<b>Title</b>	Priming Magazine, Loading Magazine, Loading Wildlife Cartridge and Firing Wildlife Cartridge	<b>Category</b>	Firing Wildlife Signal Control Cartridges
<b>SOP #</b>	RM – RG 300 – PLF 1000	<b>Version</b>	1
<b>Application Region</b>	New Zealand, Australia, ASIA and Pacific Islands	<b>Date</b>	25 / 02 / 2020
This operating procedure details the safety mechanism, safe loading of 6mm blanks into the magazine, inserting the magazine into the launcher, inserting wildlife control cartridges and safely firing the wildlife control cartridges			











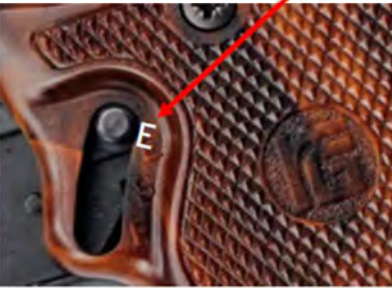





No	Key Operational Activity or Hazard	Details and Operating Instructions
1	<p><b>Launcher</b></p> <p>Safety Mechanism Operation</p> <ul style="list-style-type: none"> <li>• E = EJECT</li> <li>• S = SAFETY</li> <li>• F = FIRE</li> </ul>	<p><b>ALL PERSONS WHO HAVE ACCESS AND USE OF THE LAUNCHER AND WILDLIFE SIGNAL CONTROL CARTRIDGES MUST HAVE APPROPRIATE TRAINING</b></p> <p>Safety glasses and hearing protection <b>MUST</b> be worn at all times.</p> <p>The launcher must always be pointed in a safe direction and away from you and other persons at all times.</p> <p><b>SAFETY MECHANISM OPERATION</b></p> <p><b>E = EJECT</b> – MAGAZINE CAN BE SAFELY EJECTED</p> <p><b>S = SAFETY</b> – TRIGGER IS LOCKED – 6mm PRIMERS WILL NOT FIRE</p> <p><b>F = FIRE</b> – TRIGGER CAN BE PULLED AND CARTRIDGES WILL FIRE</p>  <p><b>EJECT</b> – Safety in <b>EJECT</b> position</p>  <p><b>SAFETY</b> – Safety in the <b>SAFETY</b> position</p>  <p><b>FIRE</b> – Safety in the <b>FIRE</b> position</p> 


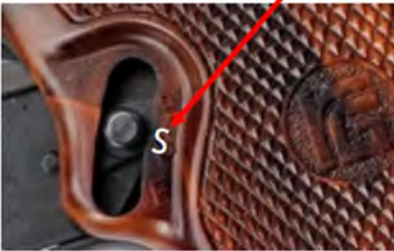














No	Key Operational Activity or Hazard	Details and Operating Instructions
2	<p><b>Magazine</b></p> <p>Loading Magazine with 6mm blanks</p>	<p>The launcher magazine holds 10 x 6mm blank primers. This allows you to fire 10 wildlife cartridges in quick succession if required.</p> <p><b>Loading Sequence for 10 Shot Magazine</b></p> <p>Remove 10 blanks from the blank primer container and place on a flat dry surface in a safe area. Place the blank primers into the wells of the magazine as shown in the following images.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p><b>Image 1</b> 10 Shot Magazine Closed and Empty</p>  </div> <div style="text-align: center;"> <p><b>Image 2</b> Open retention clip</p>  </div> <div style="text-align: center;"> <p><b>Image 3</b> Load 6mm blanks into magazine wells</p>  </div> </div> <div style="text-align: center; margin-top: 20px;"> <p><b>Image 4</b> 10 Shot Magazine loaded with retention clip open</p>  </div> <div style="text-align: center; margin-top: 20px;"> <p><b>Image 5</b> 10 Shot Magazine loaded with retention clip closed</p>  </div> <div style="text-align: right; margin-top: 20px;"> <p><b>Image of 6mm Blank Primer</b></p>  </div>


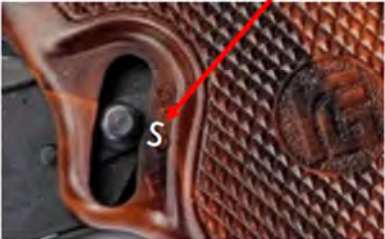







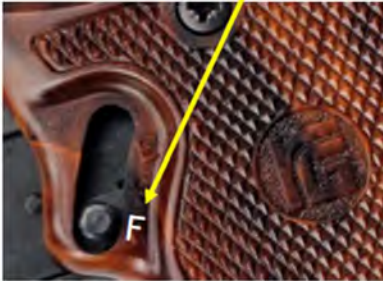


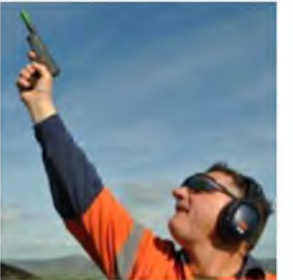
No	Key Operational Activity or Hazard	Details and Operating Instructions
3	<p><b>Loading Magazine</b></p> <p>Insert Loaded Magazine with 6mm blanks into Launcher</p> 	<p><b>ENSURE THE SAFETY SWITCH IS IN THE SAFETY (S) POSITION:</b></p> <p>Hold the launcher in one hand and the magazine in the other hand. Hold the closed off end of the magazine with retention clip facing downwards as shown in image 1. The magazine can only be inserted in one direction as it has a beveled edge as shown in image 1</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Image 1</b> Slide Magazine into front of launcher Retention clip facing down</p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Image 2</b> Place magazine into magazine opening and slide freely into launcher</p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Image 3</b> Keep sliding magazine into launcher</p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Image 1</b> Ensure magazine is flush with launcher housing when inserted</p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Image 1</b> Magazine fully inserted</p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px;"> <p><b>Image 1</b> Side view – magazine fully inserted and flush with launcher housing</p>  </div> </div>

No	Key Operational Activity or Hazard	Details and Operating Instructions
4	<p><b>Eject the Magazine</b></p> <p>Eject from the launcher with the fired 6mm blanks.</p> <p>Remove the fired 6mm blanks with the spike located at the bottom of the handgrip.</p> 	<p><b>ENSURE THE SAFETY SWITCH IS IN THE EJECT (E) POSITION:</b></p> <p>Move the safety switch to the eject position. Pull the trigger so the magazine moves to the rear of the magazine chamber and exits the rear magazine chamber at the rear end of the launcher. Continue to pull the trigger until the magazine can be freely pulled for the magazine chamber.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="577 485 967 544"> <p><b>Image 1</b> Move the safety mechanism to <b>E</b></p> </div> <div data-bbox="1070 485 1482 544"> <p><b>Image 2</b> Pull the trigger to exit the magazine</p> </div> <div data-bbox="1592 485 1989 544"> <p><b>Image 3</b> Continue to pull the trigger</p> </div> </div> <div style="display: flex; justify-content: space-around;"> <div data-bbox="577 564 967 852">  </div> <div data-bbox="1070 564 1482 852">  </div> <div data-bbox="1592 564 1989 852">  </div> </div> <div style="display: flex; justify-content: space-around;"> <div data-bbox="577 879 967 963"> <p><b>Image 4</b> Pull the the magazine from the rear of the launcher when free</p> </div> <div data-bbox="1070 879 1482 938"> <p><b>Image 5</b> Open spike at bottom of handgrip</p> </div> <div data-bbox="1592 879 1989 963"> <p><b>Image 6</b> Use spike to remove spent / fired blanks</p> </div> </div> <div style="display: flex; justify-content: space-around;"> <div data-bbox="577 975 967 1262">  </div> <div data-bbox="1070 975 1482 1262">  </div> <div data-bbox="1592 975 1989 1262">  </div> </div>



No	Key Operational Activity or Hazard	Details and Operating Instructions
5	<p><b>Inserting Bird Banger</b></p> <p>Insert Bird Banger cartridge into the launcher muzzle</p> <p>Note: Color of cartridge may differ from the image in the pictures</p> 	<p><b>ENSURE THE SAFETY SWITCH IS IN THE SAFETY (S) POSITION:</b></p> <p>Pointing the launcher in a safe direction in a horizontal position move the safety switch to the safety position as shown in image 1. As shown in the following images insert the <b>BLACK FUSE END</b> into the muzzle allowing the cartridge to slide freely into the muzzle.</p> <p>Always visibly identify that the FUSE END is placed into the muzzle</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Image 1</b> Move the safety mechanism to <b>S</b></p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Image 2</b> Bird Banger – <b>BLACK FUSE</b> end. This end is inserted into the muzzle</p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Image 3</b> Hold the launcher in one hand and the Bird Banger in the other and identify the <b>BLACK FUSE</b> end</p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Image 4</b> Insert the Bird Banger so it slides freely into the muzzle</p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Image 5</b> Bird Banger seated correctly into the muzzle</p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Image 6</b> Bird Banger seated into the muzzle with the <b>PLASTIC CAP</b> facing <b>OUT</b> of the muzzle</p>  </div> </div> <p>You must ensure the cartridge is seated freely into the muzzle without applying force. If the cartridge is not seated correctly in the muzzle, there will be a significant reduction in performance of the cartridge and a misfire may occur.</p>


No	Key Operational Activity or Hazard	Details and Operating Instructions
6	<p><b>Inserting Screamer Siren</b></p> <p>Inserting Screamer Siren cartridge into the launcher muzzle</p> <p>Note: Color of cartridge may differ from the image in the pictures</p> 	<p><b>ENSURE THE SAFETY SWITCH IS IN THE SAFETY (S) POSITION:</b></p> <p>Pointing the launcher in a safe direction in a horizontal position move the safety switch to the safety position as shown in image 1. As shown in the following images insert the <b>OPEN END</b> into the muzzle allowing the cartridge to slide freely into the muzzle.</p> <p>Always visibly identify that the OPEN END is placed into the muzzle</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Image 1</b> Move the safety mechanism to <b>S</b></p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Image 2</b> Screamer Siren – <b>OPEN END</b>. This end is inserted into the muzzle</p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Image 3</b> Hold the launcher in one hand and the Screamer Siren in the other and identify the <b>OPEN END</b></p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Image 4</b> Insert the Screamer Siren so it slides freely into the muzzle</p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Image 5</b> Screamer Siren seated correctly into the muzzle</p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Image 6</b> Screamer Siren seated into the muzzle with <b>CARDBOARD CAP END</b> facing <b>OUT</b> of the muzzle</p>  </div> </div> <p>You must ensure the cartridge is seated freely into the muzzle without applying force. If the cartridge is not seated correctly in the muzzle, there will be a significant reduction in performance of the cartridge and a misfire may occur.</p>


No	Key Operational Activity or Hazard	Details and Operating Instructions
7	<p><b>Inserting Whistler</b></p> <p>Inserting Whistler cartridge into the launcher muzzle</p> <p>Note: Color of cartridge may differ from the image in the pictures</p> 	<p><b>ENSURE THE SAFETY SWITCH IS IN THE SAFETY (S) POSITION:</b></p> <p>Pointing the launcher in a safe direction in a horizontal position move the safety switch to the safety position as shown in image 1. As shown in the following images insert the <b>OPEN END</b> into the muzzle allowing the cartridge to slide freely into the muzzle.</p> <p>Always visibly identify that the OPEN END is placed into the muzzle</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Image 1</b> Move the safety mechanism to <b>S</b></p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Image 2</b> Whistler – <b>OPEN END</b>. This end is inserted into the muzzle</p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Image 3</b> Hold the launcher in one hand and the Whistler in the other and identify the <b>OPEN END</b></p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Image 4</b> Insert the Whistler so it slides freely into the muzzle</p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Image 5</b> Whistler seated correctly into the muzzle</p>  </div> <div style="width: 33%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Image 6</b> Whistler seated into the muzzle with <b>CARDBOARD CAP END</b> facing <b>OUT</b> of the muzzle</p>  </div> </div> <p>You must ensure the cartridge is seated freely into the muzzle without applying force. If the cartridge is not seated correctly in the muzzle, there will be a significant reduction in performance of the cartridge and a misfire may occur.</p>


No	Key Operational Activity or Hazard	Details and Operating Instructions
8	<p><b>Firing the Launcher</b></p> <p>Bird Banger Screamer Siren Whistler</p>	<p>The wildlife control cartridges contain a pyrotechnic therefore it is the ultimate responsibility of the trained and authorised operator firing the launcher / wildlife control cartridges to ensure the safety of all staff, contractors, equipment and members of the public at all times.</p> <p>When firing the launcher keep hands and fingers away from the cartridges and keep the launcher always pointed in a safe direction.</p> <p><b>BEFORE FIRING</b> the launcher advise other staff and contractors who are close by or any other operations that may be affected when the cartridges are going to be fired and initiated.</p> <p>You <b>MUST</b> always clearly identify the <b>SAFE FIRING ZONE</b> to ensure it is safe to fire the wildlife control cartridges.</p> <p>Before you raise the launcher and move the safety mechanism to <b>F</b> for <b>FIRE</b> a final check needs to be completed to ensure the wildlife control cartridge is seated correctly into the muzzle and the area is clear of vehicles, staff and other persons or equipment that may be affected.</p> <p><b><u>FIRING LAUNCHER</u></b></p> <p>On establishing the area is safe move the safety to the <b>F</b> position, point the the launcher in the desired direction at arms length at an angle of approximately 45° as shown in the following 4 images.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p><b>Image 1</b> Move the safety to the F position</p>  </div> <div style="text-align: center;"> <p><b>Image 2</b> Firing Bird Banger</p>  </div> <div style="text-align: center;"> <p><b>Image 3</b> Firing Screamer Siren</p>  </div> <div style="text-align: center;"> <p><b>Image 4</b> Firing Whistler</p>  </div> </div>



