

# Agenda

## Kaiapoi-Tuahiwī Community Board

Monday 20 March 2023

4pm

Kaikanui Room  
Ruatanīwha Kaiapoi Civic Centre  
176 Williams Street, Kaiapoi

**Members:**

Jackie Watson (Chairperson)

Sandra Stewart (Deputy Chairperson)

Neville Atkinson

Tim Bartle

Al Blackie

Tracey Blair

Russell Keetley

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**AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 20 MARCH 2023 AT 4PM.**

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**RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS  
COUNCIL POLICY UNTIL ADOPTED BY THE COUNCIL**

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	<b><u>BUSINESS</u></b>	<i>PAGES</i>
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<b>3</b>	<b><u>CONFIRMATION OF MINUTES</u></b>	
3.1	<b><u>Minutes of the Kaiapoi-Tuahiwi Community Board –20 February 2023</u></b>	<i>10-19</i>
	<i>RECOMMENDATION</i>	
	<b>THAT</b> the Kaiapoi-Tuahiwi Community Board:	
	(a) <b>Confirms</b> the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 20 February 2023, as a true and accurate record.	
3.2	<b><u>Matters Arising</u></b>	
3.3	<b><u>Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 20 February 2023</u></b>	<i>20-21</i>
	<i>RECOMMENDATION</i>	
	<b>THAT</b> the Woodend-Sefton Community Board:	
	(a) <b>Receives</b> the notes of the Woodend-Sefton Community Board workshop, held on 20 February 2023.	
<b>4</b>	<b><u>DEPUTATIONS AND PRESENTATIONS</u></b>	
	Nil.	
<b>5</b>	<b><u>ADJOURNED BUSINESS</u></b>	
	Nil.	

## 6 REPORTS

### 6.1 Smith Street, Kaiapoi – Approval to reduce the Speed Limit on Smith Street to 50km/h – Shane Binder (Senior Transportation Engineer)

22-36

#### *RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230203015254.

*AND*

**THAT** the Kaiapoi-Tuahiwi Community Board recommends:

**THAT** the Council:

- (b) **Approves** a change to the speed limit on Smith Street, Kaiapoi, between SH1 motorway southbound ramp and the existing speed threshold 90m east of the Smith Street Bridge, noting that this will then be submitted to the Director at Waka Kotahi under section 2.6 of the *Setting of Speed Limits Rule 2022*, requesting approval to proceed with the implementation.
- (c) **Notes** that consultation on a 50km/h speed limit on Smith Street, Kaiapoi (between SH1 motorway southbound ramp and the Cam River Bridge) was undertaken in 2022 and this was supported by 52% of respondents, with the remaining 48% of respondents opposed to the change.

### 6.2 Approval of Scheme Design for Consultation – Transport Choices Project 1 - Woodend to Kaiapoi Cycleway – Kieran Straw (Civil Projects Team Leader), Glenn Kempton (Senior Project Engineer) and Joanne McBride (Roading & Transportation Manager)

37-99

#### *RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230131011994.

*AND*

**THAT** the Kaiapoi-Tuahiwi Community Board recommends:

**THAT** the Utilities and Roading Committee:

- (b) **Approves** the Scheme Design as per Attachment i of this report for the purposes of consultation.
- (c) **Approves** the amendment of the Walking and Cycling Network Plan to include Ranfurly Street (between Walker Street and Smith Street) in lieu of Walker Street and Bridge Street.
- (d) **Approves** the change in priority at the Ranfurly Street / Dale Street intersection, with Dale Street being required to “STOP” for traffic on Ranfurly Street and Old North Road.
- (e) **Approves** the implementation of a “Give Way” priority control at the Sandhills Road / Fullers Road intersection, giving the Sandhills Road traffic priority.
- (f) **Notes** that the Scheme Design is based on an Off-Road shared Path for the full length of Old North Road.
- (g) **Notes** that staff will present the approved Scheme Design to directly impacted residents and stakeholders for feedback.

- (h) **Notes** that district wide consultation completed mid 2022 included two options to get this cycleway from Smith Street to Pineacres, and that “Option B” is the option preferred by staff and recommended within this report.
- (i) **Notes** that feedback from the consultation will be fed into the Detailed Design, and that the Detailed Design will be reported back to the Community Boards and the Utilities and Roothing Committee in May 2023 for their approval before procurement begins.
- (j) **Notes** that the scheme design requires the removal of five on-street car parking spaces on Ranfurly Street at Sidey Quay and that the final approval of any parking spaces to be removed will be included within the detailed design report in May 2023.
- (k) **Notes** that any parking removal as result of the Scheme Design will be communicated with the immediate adjacent residents.
- (l) **Notes** that upon acceptance of this report, the Council’s Property Team will commence work with various stakeholders to create new easements as required to allow the route to progress, and that the relevant stakeholders are willing to support the project.
- (m) **Notes** that the recommendations within this report will require the reclamation of road reserve currently occupied by private residencies along Old North Road, and that this has been discussed with the relevant property owners.
- (n) **Notes** that staff are working closely with Waka Kotahi to co-ordinate this cycleway project with the planned Woodend Safety Improvement project that is currently being designed.
- (o) **Notes** that this project is funded through the “Transport Choices” funding stream (which is still subject to final signing and confirmation), and this requires that all works is complete by June 2024.
- (p) **Notes** that the funding agreement between Waka Kotahi and the Waimakariri District Council is dependent on the site having been though an independent Road Safety Audit process, which will proceed upon acceptance of this report, and that the safety audit may result in further minor design changes.
- (q) **Notes** a small piece of land will be required for the purposes of constructing the cycleway, and that staff upon approval of this report will enter negotiations with the relevant land owners to purchase the required land, noting that a report approving purchase will be brought back to Council.