No	Key Operational Activity or Hazard	Details and Operating Instructions
9	<p><b>Firing the Launcher</b></p> <p>Bird Banger Screamer Siren Whistler</p> 	<p>Aiming the launcher in a safe direction with the safety mechanism in the <b>F</b> position squeeze the trigger to engage the firing pin, this will fire the 6mm blank which will initiate the cartridge.</p> <div data-bbox="1010 392 1476 451" style="border: 1px solid black; padding: 2px; text-align: center;"> <p><b>Image 1</b> <b>SQUEEZE THE TRIGGER TO FIRE THE CARTRIDGE</b></p> </div>  <p>Before firing ensure the area is safe and advise any persons close by when you are going to fire the launcher Keep your hands and fingers away from the line of firing of the cartridge Use your finger to squeeze the trigger to engage the firing pin and magazine with the 6mm blank primers. The angle you hold the launcher at may be changed dependent on wind strength and direction. Once you have fired the wildlife control cartridge you can immediately insert another cartridge and fire again. The magazine holds 10 blank primers so you can fire up to 10 cartridges before reloading the 6mm blank primer magazine. Maintain a visual of the wildlife control cartridges at all times to ensure you can confirm that the cartridges have fired correctly Once you have completed the firing process move the safety mechanism to the <b>S</b> position. The magazine can be ejected as per section <b>4 - EJECT THE MAGAZINE</b> A loaded magazine can be loaded into the launcher as per section <b>3 - INSERT A LOADED MAGAZINE</b></p> <p style="text-align: center;"><b>*IT IS CRITICAL TO ENSURE THE MUZZLE, BARREL AND FIRING MECHANISMS ARE CLEANED AFTER USE*</b></p>

No	Key Operational Activity or Hazard	Details and Operating Instructions
10	<p><b>Safe Handling of Cartridges</b></p> <p>Safe handling, Care and Condition of Cartridges</p> <ul style="list-style-type: none"> <li>• Bird Banger</li> <li>• Screamer Siren</li> <li>• Whistler</li> </ul> 	<p><b>THE WILDLIFE CONTROL CARTRIDGES SHOULD BE TREATED AND HANDLED WITH CARE AT ALL TIMES. THE CARTRIDGES CONTAIN A BLACK POWDER PYROTECHNIC AND MISHANDLING COULD RESULT IN INJURY OR DAMAGE TO THE CARTRIDGE.</b></p> <ul style="list-style-type: none"> <li>▪ Do not expose the cartridges to water or moisture</li> <li>▪ Do not expose the cartridges to high temperatures or open flames or sparks</li> <li>▪ Do not expose the cartridges to intense impact or friction</li> </ul> <p><b>CAUTION: Loading Cartridges into the Launcher Muzzle</b></p> <p>If the wildlife control cartridge will not slide freely into the muzzle of the launcher you <b>MUST NOT USE FORCE</b> to insert the cartridge into the muzzle as this could cause a premature detonation of the pyrotechnic charge causing injury and damage to the launcher.</p> <p><b>OR</b></p> <p>If the wildlife control cartridges are forced into the launcher muzzle, they may get stuck during the firing process and initiate in the muzzle causing injury to the operator and other person/s and damage the launcher.</p> <p><b>If the wildlife cartridges will not slide freely into the launcher muzzle, the following possible causes or issues must be reviewed:</b></p> <p>⇒ Inspect the the launcher muzzle as it may be soiled with carbon build up or other debris. Clean the muzzle with a cleaning brush and carbon cleaner to remove the carbon and debris from the muzzle.</p> <p>⇒ Inspect the wildlife cartridges as they may have a substance attached to the outside of the cartridge or it may be damaged, out of shape or the cardboard cylinder may be expanded due to exposure to water or moisture. If any issues are identified, the cartridge <b>MUST NOT BE USED.</b></p> <p>⇒ Inspect the launcher muzzle for damage. Check to ensure the muzzle opening has no indentations or damage and is round in shape. If the muzzle is damaged the launcher must not be used until the muzzle is replaced.</p> <p><b>Initiation of wildlife control cartridges</b></p> <p>The wildlife control cartridges must only be initiated with approved handheld launcher and approved 6mm blanks</p>

No	Key Operational Activity or Hazard	Details and Operating Instructions
10	<p><b>Misfired Cartridge</b></p> <p>Safe handling of misfired cartridge</p> 	<p><b>THE CARTRIDGES CONTAIN A BLACK POWDER PYROTECHNIC AND MISHANDLING DURING A MISFIRE COULD RESULT IN INJURY</b></p> <p><b>IMPORTANT SAFETY NOTE: Personal Protective Equipment:</b> Ensure earmuffs, safety glasses and gloves are worn at all time when approaching and retrieving a misfired cartridge</p> <ul style="list-style-type: none"> <li>▪ <b>AFTER PULLING THE TRIGGER THE CARTRIDGE IS PROJECTED BUT DOES NOT INITIATE</b> <ul style="list-style-type: none"> <li>⇒ Do not approach the cartridge for 5 minutes. This will ensure enough time for the chemical reaction of the pyrotechnic substance to be complete</li> <li>⇒ After 5 minutes slowly approach the cartridge with care looking for any visible signs of smoke or spark, if there IS SMOKE OR SPARKS wait another 5 minutes and carry out the same process</li> <li>⇒ If there is no smoke pour water over the cartridge at arms length. After pouring the water over the cartridge wait a further 1 minute before picking it up. If possible, place the cartridge into a water container or pour water into the cartridge tube once the cartridge has been retrieved to ensure all the pyrotechnic substance has been neutralised by the water</li> <li>⇒ Leave the cartridge in water for 24 hours, this will ensure the pyrotechnic substance is completed neutralised so it can be disposed</li> </ul> </li> <li>▪ <b>AFTER PULLING THE TRIGGER THE CARTRIDGE IS STUCK IN THE MUZZLE</b> <ul style="list-style-type: none"> <li>⇒ After pulling the trigger and the blank has fired and the cartridge does not leave the launcher immediately drop or throw the launcher away and quickly move away from the launcher to a distance of 10m</li> <li>⇒ Do not approach the launcher or cartridge for 5 minutes. This will ensure enough time for reaction of the pyrotechnic substance to be complete</li> <li>⇒ After 5 minutes slowly approach the launcher and cartridge with care looking for any visible signs of smoke or spark, if there IS SMOKE OR SPARKS wait another 5 minutes and carry out the same process</li> <li>⇒ If there is no smoke pour water over the launcher and cartridge at arms length, standing so you are at the back end of the launcher, do not stand so you are in front of the muzzle end</li> <li>⇒ After pouring the water over the launcher and cartridge wait a further minute before picking it up. If possible, place the cartridge into a water container or pour water into the cartridge tube once the cartridge has been retrieved to ensure all the pyrotechnic substance has been neutralised by the water</li> <li>⇒ Leave the cartridge in water for 24 hours, this will ensure the pyrotechnic substance is completed neutralised so it can be disposed</li> </ul> </li> </ul> <p><input type="checkbox"/> REPORT THE INCIDENT TO THE APPROPRIATE PERSONS</p>

No	Key Operational Activity or Hazard	Details and Operating Instructions
11	<p><b>Safety</b></p> <p>Training Launcher Cartridges Firing Transport Security Storage Regulatory and License requirements</p> 	<p><b>THE WILDLIFE CONTROL CARTRIDGES SHOULD BE TREATED AND HANDLED WITH CARE AT ALL TIMES. THE CARTRIDGES CONTAIN A BLACK POWDER PYROTECHNIC AND MISHANDLING COULD RESULT IN INJURY OR DAMAGE TO THE CARTRIDGE.</b></p> <ul style="list-style-type: none"> <li>➤ All persons using and or operating the launcher and cartridges must be trained and authorised</li> <li>➤ Ear and eye protection must be worn at all times</li> <li>➤ Launcher, blanks and cartridges must be always handled with extreme care</li> <li>➤ Launcher and cartridges must not be fired from inside a stationary or moving vehicle</li> <li>➤ Ensure the cartridges are not fired at humans, livestock, buildings, dry tinder bush land or other flammable materials or liquids.</li> <li>➤ Launcher, blanks and cartridges must not be left unattended, at all times.</li> <li>➤ Ensure the launcher, blanks and cartridges are secured in a and lockable cabinet when they are not being used.</li> <li>➤ Ensure the launcher, blanks and cartridges are secured in a lockable RocketMan RocketPak when being transported or secured in a vehicle.</li> <li>➤ Ensure the launcher, blanks and cartridges are not exposed to external sources of heat or open flames.</li> <li>➤ Ensure all Company, Local Regulations and Government regulations are followed at all times.</li> </ul>

Attachment 5 – RM G300 Launcher Cleaning Instructions



**LAUNCHER CLEANING INSTRUCTIONS**

RM 6 SHOT	RM 10 SHOT
	





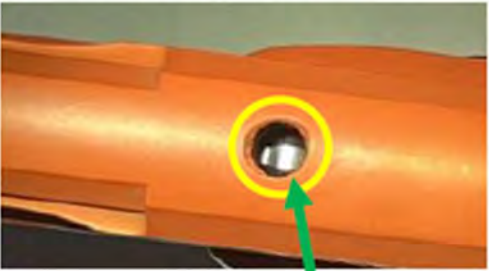



LAUNCHER PARTS		
<p><b>MUZZLE</b></p> 	<p><b>MAGAZINE RM6 and RM10</b></p> 	<p><b>GRUB SCREW</b></p> 

Cleaning Products, Oil and Tools			
<p><b>Carbon Killer</b></p> <p><b>Ballistol Oil</b></p>		<p><b>HEX Key RM 10 + RG3 3.5mm – for Grub Screw</b></p> <p><b>HEX Key RM10 4mm for cleaning barrel</b></p> <p><b>HEX Key RM6 5mm for cleaning barrel</b></p>	
<p><b>Cleaning Spike</b></p> 		<p><b>Cleaning Brush Barrel – Magazine Chamber</b></p> 	
<p><b>Cleaning Brush Muzzle</b></p> 			



## LAUNCHER CLEANING INSTRUCTIONS

### CLEANING PROCEDURE

<b>1. Prepare Launcher for cleaning</b>	
<b>REMOVE MUZZLE AND MAGAZINE</b> 	<b>REMOVE THE GRUB SCREW</b> 
<b>2. Cleaning Launcher Barrel – Complete this daily if the launcher is used each day</b>	
<b>1. Insert hex key into barrel and twist it to chip off any carbon build up.</b>  	 <p>If the barrel is clear, you will see the end of the hex key through the grub screw hole</p> 
<b>2. If required use nylon brush to clean barrel – 2 Weekly</b> 	<b>4. Cleaning brush inserted in barrel.</b> 
<b>3. Dip nylon brush into carbon killer cleaning fluid. Shake excess fluid off. Push brush in and out of barrel to remove carbon. Use compressed air to clean any residue out of barrel. – 2 Weekly</b>	



## LAUNCHER CLEANING INSTRUCTIONS

### 3. Cleaning Grub Screw Chamber – Complete when there is carbon buildup

1. If there is carbon buildup in the grub screw hole pick it out with the spike, ensure the carbon is chipped off.
2. Take care to not damage the grub screw thread.
3. **THIS AREA MUST BE KEPT CLEAR SO YOU CAN SEE THE HEX KEY**



Grub screw opening clear, no carbon buildup and hex key can be easily seen.



Grub screw chamber with black carbon buildup starting. Sometimes it can be completely blocked off and you will not see the hex key.



4. Nylon Cleaning brush can also be used to clean the grub screw hole once the carbon is chipped away.



### 4. Muzzle Cleaning

1. If possible and you have a vice or something to hold the muzzle, detach the muzzle.
2. If you do not have something to hold the muzzle leave it attached to the launcher.
3. Insert the carbon steel cleaning brush and twist inside the muzzle. The bristles must be completely inserted. This will break away the carbon.
4. Hold the launcher facing slightly downwards so the carbon falls out and does not back fall into the launcher barrel.



5. If required, used the cleaning spike to break away any carbon that cannot be removed with the brush.



Muzzle should look like this inside once cleaned.

6. Once a week if required – drop the Muzzle into the carbon killer in the supplied container. Carbon Killer can be used again, retain.
7. Scrap carbon out with spike.
8. Used steel brush to remove any other carbon.



## LAUNCHER CLEANING INSTRUCTIONS

### 5. Magazine Chamber Cleaning

1. Dip the nylon brush into the carbon cleaner fluid, shake off excess fluid
2. Insert brush in to both ends moving it in and out to clean away any carbon.
3. If possible, blow chamber out with compressed air



### 6. Magazine Cleaning

1. Dip the nylon brush into the carbon cleaner fluid, shake off excess fluid.
2. Use the nylon brush to move across the magazine and into the holes where the blanks are inserted.
3. If possible, blow chamber out with compressed air



4. Ensure the clip is flush when closed.



### 7. General Launcher Maintenance

1. Spray a very small amount of Ballistol Oil on the trigger. Pull the trigger in and out so the oil lubricates the trigger mechanism. **Once per week**
2. Rub some Ballistol oil on a magazine and insert into the magazine chamber. In the eject position pull trigger so the magazine moves through to lubricate the chamber. **Once per week**
3. Spray the entire launcher with Ballistol oil and leave it inside a snap lock bag overnight. Wipe of the excess oil the next day. **Once per month**

### STANDARD OPERATING PROCEDURES

1. Ensure you have read and fully understand the SOP and you have completed the training.
2. Wear safety glasses and eye protection.
3. Do not force the magazine into the magazine chamber, it must slide in freely.
4. Do not force the cartridges into the muzzle, cartridges must slide freely into the muzzle so they will eject.
5. Notify people (outside the immediate users of the airport, i.e. visitors or public).
6. Look around you prior to firing, there should not be people close by, do not fire towards farm animals.
7. Before firing the launcher look for planes – taxiing or in the air that look to be in close proximity. Do not fire towards aircraft.
8. Keep clear of fuel sites or other materials that could catch fire.
9. Do not fire across a runway.
10. Do not fire close to people.
11. Do not fire at livestock.



# MEMORANDUM OF UNDERSTANDING

Airfield Operations and Surrounding  
Area Considerations

Rangiora Airfield  
Initial Issue 2026



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## 1. Introduction

### 1.1 The MOU

- 1.1.1 This memorandum of Understanding (MOU) has been approved by the Waimakariri District Council and endorsed by the Rangiora Airfield Advisory Committee. It is intended as a best practice guide to pilots and aircraft operators who use Rangiora Airfield. It brings together information and practices based around the Fly Neighbourly Guide (produced by the Helicopter Association International and promulgated by Aviation New Zealand) and is intended as a safety management guide and noise abatement programme.
- 1.1.2 The high air traffic density at Rangiora often catches pilots (especially visiting pilots) by surprise, so this manual provides procedures which enable a safe, orderly, and expeditious flow of traffic.
- 1.1.3 This document is made freely available to any person requiring access to the information and is available on the Waimakariri District Council website [www.waimakariri.govt.nz](http://www.waimakariri.govt.nz)

**Please note: Time references throughout this document are in local time not UTC.**

Disclaimer: While every effort has been made to ensure the accuracy of all information in this document, the changing nature of aviation requirements could result in sections of this publication becoming outdated. In the event of conflict, NZ Civil Aviation rules and the AIPNZ take precedence.

- 1.1.4 For further information, or to advise in writing of any alterations, revisions or inclusions considered appropriate, please contact:

Owen Stewart

Airfield Manager and Safety Officer

Contact: [office@wmk.govt.nz](mailto:office@wmk.govt.nz)

## 2. General

### 2.1 Waimakariri District Council

2.1.1 Waimakariri District Council (the Council) owns and operates Rangiora Airfield. The Council is a network utility operator within the definition of that term in Section 166 of the Resource Management Act 1991.

2.1.2 The Waimakariri District Council is able to:

- Establish and carry on, maintain or manage the Rangiora Airfield activities;
- Improve, add to, alter or reconstruct the Airfield or any part thereof;
- Operate and manage the Airfield as a commercial undertaking;
- Change and/or set such fees, charges and dues, after consultation with the defined users of the airfield, for the use and operation of the airfield, its services or associated facilities;
- Withdraw permission for operators or individuals to operate at Rangiora Airfield at any time.

### 2.2 Use of Operational Areas

2.2.1 The Council, in accordance with Civil Aviation Rule 91.127(b)(1) may prescribe limitations and operational conditions on the use of Rangiora Airfield. These conditions and limitations are published in the Aeronautical Information Publication New Zealand (AIPNZ) for Rangiora Airfield (NZRT).

### 2.3 Rangiora Airfield Memorandum of Understanding (MOU)

#### Aim

2.3.1 The aim of this MOU is to promote safe flight activities and a harmonious relationship between airfield users at and within the vicinity of the airfield and airfield neighbours.

#### Purpose

2.3.2 The dual purposes of this MOU are:

- a. To contribute to the enhancement of flight and ground safety standards; and
- b. To minimise the impact of flying activities on the community and neighbours living in the vicinity of Rangiora Airfield, and the region around the airfield as much as possible, while supporting aviation activities on and around the airfield.

2.3.3 The MOU has been formulated with the assistance of Rangiora Airfield Advisory Group, the Waimakariri District Council, and representatives of the local community.

## 2.4 Signatories to this MOU

- 2.4.1 All persons operating aircraft at Rangiora Airfield on a regular basis, or who use Rangiora Airfield as their base for operations are requested to be “signatories” to this MOU, which demonstrates both their commitment to cooperative and collaborative engagement in being safe operators and being community spirited.

## 2.5 Code of Conduct

- 2.5.1 Rangiora Airfield operates as an unattended airfield. It can be very busy, especially on weekends, which is often underestimated by visiting pilots. A large number of people flying at the airfield are student pilots, who do not hold full pilot licenses, as they are under training, as well as low hour pilots. In such an environment it is inevitable there may be delays and frustration. Additionally, the types of aircraft operated mean a wide disparity of airspeed and maneuverability (e.g., helicopters, slow and relatively very fast fixed wing) in the circuit, with consequential challenges associated with circuit spacing and scheduling to land. The contribution of all will assist in achieving high levels of safety and maximising efficiency, but requires all parties to exhibit tolerance, a co-operative attitude, and the highest standards of operating aircraft, including cognizance and operation in accordance with the Rangiora MBZ and AIP plate for RT.

- 2.5.2 Those using Rangiora Airfield are asked to adhere to the following ethics:

- Position and intention reporting in accordance with the MBZ requirements for Rangiora Airfield contained in the AIPNZ;
- Show patience and tolerance towards other operators and pilots;
- Clearly broadcast intentions and clarify, if requested, making sure that your radio transmissions are not rushed so that all pilot experience levels can comprehend the details you are transmitting;
- Be considerate to all other users and local residents by exhibiting a professional attitude and, to the best of their ability, high standards of aircraft operation;
- Listen out before transmitting so as not to cut off or over other pilot transmissions;
- Do not direct insults or unkind words to other operators or pilots, at any time;
- Be considerate of local residents and display good airmanship; and
- Be familiar with practices, procedures and all other information regarding the use of Rangiora Airfield in the AIPNZ and comply with these requirements;
- Users to report immediately and directly to the Airfield Operator anything they see as being a risk, potentially dangerous or an area for improved safety;

- Comply with all regulatory requirements; and
- Users, to the best of their ability, agree to operate at a high standard of performance.
- Use the guidance in the AIP AD1.6-3, AD 1.6-4 and AD1.6-5 for operation approaching, joining and operating in the circuit.

### 3. Flying Neighbourly

#### 3.1 Aircraft Operation

3.1.1 "Flying Neighbourly" is a method of operating an aircraft in such a manner that recognises the issues of operating that aircraft in and around noise-sensitive areas. It contains both short and long-term strategies, in recognition of the amenity values that councils hold as particularly important community values to be managed. As an aid to understanding what 'amenity values' means, the following statement may be used as a guide:

*Those environmental characteristics of an area that contribute to the pleasantness and attractiveness of that area as a place to live, work or visit.*

3.1.2 The challenge for aviators who legally operate above noise-sensitive areas, or at low level (i.e., not below 500 AGL – with certain exceptions) or undertake repetitive manoeuvres, such as steep turns, stall practice, or aerobatics, is to plan and manage their operations so that the amenity values of people on the ground are respected. By taking a proactive approach to aircraft operations and by managing the types and repetitive nature of aircraft noise, in working with the wider community, airfield users have the opportunity to operate collaboratively with the community, with users and the wider community recognising each other's social, relaxation and wellbeing objectives.

3.1.3 Aircraft noise is generated in the low frequency band, where noise annoyance levels for humans are generally at their highest. To that end, this MOU recognises the amenity values surrounding noise, particularly in noise-sensitive areas, and the signatories to this document undertake (as far as is possible) to plan, manage, and mitigate the noise generated by the aircraft that they operate. The way aircraft are operated will influence reactions from people on the ground in the vicinity of the airspace pilots fly their aircraft.

3.1.4 Techniques which will help operators to manage noise likely to increase and contribute to annoyance include:

- If it is necessary to fly near or over noise-sensitive areas, maintain an altitude as high as possible, in line with the operations required to be flown and the altitude limits associated with the airspace you are flying in.

- Fly normal cruising speed, or slower where possible, and observe any manufacturer low noise speed and descent recommendations, avoid steep turns requiring high power settings, repetitive stall training over one geographical location, use high rate of climb and rate of descent profiles (helicopters only) and vary your route (if training), since repetition contributes to annoyance of people and if low flying, animals.
- When operating in noise-sensitive areas, pilots of fixed-wing aircraft should operate their engines at the low end of the propeller recommended RPM operating range, where possible and reduce power as soon as possible after takeoff in the circuit.
- When carrying out low level operations pilots shall give consideration to operational practices to manage their noise footprint. Some examples are:
  - operating RPM
  - repetitive track placement (e.g. keeping high ground or shelter belts between tracks and any nearby residence when this is possible)
  - hours of operation and timing of operation.

3.1.5 The guidance above does not apply where it would conflict with Civil Aviation Rules, air traffic control clearances or instructions, or where a lower altitude is considered necessary by a pilot to operate safely, or to complete a specific task.

3.1.6 Types of operations which are not considered to align with the "Fly Neighbourly" ethos are:

- Manoeuvres requiring repetitive applications or reductions of power over the same geographic location for extended periods (sometimes as little as 10 – 15 minutes is enough to generate loss of amenity of ground dwellers).
- Lengthy aerobatic sessions over the same geographic location (see time period above).
- Constant and repetitive flight envelope over the same geographic location for extended periods, e.g. steep turns, stall practice, FLWOP.
- Flying at, or directly towards, places of residence or work, or stock at low level.
- Flying at low level in the proximity of domestic stock (e.g., horses, sheep, cattle) when it is possible that the animals may be spooked, or frightened, and could be injured, or killed.

3.1.7 The adoption of these recommendations, and use of noise abatement procedures provides the basis for lowering the noise generated in day-to-day operations of aircraft in noise sensitive areas, such as takeoff, especially off RWY 07. If the recommendations are followed, public acceptance will be enhanced and the Rangiora Airfield user community will be able to flourish and grow, without being restricted by the burden of noise regulations and operational restrictions.

Similarly, by flying neighbourly, in the surrounding area, the amenity value of people in the rural community will be demonstrably respected.

- 3.1.8 Further reading can be found in the NZ Aviation Industry Association Environmental Code of Practice and the Helicopter Association International (HAI) "Fly Neighbourly Guide".

## 4. Civil Aviation Rules

### 4.1 CAR 91.127 Use of Aerodromes

- 4.1.1 By way of reminder, CAR 91.127 states "no person may operate an aircraft at an aerodrome unless *that person complies with any limitations and operational conditions on the use of the aerodrome notified by the Aerodrome Operator*". The aerodrome conditions for Rangiora Airfield are found in the AIP under 'Aerodrome Charts'.

### 4.2 CAR 91.135 Mandatory Broadcast Zones (MBZ)

- 4.2.1 Rangiora Airfield is located within an MBZ (NZB876). CAR 91.135 provides the information necessary to operate an aircraft within an MBZ and NZANR – Part 71 prescribes that maximum interval reporting in the Rangiora MBZ of five minutes.

## 5. Specific Operational Considerations

### 5.1 General

- 5.1.1 Rangiora Airfield currently has multiple types of aircraft operation, which affect the way the airfield operates. It has a mix of commercial operators, flight training, private use and club activities, utilising differing types of aircraft and helicopters with widely varying performance capabilities, especially airspeed.

### 5.2 Commercial Activity

- 5.2.1 This encompasses:
- Flight training (helicopter and fixed wing)
  - Agricultural operations (helicopter and fixed wing)

### 5.3 Training Activity

- 5.3.1 The airfield has high levels of training activity involving helicopters, microlights/ultralights and general aviation aeroplanes using the runway system and specific helicopter training areas. The normal circuit is at 1000ft AMSL, but training helicopters tend to use an 800ft AMSL circuit, which is slightly closer in.

### 5.4 Helicopter Training

- 5.4.1 Helicopters often practice auto-rotations from varying altitudes into the central (item 11 on the NZRT plate) auto-rotation training area. Helicopters may occupy the

active runway for a few minutes when practicing for hydraulic/tail rotor failure. This means that other traffic needs to be cognizant when helicopter instructors make calls for hydraulic/tail rotor failure practice, as they may need to extend their circuit to accommodate this aspect of training. Helicopter operators do not undertake this type of training activity when the airfield is busy.

5.4.2 Where possible, pilots are to observe the following:

- Houses and farm buildings must not be targeted.
- Power settings and flight profiles should be in accordance with the manufacturer's specifications for minimum noise levels consistent with safety.
- Hover training at NZRT is only permitted in those areas designated for that purpose.
- Sling load training is to be contained within the confines of the Airfield boundary, or those areas designated/assessed as suitable for that purpose
- Helicopter night flying training is to be no later than 10.30pm (final landing time) except in the case of an emergency response.
- Please avoid the campground located at the corner of Lehmans Road and Priors Road i.e. no right hand turns off 07.

## 5.5 Fixed Wing Aircraft

5.5.1 Fixed wing flight training is undertaken by commercial operators and clubs, using a variety of aircraft in different weight categories. Training is undertaken in the circuit and in the region, as well as cross-country.

5.5.2 To respect those on the ground, pilots are to observe the following:

- Houses and farm buildings must not be targeted and when used as a reference, aircraft must not be flown directly at buildings.
- Keep the flight path away from buildings when simulating forced landings, glide approaches and engine failure after take-off manoeuvres (see 91.311(a)(2)).
- Power settings and flight profiles should be in accordance with the manufacturer's specifications for minimum noise levels consistent with safety.
- Pilots of aircraft with noisy engine/propeller characteristics should commence the takeoff roll at the runway threshold to minimise noise as much as possible.
- Night helicopter flight training routes, particularly over Rangiora, shall, where possible, be varied and kept westward of Rangiora after 9.00pm.
-

## 6. Complaints

### 6.1 Process

- 6.1.1 Where observation or reports indicate that the intentions of the “Flying Neighbourly” guidelines set out herein have not been followed, reports may be made to the Airfield Manager and Safety Officer. Subsequent assessment and engagement will occur to encourage pilots to comply, in support of a harmonious relationship with the community at large.
- 6.1.2 In the event of an accident/incident at Rangiora Airfield, all media requests for information or comment should be referred to the affected organisation, the Airfield Operator, or the CAA (as appropriate), without further comment.

## 7. Operations

The following airspace applies:

### 7.1 NZC875 Rangiora CFZ

- 7.1.1 Boundaries are as outlined in the New Zealand Air Navigation Register.

### 7.2 NZC875\_A Rangiora CFZ

- 7.2.1 Boundaries are as outlined in the New Zealand Air Navigation Register.

### 7.3 NZC875\_S Rangiora CFZ

- 7.3.1 Boundaries are as outlined in the New Zealand Air Navigation Register.

### 7.4 NZB876 Rangiora MBZ

- 7.4.1 As described in NZANR – Part 71 – Mandatory Broadcast Zones.

## 8. Noise Abatement Courtesy

### 8.1 Departing Aircraft

- 8.1.1 All aircraft departing from any runway at Rangiora Airfield (including overshoot or touch and go manoeuvres) should track runway heading until at, or above, 500ft AMSL prior to commencing any turn.

*Note: Deviation from the runway heading may be undertaken as an aid to proximity to forced landing areas.*

- 8.1.2 Aircraft not departing via the circuit should maintain runway heading until outside the circuit (2 nautical miles) prior to making turns.

## **9. Equipment Requirements**

### **9.1 MBZ**

- 9.1.1 Rangiora Airfield lies within a mandatory broadcast zone. Aircraft may not enter the MBZ without a functioning radio, or be accompanied by another aircraft making the required radio transmissions. All procedures are to be carried out as prescribed in Civil Aviation Rule 91.135 and as detailed in the AIPNZ, for the airfield.

### **9.2 Taxiing**

- 9.2.1 Aircraft with low propeller to ground clearance are advised to exercise extreme caution when taxiing on the airfield.
- 9.2.2 Aircraft should not taxi close to helicopters when they are taking off or landing. Check approach paths for landing helicopters.
- 9.2.3 Helicopters undertaking hover taxiing exercises and/or 180 auto-rotations should notify taxiing and landing aircraft before this is carried out and always remain clear of aircraft doing run-ups.
- 9.2.4 Where helicopters require refueling at the fuel pumps and other aircraft or vehicles are already at the pumps fueling, please land away from the pump until the other aircraft or vehicle has vacated the fuel pump area to avoid rotor downwash blast to aircraft, vehicles and people, disruption, and downwash displacing objects associated with fueling operations.
- 9.2.5 Taxiing aircraft are to give way to aircraft vacating the runway, or helicopters crossing runways or taxiways, or departing on cross runways.

## **10. Circuits and Runways**

### **10.1 Operations**

- 10.1.1 A Circuit plan for Rangiora Airfield is contained in the NZAIP NZRT AD 2-51.1.
- 10.1.2 Each pilot in command shall ascertain the runway in use prior to entering any runway. The active runway is that runway that is in use by other traffic in the circuit.
- 10.1.3 Any pilot can initiate a runway change when required by wind changes or sun strike. Pilots must advise their intention to change runway direction with other circuit traffic before initiating the change.
- 10.1.4 When making a straight-in approach, or joining crosswind, downwind or base leg, position your aircraft in sequence without causing conflict in such a way as to give priority to aircraft already established in the circuit or established in the standard overhead circuit joining pattern.
- 10.1.5 Pilots are to conform with or avoid the airfield traffic circuit formed by other aircraft.

- 10.1.6 When the use of simultaneous circuits is operationally required, the aircraft that forms an airfield traffic circuit first has priority, and other aircraft (including larger and higher performance aircraft) must conform with this pattern or avoid it in accordance with CAR 91.223(a)(2). However, when it is not clear which circuit pattern was formed first, pilots should consider that the runway with the least crosswind component has priority. In most cases, it would be expected that pilots conducting circuits on crosswind runways would manage their flights so as to avoid conflict with other aircraft under these circumstances.
- 10.1.7 Fixed wing and helicopter circuits are to conform to the same runway direction.
- 10.1.8 The standard circuit altitude is 1000ft AMSL. Helicopters may circuit at 800ft AMSL slightly closer into the runway.
- 10.1.9 Low level circuits of 600ft AMSL may take place in the circuit only at times when there is no other circuit traffic at the airfield and conducted under either direct or ground-based observation and supervision of an instructor.
- 10.1.10 If a pilot wishes to change position in the circuit, it must only be done when deemed safe and only after establishing contact and advising other traffic.
- 10.1.11 The principles of see and be seen apply at all times, and pilots are ultimately responsible for achieving and maintaining safe separation whilst joining and operating in the airfield circuit.
- 10.1.12 Pilots are asked, where possible, to avoid orbiting within the airfield circuit except where an emergency arises that necessitates such a manoeuvre. Where an emergency occurs, advise circuit traffic so that other aircraft can choose to slow down, widen out, or extend circuit legs where necessary to accommodate the emergency. Orbiting in the circuit has the potential to create unmanageable hazards such as loss of speed, blind spots in the turn. At some point in the orbit, you will be flying in the opposite direction to circuit traffic and a conflict with traffic approaching head-on is a real possibility. Extending downwind may cause other aircraft in the circuit to do the same, resulting in an unstable, long and disjointed circuit. The preferred option is to go around from wherever you are, and reposition downwind, being aware of traffic that may be joining overhead.
- 10.1.13 Pilots are reminded of the hazard of downwash from helicopters.

## **11. Go Around Procedures**

### **11.1 Go Around Actions**

- 11.1.1 On go around from a bailed landing, track runway heading to the minimum height needed. If not directly continuing in the circuit, climb runway heading until clear of the circuit and carry out the appropriate re-joining procedure. The positions of other aircraft and in particular the positions of microlights/slower aircraft must be considered when going around.

## **12. Arrivals and Departures**

### **12.1 Joining At NZRT**

12.1.1 Arrivals are in accordance with standard joining procedures documented in the AIP for NZRT.

### **12.2 Departures**

12.2.2 Aircraft and helicopters departing off runway 07 are requested not to turn right after takeoff. Follow the lefthand circuit requirements. Low level turns to the right create a noise nuisance for airfield neighbours and this is the area that the airfield receives most of its noise complaints from. Turn left when it is safe to do so and depart to the south from the left-hand circuit. Adjusting power as soon as it is safe to do so, after departing off all runways, reduces the noise impact for our neighbours and helps to achieve the Councils objective of being a community minded member.

## **13. Training Operations**

### **13.1 Training Areas**

13.1.1 Where possible, aircraft should fly at a different altitude than an aircraft operating in an adjacent area to increase separation. Pilots/instructors are requested to vary the areas where they train to achieve an even use of all areas, to reduce the noise footprint for areas around the airfield and minimise the noise impact for airfield neighbours. Generally, people live in rural areas to enjoy the amenity of their land, which includes, in large part, the quiet of their surrounds.

13.1.2 Due to the presence of livestock in the rural areas, pilots need to be mindful of the effect of flight training activities and exercise caution where and when appropriate, e.g., especially in spring during lambing and calving, and in the proximity of horses and riders. Have an awareness of the ground environment around you and if you do see stock becoming agitated, leave the area.

13.1.3 Pilots are asked to remain above a minimum altitude of 500ft AGL but as high as practicable (except when landing) to minimise the noise nuisance to people and animals in the area. Circuits for training on other strips should not be below 500ft AGL until on approach.

## **14. Radio Communications**

### **14.1 Purpose**

14.1.1 Radio communication at NZRT (within the MBZ) is to facilitate situational awareness for other pilots and airfield users at and in the vicinity of the airfield.

## 14.2 Intention

14.2.1 The intention of good radio communications should be:

- Clear – speak into the microphone, at a slightly slower rate than normal conversation, using standard phraseology (you can check standard phraseology in the CAANZ ‘Plane Talking’ Good Aviation Practice guide (<https://www.aviation.govt.nz/safety/education/good-aviation-practice-booklets/pilot-practice/>); and
- Concise – transmit for the minimum time necessary with information that is relevant to your current position and direction of flight. Think of the information you would like to hear from other aircraft, when you are making your call; and
- Consistent – in using standard phraseology and the order in which you give information; and
- Correct – the situational awareness of others is affected by the accuracy of your radio calls – more specifically your position reporting.

14.2.2 A good guide to keeping radio calls structured and intelligible is the ‘Four Ws’:

- c. Who you are calling – Rangiora traffic.
- d. Who you are – your call sign/aircraft registration.
- e. Where you are – give an accurate position report, location and altitude (as appropriate).
- f. What you want – your intentions e.g. joining overhead.

14.2.3 Remember too pilots that have English as a second language may not be as capable as you in comprehending quick paced calls.

14.2.4 When approaching the circuit, listen carefully for other traffic so that you can build a mental picture of traffic in or around the circuit.

14.2.5 The AIP Plate for Rangiora advises pilots to make a radio call on final approach advising the intended runway to be used.

14.2.6 Principally, the final call is advice to other traffic that may affect your flight, or maintenance vehicles or workers who need to vacate to a safety zone, to alert them to your position. A final call does not remove the need for other pilots and airfield maintenance people to maintain a good visual lookout, however, it does contribute to situational awareness in a meaningful way.

## 14.3 Listening for Transmissions

14.3.1 Pilots are reminded to listen out before transmitting – not just for a gap in transmissions, but also to understand the nature of the previous transmission to achieve and enhance situational awareness.

## 14.4 Accuracy of Position Reports

- 14.4.1 Position reports need to be accurate, giving position relative to a visual reporting point or prominent mark on the Visual Navigation Chart.

## 14.5 “Rangiora Traffic” Transmission

- 14.5.1 Transmit “Rangiora Traffic” **only** at the beginning of the transmission.

## 15. Miscellaneous Operations

### 15.1 Safety Management and Conditions of Use

- 15.1.1 The Rangiora Airfield Safety Management Manual sets out safety management strategy and procedures for the airfield and the conditions of use, which are to be observed by all pilots and aircraft operators.

### 15.2 Aircraft Parking

- Overnight parking with tie-down facility is available for itinerant aircraft in the area designated in the Rangiora Airfield AIP chart (south side of Rangiora Aircraft Engineering Hangar).
- Taxiways are to be kept clear at all times – no parking permitted.
- All apron areas and access ways to hangars and fuel installations are to be kept clear at all times.
- No aircraft parking within the OLS fans for each runway.

### 15.3 Drone Operation and Notification

- NOTAM will be issued by the airfield operator for all airfield significant drone flights within a 4km radius of the airfield reference point, but may be issued by Part 102 operators without airfield operator input.
- Airfield Reference Point is 43° 17” 19” S 172° 32’ 24” E

### 15.4 Aviation Events and Displays

- 15.4.1 Aviation Events and displays, as defined in Civil Aviation Rule Part 1 must be undertaken in accordance with Civil Aviation Rule Part 91.703, and are subject to the approval of the WDC, through the Airfield Manager and Safety Officer.

### 15.5 Club Days and Club Events

- 15.5.1 Club days and events include any other event such as spot landings, short takeoff and landing trials, dropping objects from aircraft onto the airfield, and open days (to the public). These types of events are subject to the approval of the WDC, through the Airfield Manager and Safety Officer. If you are in doubt as to whether WDC approval is required, contact the Airfield Manager and Safety Officer.

## **15.6 Event Co-ordination and Notification**

15.6.1 Any event on the airfield is to be coordinated with airport users that may be affected by the event.

## **15.7 Notification to WDC**

15.7.1 Notification of an event shall be no later than 14 working days prior to the event.

15.7.2 For complex events (aviation event as defined in CAR Part 1 and complex club events such as open days) are to be notified to the WDC with as much advance warning as possible, but not less than 30 days prior to the event.

## **15.8 Safety Plan**

15.8.1 The person responsible for the event shall be responsible for having a safety plan developed and presented to the WDC for approval.

## **16. Hazards and Aeronautical Information Publication (AIP)**

### **16.1 Wildlife Hazard**

16.1.1 Spur-Winged Plovers, Oyster Catchers and Starlings are present on the runways at Rangiora for most of the year, with numbers increasing and decreasing depending upon the availability of food sources.

16.1.2 Paradise Ducks are sometimes present on the runway extremities, but their presence is generally associated with rain and standing water.

16.1.3 The WDC maintains an active deterrent programme, which is a combination of habitat modification, harassment and the use of pyrotechnics to disperse and scare away birds of concern.

## **17. Manoeuvring Area Unsafe Conditions**

### **17.1 Reporting of Unsafe Conditions**

17.1.1 The WDC has a manoeuvring area inspection programme in place, however, should pilots and other airfield users become aware of unsafe conditions, please notify the Airfield Manager and Safety Officer as soon as possible after the unsafe condition has been identified.

### **17.2 Airfield Manager and Safety Officer Contact Details**

Owen Stewart

Email: [owen.stewart@wmk.govt.nz](mailto:owen.stewart@wmk.govt.nz)

Mobile: 027 342 1567

## 18. Airfield Emergencies

### 18.1 Emergency Procedures

- 18.1.1 In the event of an emergency at or on the airfield, call 111. Information regarding emergency procedures is contained in the Rangiora Airfield Safety Manual, which is available on the Waimakariri District Council website.

**Note:** Accidents must be reported to the CAA (0508-ACCIDENT or 0508-222433).

### 18.2 Aircraft Undercarriage Emergencies - Landing Procedure

- 18.2.1 Rangiora Airfield does not have an on-airfield Rescue Fire Service. The WDC recommends that the pilot of an aircraft with an unsafe undercarriage indication should either divert to Christchurch International Airport for a landing, or delay landing at Rangiora Airfield until emergency services are in position on the airfield; except where those conditions of low fuel endurance, deteriorating weather or other influencing factors, may require the pilot to land without delay.

### 18.3 Emergency Communications

- 18.3.1 The pilot should advise Christchurch Tower on 118.4 Mhz of the nature of the emergency and their intentions and ask CHC Tower to notify emergency services. If the pilot wishes to land at Rangiora, a full emergency must be declared by the pilot. The pilot is encouraged to hold overhead the airfield (if in the circumstances of the emergency it is safe to do so) until the emergency services are in place and the go ahead to land is given.

## 19. Bird Nesting on the Ashley River and Estuary – Doing Our Bit for Conservation

### 19.1 General Information

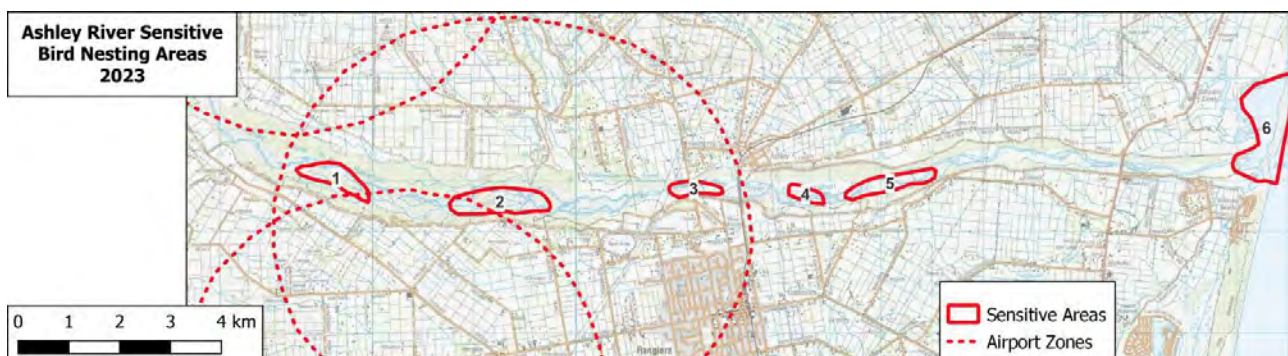
- 19.1.1 The RAAG has been contacted by the Ashley Rakahuri Rivercare Group regarding aircraft landing on the riverbed and low flying over the riverbed and estuary. Many of you (myself included) may not be aware that there are a number of areas where endangered bird species are nesting on the riverbed. Species of main concern are wrybill, banded dotterel, black-fronted tern, black-billed gull, South Island pied oystercatcher and pied stilt. While all species are important, ARRAG advises that the black-fronted tern is the species of most concern. In the last few years, they have had fledgling (i.e. to flying stage) success of one per 10 nests. This species is particularly prone to disturbance.
- 19.1.2 Most species preferentially nest on islands in the riverbed. They all need weed-free gravel to nest on - and **the nesting season is mainly September to January.**

### 19.2 Species of Concern/Interest



### 19.3 Ashley River Sensitive Areas

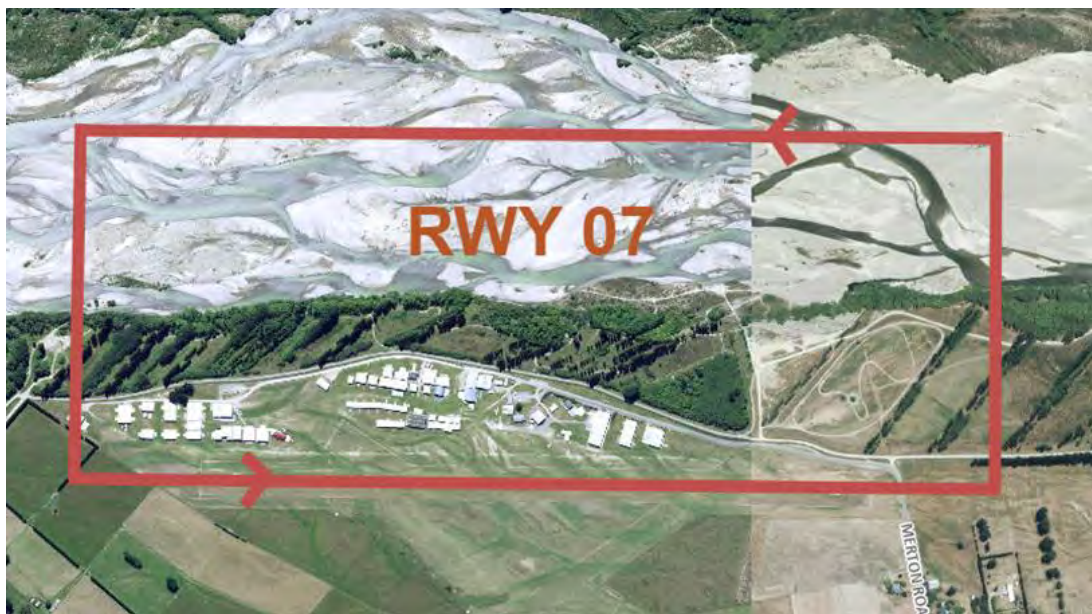
- 19.3.1 The ARRГ advises that observation shows that aircraft flying at 500ft do not disturb the riverbed birds, but aircraft below 500ft and landing on the riverbed do disturb nesting birds. Helicopters have been observed low hovering and landing adjacent to Area 1 (refer to map below) where tern and gull colonies were establishing. The terns and gulls abandoned the site, but the AARG indicate that they don't have evidence to indicate that the abandonment was because of helicopter presence. That being said, it does make one consider the possibility, I hope.
- 19.3.2 The best section of the river (for bird species) is directly north of the airfield (marked as Area 2 on the map below), as it has the best braiding in the entire river and thus conducive to feeding and nesting.
- 19.3.3 Area 3 either side of Cones Bridge has seen terns nesting there. A black-billed gull colony is also establishing there.
- 19.3.4 Area 4 has been a main nesting site in the past, and monitoring by ARRГ in this (among other areas continues).
- 19.3.5 Area 5 is where there are always wrybills nesting and usually terns. For some reason it is a gathering place for most species on the river - often just before and after the nesting season. ARRГ members recently observed a plane touching its wheels down on the gravel here - after flying along the river at a few tens of metres above the riverbed. Landing is not prohibited activity under the CAR's.
- 19.3.6 Area 6, the estuary, is an area that ARRГ is particularly concerned about. This is a very special and important habitat for many species of birds - which are under extreme pressure from several sorts of disturbance and from having eggs and chicks predated by black-backed gulls. Several of the braided river species nest here, and Arctic migrants such as the bar-tailed godwit live here in our summer. On a number of occasions, aircraft have been observed landing on the beach, on one occasion this prompted a mass take off of a lot of the birds in the estuary. Very noisy planes cause the most disturbance. ARRГ indicates that aircraft are not a major cause of problems, but they add to a situation where reproduction success appears critical.

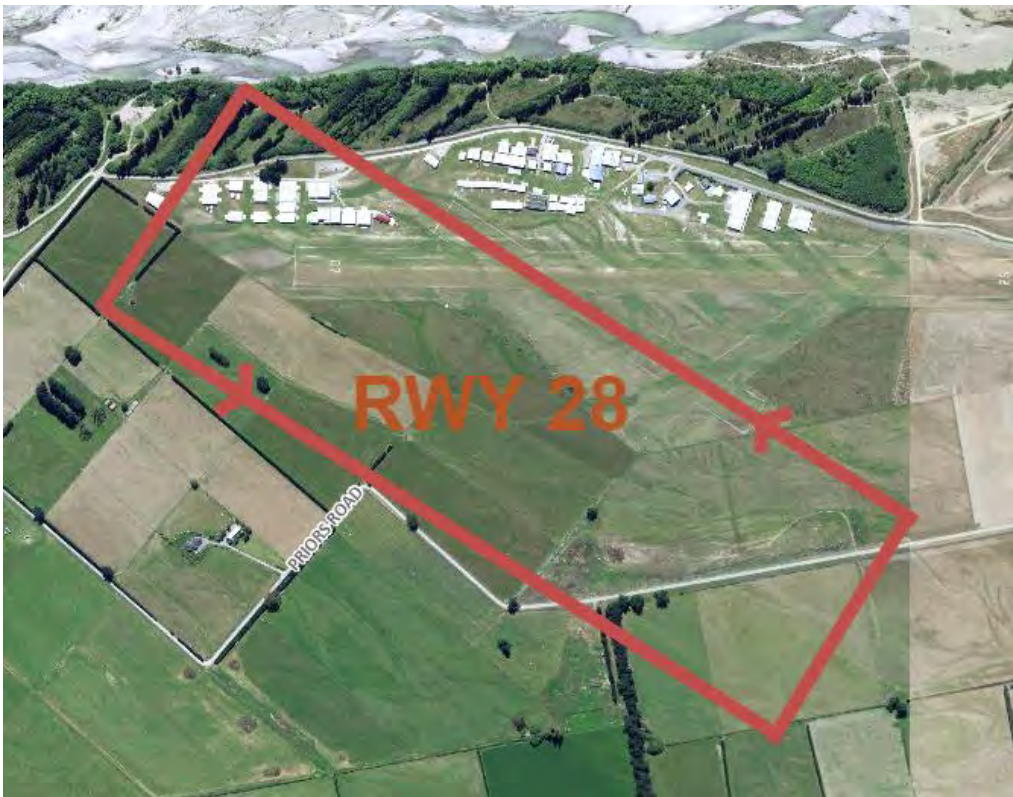
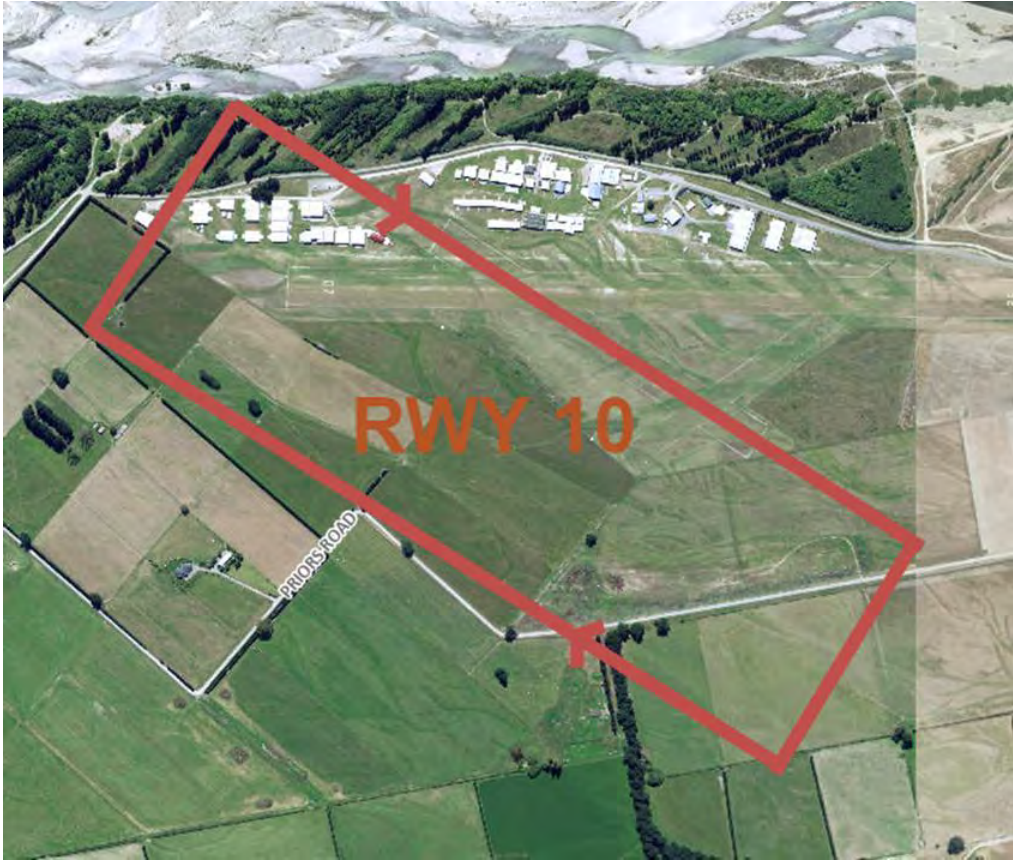


- 19.3.7 So, in the interests of engagement with other community groups and supporting their initiatives to support and enhance breeding success for all bird species, but in particular the endangered ones, I'm asking pilots to avoid those areas of concern (marked as areas 1 through 6 on the map) from September to January, please. The ARRG really appreciates our engagement and support too.

## 20. Appendices

19.1 Appendix 1 Circuit Maps







**Rangiora Airfield Signatories**

Waimakariri District Council (Airfield Operator)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organisation or Individual

Name: \_\_\_\_\_

Position (or N/A): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Our Reference: AIR-09 / 251219243927

19 December 2025

Director Kane Patena  
Civil Aviation Authority New Zealand

Via email [kane.patena@caa.govt.nz](mailto:kane.patena@caa.govt.nz)

Dear Director Patena

Council has been working with the Civil Aviation Authority of New Zealand (CAANZ) to improve operational and safety performance at the airfield. An aeronautical study was undertaken in 2022/23, as required by the then-Director, with the main triggers being the complexity of multiple runway options, more than 40,000 movements per year over a three-year period, elevated incident rates, and a mix of aircraft types with differing performance characteristics. Rangiora Airfield accommodates microlights, general aviation aircraft, and helicopters operating simultaneously, and there are notable differences in pilot capability, safety culture, and attitudes across these groups.

Council has embarked on a pathway toward Qualifying Aerodrome status. This has included employing an experienced Airfield Manager and Safety Officer, updating the Airfield Safety Management Manual, developing an Operations Manual, and preparing a Memorandum of Understanding and Fly Neighbourly guidance for voluntary use by airfield users. Council has also reinstated the Airfield Safety Team, comprising senior instructors from organisations operating at the airfield (fixed-wing and helicopter). The Safety Team's role is to understand circuit-related issues affecting safe operations and to develop educational and training initiatives for airfield users. This work is supported by the Airfield User Group.

Council has engaged with CAANZ to request de-identified incident data for analysis by the Safety Team and appreciates that CAANZ is currently working to provide this information. The work Council has completed to date focuses on providing a safe facility; however, none of these improvements directly influence the behaviours or safety culture of pilots operating at the airfield. As you will be aware, Council has no authority over pilot flying performance.

Council has observed a number of ongoing pilot-related behaviours at and into the airfield that fall within the Civil Aviation Authority's responsibility to influence and improve. These include:

- Achieving consistent airmanship in the circuit and alignment with NZRT AIP instructions among both itinerant and local pilots.
- Supporting greater awareness of the MBZ surrounding the airfield, as notified in the AIP, and encouraging more consistent and effective use of radio calls and clear, accurate transmissions.
- Improving familiarity with, and adherence to, the limitations published on the Rangiora

- Airfield plate (AIP), which are designed to support safe operations.
- Enhancing understanding of the requirements in Rule Part 91.127, which states that a person must not operate an aircraft at an aerodrome unless they comply with any limitations and conditions notified by the aerodrome operator.
- Promoting wider uptake of good-practice joining procedures, including overhead joins, to reduce circuit disruption and minimise close-proximity events.
- Encouraging more consistent attention to NOTAMs, noting feedback from some airfield users that NOTAMs are not always read or acted upon.

Council is therefore interested to understand what actions and activities—beyond the “Work Together Stay Apart” seminars and existing safety publications—CAANZ has undertaken, and intends to undertake, to engage directly with pilots operating at Rangiora Airfield to support improved safety behaviours. For example, Council would welcome consideration of whether CAANZ could allocate staff time to observe circuit operations during periods of high activity (particularly weekends) and engage with pilots on-site to reinforce the behaviours required under the Civil Aviation Rules and the limitations and conditions published in the AIP for Rangiora Airfield.

Yours sincerely



Chris Brown  
General Manager, Community and Recreation

cc Nick Jackson

21 January 2026

Chris Brown  
General Manager, Community and Recreation  
Waimakariri District Council

Dear Chris

**Re: Pilot Behaviour at Rangiora Airfield**

I refer to your letter dated 19 December 2025 highlighting a range of pilot-related behaviours that have been observed at Rangiora Airfield. Thank you for raising these safety concerns and for the constructive role Council continues to play in supporting aviation safety through the identification and communication of operational risk.

I can confirm that the Civil Aviation Authority (CAA) shares your concern regarding the behaviours identified. The matters raised reflect the risk themes identified through the Work Together Stay Apart (WTSA) campaign and sit within the continuation of our post-WTSA activities to reinforce safe operating behaviours.

As part of this continuation, the CAA will undertake a range of safety assurance and engagement activities at Rangiora Airfield and will increase our visibility and presence over the coming months. These activities may include, but are not limited to:

- Increased Aviation Safety Advisor visits to the aerodrome
- Increased educational responses to reported occurrences involving Rangiora Airfield
- Issuing a targeted safety notice to Rangiora Airfield users
- Increased participation in Rangiora Airfield User Group meetings
- Investigation of certain occurrences where there is a clear safety benefit to do so

These activities are intended to reinforce adherence to Civil Aviation Rules and the AIP published aerodrome conditions, support consistent airmanship, and encourage behaviours that reduce circuit-related risk. Collectively, we expect this work to have a positive effect on pilot awareness, compliance, and overall safety outcomes at Rangiora Airfield. I will ensure updates are provided to you as and when our activities progress.

The CAA appreciates the collaborative approach taken by Waimakariri District Council and look forward to continuing to work with Council, the Airfield Safety Team, and users to support sustained safety improvements.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'W. Purdon', written in a cursive style.

Wyatt Purdon  
Acting Deputy Chief Executive Regulatory Response and Enablement  
Civil Aviation Authority of New Zealand

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION**

**FILE NO and TRIM NO:** GOV-01-04 / AQU-02-09 / 260603129612


**REPORT TO:** COMMUNITY AND RECREATION COMMITTEE

**DATE OF MEETING:** 16 June 2026

**AUTHOR(S):** Matthew Greenwood, Aquatics Manager

**SUBJECT:** Aquatics June Update

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to provide the Community and Recreation Committee with a summary of the Aquatic Facilities year to date progress, as measured against the unit's most significant Key Performance Indicators.
- 1.2. The report contains a breakdown of customer attendance data to 31 May 2026, and results of our most recent General Customer Satisfaction survey.

**Attachments:**

- i. Nil

**2. RECOMMENDATION**

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 260603129612.
- (b) **Notes** a total customer year to date attendance of 229,329 as at 31 May 2026. This is down 17,937 (8%) in comparison to the same period last year with 247,266 visits as at 31 May 2025.
- (c) **Notes** these results include a programmed maintenance closure at Dudley in January 2026, with no significant disruptions in 2025/26 period.
- (d) **Notes** a better than forecast year to date income result of \$1,376,208 attributed to strong interest in Learn to Swim programming.
- (e) **Notes** an overall customer satisfaction survey result of 97% on a target of 90%.
- (f) **Notes** that the survey saw 337 responses over the two week period which equates to 24% of the 1400 customers who were emailed the survey.
- (g) **Circulates** this report to the Community Boards for their information.

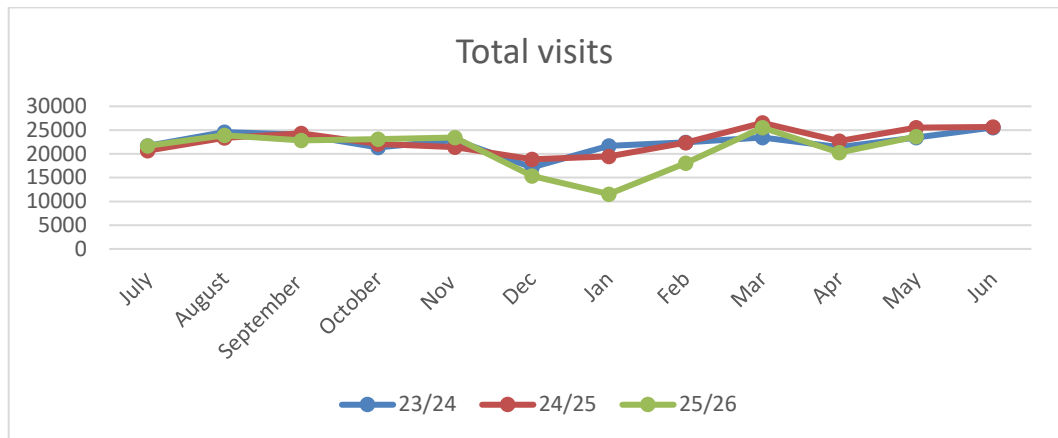
**3. BACKGROUND**

- 3.1. The Waimakariri District Council's Aquatic Facilities team deliver best practice aquatic programmes and enjoyable recreation opportunities for the ongoing wellbeing of our community and visitors. We do so from four sites: two indoor, year-round facilities and two seasonal summer pools, which operate over the summer period.
- 3.2. The Aquatic Facilities team work closely with partner organisations, clubs, trusts and interest groups to support water safety programmes, grow and develop swimming and Aquatic exercise initiatives, and works with the Council to ensure our facilities are inclusive places, accessible to all members of the community.
- 3.3. While the Aquatic Facilities operate with the support of Council and rates funding, they do so in a busy and competitive market. It is important that the facilities continue to utilise all tools available to attract and retain customers, growing attendance and ensuring income targets are met.

**4. ISSUES AND OPTIONS**

4.1. Aquatics Customer attendance

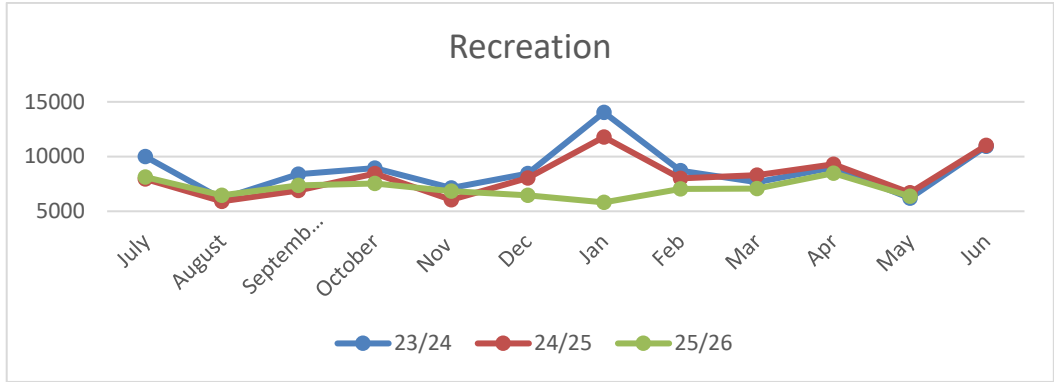
The following tables provide a summary of attendance across the facilities to date as at 31 May 2026. This period includes a three-week closure of Dudley pool in January which impacted attendance as shown.



Attendance at the facilities is tracking closely in line with previous years, with just over 23,600 total visits recorded in May. This represents a decrease of approximately 1,900 visits compared with the same period last year, likely reflecting the disruption to normal usage patterns resulting from facility closures.

The following tables provide a breakdown of the three core activity areas: Recreation, including casual swimming, leisure use, and lane swimming; Programmes, including Learn to Swim, school bookings, and aquarobics; and Prepaid Entries, including concessions and memberships, across the three facilities.

4.2. Recreation totals and summary

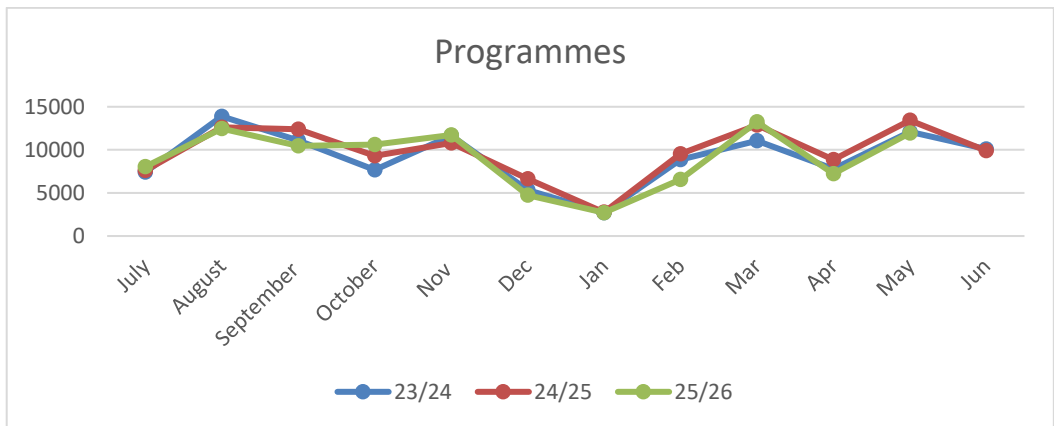


Recreation figures remain slightly below previous years, with just over 300 fewer recreation visits recorded in May compared with the same period last year. This likely reflects some ongoing disruption to established routines following the Dudley facility closure in January, as well as customers choosing to trial the new facility in Christchurch.

Christchurch City Council opened its flagship Parakiore Recreation and Sport Centre on 17 December 2025. The facility includes a 50 metre competition pool, dive pool, five hydrosides, a large aquatic leisure area, and a sensory aqua space designed to support inclusive participation. It also incorporates nine indoor courts, a three court show court with retractable seating, fitness and movement studios, and a High Performance Sport New Zealand training base.

As is typical with the introduction of a new recreation facility, there is likely to be an initial impact on attendance as customers seek to experience the new offering. However, the long term effect is expected to be limited, as Parakiore's central location serves a different primary catchment, and regular usage patterns for suburban and district facilities are unlikely to shift significantly.

4.3. Programmes total and summary



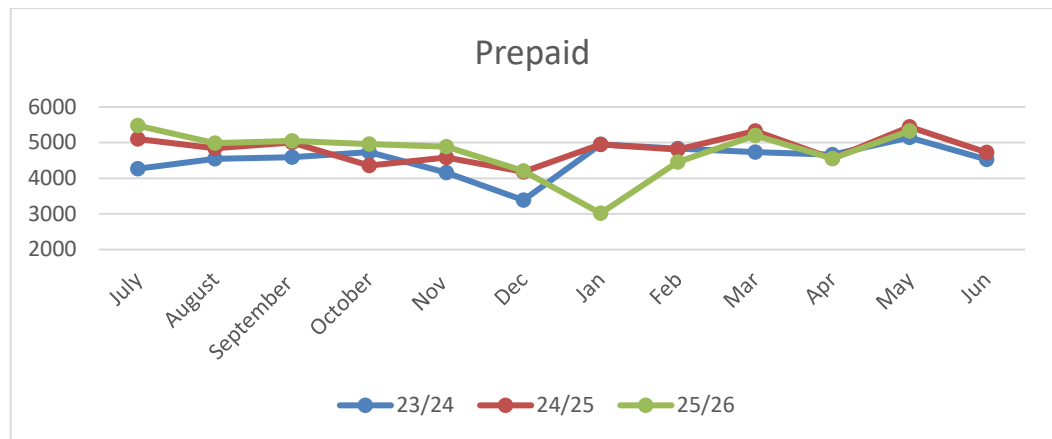
Programme attendance continues to track closely with the previous year, although it is slightly lower, with just over 1,400 fewer visits recorded in May compared with the same period last year.

The winter school terms are typically lower attendance periods, as families balance winter sports and other commitments. In addition, recent volatility in fuel prices has likely contributed to a modest decline in attendance over the past two months, with some families needing to reassess discretionary travel and activity costs.

The schools programme is structured seasonally. During the summer period, schools located closer to the facilities are prioritised, as weather conditions allow for walking access. In winter, programming shifts to include schools that are located further away and require transport. In response to increased transport costs, and in collaboration with Water Safety New Zealand, North Canterbury Sport and Recreation Trust, and participating schools, the programme has been adjusted to eight sessions rather than the usual ten. This approach has helped us reduce transport cost to ensure the programme remains a viable option for schools.

Attendance within the schools programme can fluctuate, reflecting the need for schools to balance swimming within their curriculum alongside other activities. Variations in October, December to January, and April align with school holiday periods, while the main Learn to Swim programme operates on a term-based schedule

4.4. Prepaid totals and summary



Prepaid attendance remains stable, with just over 100 fewer visits recorded in May.

At \$4.30 for a child and \$7.60 for an adult, swimming continues to represent an affordable recreational option for most families. When compared with other leisure activities, such as cinema attendance, it provides strong value for money while supporting physical activity, social connection, and overall wellbeing. This accessibility contributes to its ongoing appeal as a family focused recreation option. As identified in Option 4.2, it is important that the facilities continue to actively market and promote their activities to maintain relevance, retain customers, and support continued growth in attendance.

This appeal is further reinforced by current economic conditions. Ongoing cost of living pressures and global financial uncertainty are influencing discretionary spending, with households increasingly seeking affordable options to stay active and connected. In this context, swimming remains a practical and cost effective choice that supports both physical health and social engagement.

4.5. **Community feedback from General Customer Satisfaction Survey**

Staff regularly conduct an in-house survey to gather feedback, engage with customers, and ensure operations align with customer expectations. With support from Communications and Engagement staff, the survey is delivered via the Council’s Let’s Talk platform, with a web link circulated directly to customers. Promotion occurs within facilities, through weekly bulletins, email communications, and social media channels. Recognising that some customers experience difficulty with technology, paper copies are also provided and subsequently entered into the system by the customer services team.

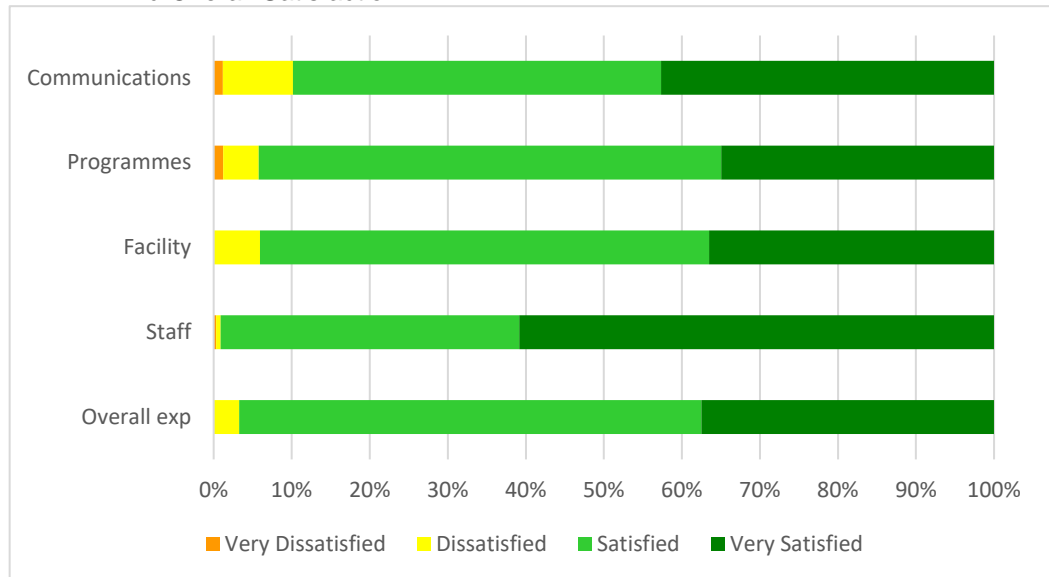
Response rates typically range between 200 and 300 submissions. This survey recorded a total of 337 responses over a two-week period. While increased participation is always desirable, this represents a strong result and equates to approximately 24 per cent of the 1,400 customers to whom the survey was distributed.

The survey includes questions on customer demographics, visit frequency, and satisfaction across key areas of the operation. It also provides two open-text fields for general comments and specific feedback..

4.6. The table below shows the results of the following key questions

How do you rate your experience regarding;

- Customer communication, emails, phone calls and our website?
- Quality and range of programmes?
- Quality and cleanliness of the facilities?
- Helpfulness and assistance of staff?
- And Overall Satisfaction?



4.7. Staff engagement was a key strength, reflected in the general comments and particularly strong feedback from Aquarobics participants, who value the classes highly. Customers consistently recognised the friendliness, attitude, and attentiveness of staff, contributing to an satisfaction rating of 99 per cent.

4.8. While still highly positive, satisfaction with the quality and range of programmes, and the quality and cleanliness of facilities, both returned results of 94 per cent. These results likely reflect capacity pressures during peak periods, when both programme demand and facility usage are at their highest.

4.9. Growth in facility attendance continues to place growing pressure on services, available space, and programme capacity. The District Aquatics Strategy emphasises the importance of optimising existing facilities while also exploring opportunities for future development to meet the needs of a growing community.

4.10. Feedback relating to communication identified issues with the phone system and concerns regarding the timeliness of some messaging. As a customer focused service, effective communication and engagement are essential. Customers are able to engage through a range of channels, and there is an ongoing commitment to improving processes to support timely communication and reduce barriers to interaction.

- 4.11. Overall satisfaction was recorded at 97 per cent, an increase of 3 per cent from the previous survey. This is an excellent result and reflects the continued efforts of staff to provide a safe and positive customer experience.

The survey included two open text questions, generating a total of 348 comments. These responses should be considered within the context of the overall results. While some comments highlight specific issues, they are not representative of the majority experience and are more appropriately interpreted as indicators of pressure points within the operation.

Key themes from comments were:

- 4.12. *Capacity pressures*

Demand continues to exceed available water space, particularly during peak periods. In response, staff continue to refine the balance of programming across lessons, school use, and public access, while also managing peak congestion through targeted scheduling adjustments.

- 4.13. *Communication opportunities*

As noted above, customers are able to engage with the service through a range of channels, and work is ongoing to ensure these operate as effectively as possible. While changes to the phone system are currently being progressed with IT, much of their capacity is committed to the Council's Enterprise project. Following completion of this work, there is an intention to investigate upgrades to the point of sale system, which would enable improved online access to bookings and information relating to facility activities.

In addition, work has been undertaken with the Council's Communications and Engagement team to align the facility's branding with wider Council business units. This will support the introduction of updated signage and improved use of social media channels. This area represents a key opportunity for improvement, and several initiatives are underway to progress this work.

- 4.14. *Learn to Swim programming*

Expectations of progress can at times be misaligned with a child's individual abilities. It is also important to recognise that the programme is designed to teach essential life skills, and not all participants will progress to a high-performance or competitive level. The introduction of Learn to Swim supervisors has supported improved engagement with parents regarding their child's progress and provides an opportunity to address concerns where tutors have limited time between classes.

As one of the limited local providers of Learn to Swim programmes, pricing can sometimes be perceived as high. However, fees are aligned with the national industry average for comparable services, while private providers offering more boutique experiences typically charge significantly higher rates.

#### 4.15. *Facility Expectations*

Feedback on pool and air temperatures is often contradictory, with some customers perceiving conditions as too warm and others as too cold. However, plant SCADA systems confirm that temperatures remain relatively consistent. Variations in external conditions and the level of physical activity undertaken by customers can significantly influence individual perceptions of temperature. Current settings aim to balance overall comfort while minimising the risk of overheating.

Requests for additional features, such as increased hydrotherapy provision, expanded leisure options in Kaiapoi, and the development of more private changing facilities, are consistent with the priorities identified in the District Aquatics Strategy.

#### 4.16. *Pricing Perception*

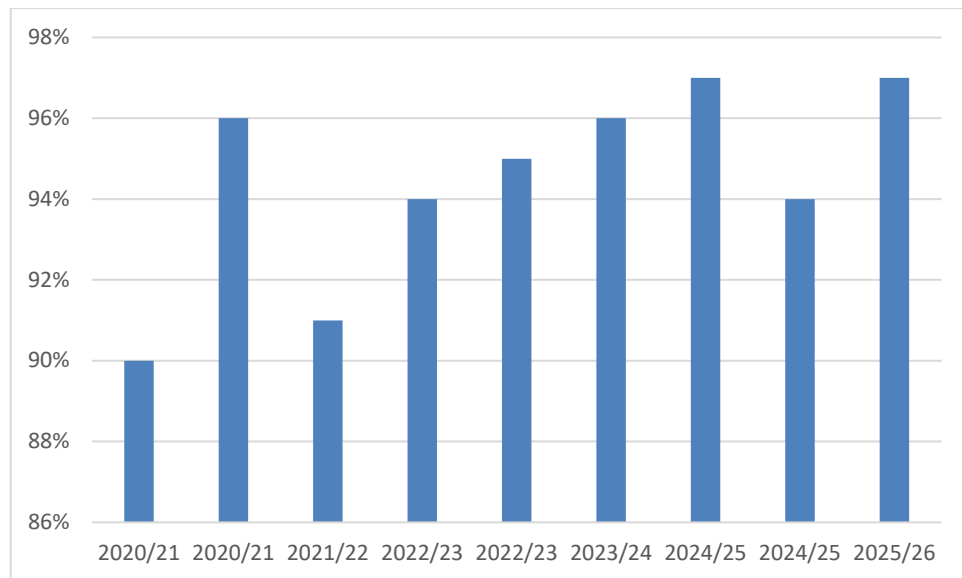
The cost of entry is a recurring theme within customer feedback. While challenging economic conditions place pressure on household budgets, it is also important that the facilities maintain appropriate revenue through user charges to offset rising operating costs and avoid placing undue pressure on rates.

Fees and charges are regularly reviewed against those of neighbouring councils and national sector benchmarks. While current pricing is slightly higher than that of neighbouring councils, a programme of small, incremental increases has enabled alignment with national averages. In contrast, some comparable facilities have recently proposed or implemented more significant increases to their fees and charges.

- 4.17. Our commitment to delivering exceptional service and experiences has been consistently reflected in our customer satisfaction survey results. With a target of 90% or higher, we are proud to report that we have not only met but regularly exceed this benchmark.

Despite the challenges posed by the COVID-19 pandemic around head counts & building limits, increased custom and limited space at peak times our results remained strong and unwavering. These results are a testament to the hard work and dedication of our team, looking to create a safe and enjoyable environment for all to enjoy.

The following is a table plotting historic overall satisfaction survey results



These figures highlight an overall upward trend in satisfaction, culminating in a peak score of 97%. Even in years when we were only able to deliver one survey, our results remained well above target, demonstrating the strength of our customer relationships and the quality service provided.

It is not wholly unexpected that satisfaction will begin to plateau somewhat as facility attendance continues to grow year on year, placing increased pressure on available spaces, facilities, and programme capacity. The District Aquatics Strategy highlights the importance of not only making effective use of our existing facilities, but also actively exploring opportunities for development to meet the evolving needs of our growing community.

This achievement is not just a number—it reflects the trust our customers place in us, the effectiveness of our programmes, and the hard work of every team member. As we look ahead, we remain committed to maintaining and building on this success, continuing to listen to our customers, and striving to provide facilities our community wish to return to again and again

#### 4.18. **Implications for Community Wellbeing**

The successful operation of the Aquatic facilities is fundamentally tied to the wellbeing of our community and customers. Beyond the obvious physical benefits, our facilities promote the mental, and social wellbeing of residents. As a hub for recreation, education, and connection, the pool provides far-reaching benefits that extend well beyond its walls.

Through Leisure, Lane swimming and Aquarobics programmes we encourage regular physical activity across all age groups, contributing to improved health, strength, and mobility. They also serve as a platform for water safety education, equipping children and adults with essential life-saving skills. Programmes such as learn-to-swim classes and survival skills training are instrumental in reducing drowning risks.

The pool fosters social cohesion by bringing together people from diverse backgrounds. We offer a welcoming environment for families, youth, seniors, and individuals with disabilities. Community events, school programmes, and recreational activities hosted at the pool such as the Kane Shield, strengthen local ties and promote a sense of belonging.

By hosting school programmes, holiday lessons, and training courses, the pool supports local education initiatives and employment opportunities, contributing to the local economy and reinforcing the pool's role as a valued community asset.

Ensuring the pool remains accessible is key to its continued impact. Working to ensure we meet community needs, efficient operation and inclusive programming help remove barriers to participation, ensuring that all members of the community can benefit from our facilities.

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

## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

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

### 5.2. **Groups and Organisations**

There are a number of groups and organisations who are affected by, or have a vested interest in the ongoing operation of the districts Aquatic Facilities.

Aquatics staff continue to work closely with key community partners and wider industry organisations, including North Canterbury Swim Club, Water Skills for Life, Waimakariri Access Group, Recreation Aotearoa, Swimming NZ and the North Canterbury Sports and Recreation Trust, to name a few.

### 5.3. Wider Community

Aquatics staff run a regular internal customer survey as an opportunity to check in with our customers, gain valuable feedback and ensure programmes and services align with community needs. In our most recent survey we achieved an overall customer satisfaction rating of 97%. This is up from the previous result of 94% and consistent with our previous highest result.

There are a number of ways for customers to provide us with direct feedback; email, Facebook pages, councils' website enquiries, service requests and our in-house survey QR code. While these are all utilised to a different degree, running a survey "event" is a good opportunity to gather feedback both on what we do well but also where we can do better.

A review of the District Aquatics plan in 2023 reinforced the outcomes of the original document, with growing community demand for Hydrotherapy a key area of opportunity, additional leisure space at Kaiapoi and the integration of the Pavilion into the main facility at Dudley and what this would mean for current changing spaces.

## 6. OTHER IMPLICATIONS AND RISK MANAGEMENT

### 6.1. Financial Implications

The following table summarises the Aquatic Facilities operational financial position in the as at 31 March 2026.

	Actual	Budget	
<b>Revenue</b>			
Revenue	1,376,208	1,312,176	⇒
Rates	3,499,844	3,432,960	⇒
	4,876,052	4,745,136	⇒
<b>Expenses</b>			
Operating Expenses	3,217,871	3,201,571	⇒
Maintenance	194,761	310,220	↑
Overheads	691,036	705,708	⇒
Internal Interest	215,379	230,616	↑
Depreciation	751,183	710,343	↓
	5,070,230	5,158,458	⇒
Surplus/ (Deficit)	(194,179)	(413,322)	↑

Arrow Key:

**Green:** Expenditure is tracking better than budget. Revenue is better than budget.

**Yellow:** Expenditure is tracking within 5% over budget. Revenue is within 5% less than budget.

**Red:** Expenditure is tracking greater than 5% of budget. Revenue is greater than 5% less of budget. Overall income remains up on budget due to growth within the programmes. With the higher demand for lessons, we are better positioned to fill out class numbers which has seen a stronger than forecast revenue income result.

Recent policy changes affect fixed-rate charges for Museums, Libraries, Park Reserves, Community Buildings, and Aquatic Centres. To comply, remitted rates are now split out, resulting in an increase to both rates revenue and rates remission expenditure. This approach clearly documents the charge while balancing the overall impact.

The underspend in the Maintenance budget is due to an underspend in insurance premiums, which were lower than anticipated and are accounted for within the maintenance budget.

Direct staffing costs remained on budget due to the need to continue to meet contractual obligations and safe operating requirements.

There are no significant financial implications of the information within this report.

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

## 6.2. **Sustainability and Climate Change Impacts**

While the recommendations in this report do not have a direct sustainability or climate change impact, the impact our operation has on the community and environment are key drivers for the delivery of services and our planning processes.

While ticket sales account for around 40% of the Aquatics income budget, to ensure the continued sustainability of the business, it is important that the aquatics team are able to utilise the same promotional and marketing tools available to other similar businesses in what is a dynamic and competitive market.

As explored in the District Aquatic Strategy, ensuring the efficiency of our operation is key to managing the sustainability of current and future offerings. This ensures that facilities will be well utilised and continue to be good value for money for future generations.

Aquatic staff continue to investigate more sustainable and climate conscious alternatives with examples including switching to LED lighting, closely monitoring our water quality to reduce the need for additional chemical balancing and switching products to prioritise less impactful chemicals for cleaning and filtration.

To minimise its environmental impact, our pool plant utilises systems to recirculate water and recover heat, which decrease the overall resources required to operate. However, with changes underway within the Three Waters sector, there is an increasing likelihood of water usage charging for Council facilities, including Aquatics. While the details are yet to be finalised, this potential change will have implications for budgets and long-term planning. Staff will continue to monitor developments, engage with the three waters team and refine our water quality and efficiency processes to minimise impact.

## 6.3 **Risk Management**

Changing attitudes around the risks from communicable diseases and colds continue to impact on both our staffing ability but also on customers attendance for recreation and programmed activities especially as we come into the colder winter months.

Along with Councils management, Aquatics leadership continue to closely monitor the ongoing fuel situation. The cost and availability of fuel impacts both staffing availability and also the cost of supplies and consumables. Where possible we are looking to work with staff to minimise travel and promote carpooling and other fuel saving initiatives.

Treatment systems and processes around the ongoing monitoring of water quality are designed to minimise risk to customers from water borne illness and communicable disease. Staff will continue to work closely with Te Whatu Ora to address situations as we are made aware of them and take the appropriate steps.

Changes to our marketing approach risks affecting the revenue split between ticket sales and rates revenue. Staff will continue to monitor revenue and expenses closely, identifying new initiatives such as visiting attractions and partnership opportunities, refining the business model to identify efficiencies, retain customers attract new business and meet the community demand for low cost, safe and enjoyable recreation opportunities.

#### 6.4. **Health and Safety**

Customer and staff safety is key to the ongoing success of the facilities with leadership staff working closely with Council's Health and Safety team, Police, Poolsafe, and other key groups to ensure we provide a safe and enjoyable environment for our customers.

Staff take the safety our customers as their highest priority with any unusual behaviour addressed or escalated to the proper authorities.

Community spread from colds, viruses and notifiable diseases can impact our availability to safely operate facilities. The Aquatics Standard Operating Procedures and Pool Water Quality Risk Management Plan outline the steps taken around effective treatment of pool water to ensure we provide a safe environment for our customers. Our Aquatics BCP outlines how we will manage staffing pressures to ensure we continue to operate a safe and secure environment for our customers at all times.

Poolsafe accreditation requires robust practices around reporting, investigation, trending and management of both staff and public accidents. This is on top of the Council's Health and Safety requirements and ensures a comprehensive overview.

### 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**

Poolsafe - Though not currently a legislative requirement, Poolsafe accreditation is recognised as industry best practice, representing a base safe standard for operating a public aquatic facility following a coronial enquiry delivered in October 2006.

#### 7.3. **Consistency with Community Outcomes**

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

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.

Our community has access to the knowledge and skills needed to participate fully in society and to exercise choice about how to live their lives.

People are able to enjoy meaningful relationships with others in their families, whanau, communities, iwi and workplaces.

Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

Public spaces express our cultural identities and help to foster an inclusive society.

People are supported to participate in improving the health and sustainability of our environment.

Our district transitions towards a reduced carbon and waste district.

There is access to meaningful, rewarding, and safe employment within the district.

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.

There are sufficient skills and education opportunities available to support the economy.

7.4. **Authorising Delegations**

This committee has delegated authority for the governance of the Aquatic Facilities.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION**

**FILE NO and TRIM NO:** LIB-04-01/260604130208

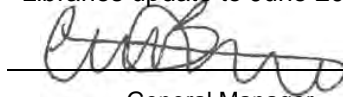
**REPORT TO:** COMMUNITY AND RECREATION COMMITTEE

**DATE OF MEETING:** 16 June 2026

**AUTHOR(S):** Luke Sole – District Libraries Manager

**SUBJECT:** Libraries update to June 2026

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

  
\_\_\_\_\_  
General Manager

  
\_\_\_\_\_  
Chief Executive

**1. SUMMARY**

- 1.1. This report provides an update on notable services, programmes and experiences offered to our community | hapori by Waimakariri Libraries from April to June 2026. This includes an overview of the April School Holidays, which featured record attendance, popular NZ Music Month events, and a report on book lending volumes.

**2. RECOMMENDATION**

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 260604130208.
- (b) **Notes** record visitation at Waimakariri Libraries during April School Holidays and increased book lending, with particular reference to children and young people.
- (c) **Circulates** the report to the Community Boards for their information.

**3. BACKGROUND**

- 3.1. Waimakariri Libraries promote literacy and lifelong learning to support healthier and more resilient communities, support pathways to learning, contribute to economic and social wellbeing, and deliver excellence in public service.
- 3.2. Our District's libraries are vibrant and increasingly busy spaces, with visitation increasing by approximately 10% each year. This equates to almost 400,000 unique in-person visits and 500,000 books issued.
- 3.3. Since the last update report there have been several initiatives which have been undertaken which are described in more detail below.

#### 4. **ISSUES AND OPTIONS**

##### 4.1. **Waimakariri Libraries celebrates 20<sup>th</sup> anniversary of New Zealand Sign Language gaining official language status**



*Figure 1: Council staff assisting with a beginner-oriented sign language session.*

- 4.1.1. Waimakariri Libraries, in collaboration with Council's Community, Greenspace, and Communications Teams, delivered initiatives to celebrate the 20th anniversary of New Zealand Sign Language (NZSL) becoming an official language of New Zealand.
- 4.1.2. New Zealand's Deaf community is estimated to include about 4,000 to 4,600 profoundly Deaf people who share a distinct linguistic and cultural identity. Additionally, around 23,000 people use NZSL. The broader Deaf community is highly diverse across age, ethnicities, and degree of hearing impairment.
- 4.1.3. The week-long programme was developed through group meetings within Community & Recreation and focused on strengthening connections and identifying opportunities for collaboration.
- 4.1.4. During the week, social media content promoted the use of sign language, and two introductory sign language sessions were delivered in the library. These were well attended, with over 30 community members participating, including groups from IDEA Services and Driving Miss Daisy. These events were fun and encouraged people to 'give sign language a go' – attracting positive attendance and engagement.
- 4.1.5. Following these events, beginner level New Zealand Sign Language classes will continue monthly at Trevor Inch Memorial Library. These classes are expected to attract strong community interest.
- 4.1.6. Waimakariri Libraries commitment to obtaining Hāpai Foundation accreditation further assists the Deaf and hard of hearing communities. This accreditation is currently in the final stages and will allow cardholders to communicate their access and support needs clearly and discreetly to staff, who have been trained to assist.

4.2. **Comic Mania theme promotes literacy and reading for enjoyment during April School Holidays**



Figure 2: Waimakariri Libraries team members, dressed appropriately for the finale comic con-inspired event.

- 4.2.1. Heroes, playful villains, and comic fans in our district came together in April School Holidays to enjoy a range of activities that focussed on comics and graphic novels. The two-week programme featured events, passive activities, and targeted promotion of the [Comics Plus digital platform](#), with the aim of encouraging participation, supporting reading, and strengthening community connection during the school holiday period.
- 4.2.2. The themed holiday activities were well attended across all three library sites. Total visitation during the holiday period reached 18,175, representing an increase of more than 2,700 visits on the same period last year. Increased visitation was recorded at Rangiora, Kaiapoi and Oxford, indicating continued demand for accessible library programmes and services during school holidays.
- 4.2.3. The finale comic con-inspired event attracted 97 attendees, and the Oxford A&P Show activation engaged 265 people. Additional activities included seed raising workshops, movie nights, zine making and an illustration session. Feedback from customers and staff indicates the programme was well received and provided a positive experience for tamariki (children) and their whānau (families).
- 4.2.4. A grandparent provided the following feedback: “It’s pretty great that you guys put on something like this. When I grew up, I didn’t like the library, even though I liked books. Always getting shushed, that’s just how it was going to the library as a kid. Us oldies know that if we come to the library there’s this free third space for them. I’m really happy this is my granddaughter’s experience today, her memory of her library. Well done to you lot.”

4.2.5. The themed programme also supported increased use of library collections and digital resources. More than 20,170 items were issued over the holiday period, exceeding the equivalent 2025 figure of 19,785, with notable growth in junior graphic novels, teen graphic novels, VOX books and board games. Promotion of Comics Plus through school outreach and holiday activities also contributed to increased digital engagement, with total usage increasing from 142 in March to 197 in April, including strong growth in Teen/Young Adult use.

4.3. **Book issuing figures highlight growth in non-fiction, children and teenage reading**



*Figure 3: Library Customer Service Assistant, Selwyn Gamble, showing a recent favourite book as part of a recommended reads series on Facebook.*

4.3.1. In 2025, total circulation (book issuing) for the period of January to April was 144,743 items, increasing to 146,285 items in 2026. This represents a year-on-year increase of approximately 1,542 items.

4.3.2. Overall, youth collections demonstrate strong growth, supported by targeted programmes, connections with schools, and changes in presentation:

- Junior Fiction: +400 items
- Junior Picture Books: +~2,000 items
- Junior & Teen Graphic Novels: +2,600 items
- VOX Books (talking books for children): +400 items

- 4.3.3. This positive local trend is especially significant in light of recent national reporting, such as the RNZ article "[Children's enjoyment of reading, writing and maths drops](#)," which highlights a decline in New Zealand children's enjoyment of reading and their confidence in their abilities, with the proportion of older primary students who do not enjoy reading roughly doubling in recent years. The continued growth in junior borrowing therefore suggests that recent library interventions are helping to counter broader national trends by actively supporting reading engagement and access.
- 4.3.4. Adult non-fiction has increased by around 200 issues, with biographies leading increases which speaks to the work staff have been doing to promote this collection and procure high-quality titles.
- 4.3.5. Other areas of growth include board games, which more than doubled in circulation, and DVDs, which rose by around 600 items. Overall, the data reflects steady growth supported improved layout and presentation, evolving user behaviour, and high youth engagement standing out as a particularly strong and nationally relevant success.
- 4.3.6. Research suggests that library visitation and borrowing tend to increase during periods of economic hardship, as individuals and families seek free alternatives to paid goods and services. This pattern—often referred to as the "librarian's axiom"—suggests that when economic conditions worsen, public library use rises, particularly in circulation, visits, and programme attendance. Evidence from past recessions supports this, [with one study](#) noting issuing increases of up to 12.5% and significant growth in library visitation.

#### 4.4. **NZ Music Month events bring community together through our favourite songs**



*Figure 4: Audience members singing along at the finale ukulele event at Rangiora Town Hall.*

- 4.4.1. NZ Music Month is a promotion run by the NZ Music Commission that takes place each May, in association with other organisations including NZ On Air, Recorded Music New Zealand, APRA, The Music Managers Forum, Independent Music NZ, and most importantly, the artists themselves.

- 4.4.2. During the month of May, Ben Eldridge, Assistant Librarian - e collections, and Jason Clements, Learning Connections Coordinator, worked with participating schools to support their curriculum learning by providing schools the opportunity to learn and play New Zealand Music, and providing sheet music for students, as sight reading of music is a curriculum standard to achieve by year 5. Schools used this opportunity for students to use the New Zealand Music provided as part of their assessments and were grateful for the opportunity to build confidence in the students with the performance component of the programme.
- 4.4.3. Baby Time, Story Time, and Toddler Time sessions for preschoolers all featured a musical component during the month of May, in addition to two youth concerts with the North Canterbury Academy of Music, adult concerts with Rockers of Ages, "Enthuse" Oxford Singing Group, Boulevard Music Group, and our very own Council Waiata group.
- 4.4.4. Celebrations built to a crescendo with a Ukulele Orchestra concert at the Rangiora Town Hall, bringing together students, teachers, and talented members of the public, for a festive night for the whole family to enjoy New Zealand music.
- 4.4.5. The age of participants at the concert ranged from 8 to 97 years old, with babies and toddlers participating in our preschool music sessions, making the project connect to all ages of the community. 237 people participated in the weekly library events, 175 students participated in the school outreach programme, 247 participated in the Toddler Times Music Month sessions in Oxford and Kaiapoi Libraries, 291 in the Storytimes sessions in Rangiora, and 208 in the Babytimes sessions in Oxford, Kaiapoi, and Rangiora Libraries, with a total of 1,158 people participating in the libraries NZ Music Month Celebrations in May.



*Figure 5: Waimakariri Libraries team member, Ben Eldridge, conducting performers on the night.*

### **Implications for Community Wellbeing**

There are various initiatives that promote positive community wellbeing outcomes in the issues and options that are the subject matter of this report. Notably, the initiatives delivered by the libraries team and/or external partners are developed to promote community wellbeing, foster community connection, and provide opportunities for lifelong learning.

4.5. 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. Waimakariri Libraries provide access to important historical resources, promoting cultural preservation and fostering educational opportunities. Our libraries hold collections relating to Te Ngāi Tūāhuriri, including art, photographs, maps, and books, which are vital for preserving and promoting mātauranga māori (Māori knowledge). Our libraries regularly connect with mana whenua through programmes and events, including Matariki and Te Wiki o te Reo Māori, also known as Māori Language Week.

### **5.2. Groups and Organisations**

While there are no specific groups or organisations affected as a result of the recommendations in this report, the Waimakariri Libraries service provides events and programmes for a number of groups and organisations. The events and programmes vary, however, all initiatives provide significant benefit for the groups and individuals involved.

### **5.3. Wider Community**

Waimakariri Libraries has growing visitor numbers, attendance at events and programmes, and borrowing across physical and digital collections.

## **6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

### **6.1. Financial Implications**

The below summary report is dated to April 2026.

<b>Library</b>			
<b>Summary Report April 2026</b>			
	<i>Actual</i>	<i>Budget</i>	
<b>Revenue</b>			
Revenue	104,382	86,850	
Rates	4,812,759	4,721,220	⇒
Grants	-	101,830	↓
Development Contributions	21,484	233,160	↓
	4,938,626	5,143,060	
<b>Operating Expenses</b>			
Operating Expenses	2,608,981	2,681,170	⇒
Maintenance	382,522	493,660	↑
Overheads	970,165	1,022,240	↑
Internal Interest	9,850	11,060	↑
Depreciation	934,843	918,980	⇒
	4,906,361	5,127,110	⇒
<b>Surplus/ (Deficit)</b>	32,264	15,950	↑

Arrow explanation:

Green: Expenditure is tracking better than budget. Revenue is better than budget

Yellow: Expenditure is tracking within 5% over budget. Revenue is within 5% less than budget

Red: Expenditure is tracking greater than 5% of budget. Revenue is greater than 5% less of budget

Development contributions are lower than budgeted due to a number of developments that are still in progress, but are yet to be issued 224(c) Subdivision Certificate.

Grants above refers to Better Off Funding, which was \$200,000 for the Library Concept Plan Development relating the the extension of Trevor Inch Memorial Library. There is a balance remaining of \$122,000 which is intended to be spent in 25/26.

Revenue is mostly derived from the sale of withdrawn books, the replacement of lost books where this is recovered from members, and consumables relating to printing, 3D printing and craft materials. Libraries operate to a cost recovery model for consumables where possible.

## 6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change implications. Libraries promote sustainability by providing wide-ranging collections and resources that are borrowed extensively, including digital resources that carry a reduced carbon footprint. In addition, public libraries are providers of information and play a role in teaching environmental literacy by educating communities to learn about climate issues. The availability of emergent technologies and equipment such as sewing machines in a library setting reduce the need for community members to purchase their own technology and enable the community to repair and repurpose their own items.

## 6.3. **Risk Management**

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

## 6.4. **Health and Safety**

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

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

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

### 7.2. **Authorising Legislation**

### 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**

The Community and Recreation Committee have the delegation to receive this report.