6.3 **Kaiapoi Town Centre Market Temporarily Located at 131 Raven Quay – Vanessa Thompson (Senior Advisor Business & Centres)**

100-105

**RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. BAC-03-119-01 / 230306030071.
- (b) **Approves** the presence of the market located temporarily at 131 Raven Quay under a recurring reserve booking for an initial term of three months, to be rolled over in three month booking blocks thereafter in compliance with the reserves booking system, should the market continue to operate without incident.

**OR**

- (c) **Declines** the presence of the market located temporarily at 131 Raven Quay.
- (d) **Notes** that a Health and Safety plan is required to be submitted with bookings accepted under the reserves booking system as managed through the Greenspace Unit.
- (e) **Notes** that alternative locations are potentially available should the market be successful and need to be relocated to another site (at the Community Board and/or Council's discretionary approval) due to progression of commercial development at 131 Raven Quay or the market's growth.
- (f) **Notes** that the market is currently proposed to occur at the same time as the existing Farmers Market (on Charles Street).

6.4 **Approval of the Kaiapoi-Tuahiwi Community Board Plan 2022-25. – Kay Rabe (Governance Advisor)**

106-126

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 230124008533.
- (b) **Approves** the Kaiapoi-Tuahiwi Community Board Plan 2022-25 (Trim 230308031830).
- (c) **Authorises** the Chairperson to approve the final version of the Kaiapoi-Tuahiwi Community Board Plan 2022-25, if any further minor editorial corrections are required.

6.5 **Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2022/23 – Kay Rabe (Governance Advisor)**

127-164

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230223024757.
- (b) **Approves** a grant of \$..... to the Kaiapoi Rugby Football Club towards the replacement of the External Defibrillator (AED) cabinet.

**OR**

- (c) **Declines** the application from the Kaiapoi Rugby Football Club.
- (d) **Approves** a grant of \$..... to the Kaiapoi Community Garden towards the installation of directional signage on the Kaiapoi Bourgh School fence.

**OR**

- (e) **Declines** the application from the Kaiapoi Community Garden.
- (f) **Approves** a grant of \$..... to the Relay for Life Fundraising Committee towards the costs of hosting a Relay for Life event.

**OR**

- (g) **Declines** the application from the Relay for Life Fundraising Committee.

## 7 CORRESPONDENCE

Nil.

## 8 CHAIRPERSON'S REPORT

### 8.1 Chairperson's Report for February and March 2023

165

#### *RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the report from the Kaiapoi-Tuahiwi Community Board Chairperson (TRIM:230314034608).

## 9 MATTERS REFERRED FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 15 February 2023.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 13 February 2023.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 15 February 2023.
- 9.4 Submission on the Review into the Future of Local Government – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.5 Ratification of the Council submission to variation 1 of the Proposed District Plan – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.6 Submission on the Water Services Legislation Bill and Water Services Economic Efficiency and Consumer protection Bill – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.7 Establishment of a Property Portfolio working Group – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.8 Review of Elected Member Conference and Training Policy – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.9 Health, Safety and Wellbeing Report January 2023 – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.10 UV Treatment Strategy and Rationale – Report to Council meeting 8 February 2023 – Circulates to all Boards.
- 9.11 Aquatics February Update – Report to Community and Recreation Committee meeting 21 February 2023 – Circulates to all Boards.
- 9.12 July 2022 Flood Response Update - Report to Utilities and Roading Committee meeting 21 February 2023 – Circulates to all Boards.

#### *RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board

- a) **Receives** the information in Items 9.1 to 9.12.

#### **Note:**

1. *The links for Matters for Information were previously circulated separately to members as part of the relevant meeting agendas.*

## **10 MEMBERS' INFORMATION EXCHANGE**

- 10.1 **Philip Redmond** 166  
Trim Ref: 230214019384.

- 10.2 **Brent Cairns** 167  
Trim Ref: 230315035853.

*The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.*

## **11 CONSULTATION PROJECTS**

- 11.1 **Kaiapoi Historic Railway Station Building Relocation**  
<https://letstalk.waimakariri.govt.nz/kaiapoi-historic-railway-station>  
Consultation closes Thursday 6 April 2023.

- 11.2 **Environment Canterbury Draft Annual Plan 2023/24**  
<https://www.ecan.govt.nz/your-region/plans-strategies-and-bylaws/annual-plans/>  
Consultation closes Monday 3 April 2023.

- 11.3 **Huihui Mai – Greater Christchurch Partnership**  
<https://www.greaterchristchurch.org.nz/>  
Consultation closes Sunday 26 March 2023.

## **12 REGENERATION PROJECTS**

- 12.1 **Town Centre, Kaiapoi**  
Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:  
<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre>.

## **13 BOARD FUNDING UPDATE**

- 13.1 **Board Discretionary Grant**  
Balance as at 28 February 2023: \$4,872.
- 13.2 **General Landscaping Budget**  
Balance as at 28 February 2023: \$49,490.

## **14 MEDIA ITEMS**

## **15 QUESTIONS UNDER STANDING ORDERS**



16 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 17 April 2023 at 4pm.

**Workshop**

- *Murphy Park Rowing Club – Hannah-Rose Belworthy (Intermediate landscape Architect) 20 Minutes*
- *Roading Capital works Programme – Joanne McBride (Roading and Transport Manager) 20 Minutes*
- *Members Forum*

**MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 20 FEBRUARY 2023 AT 4PM.**

**PRESENT**

J Watson (Chairperson), S Stewart (Deputy Chairperson), A Blackie, N Atkinson, T Bartle, T Blair (Arrived at 4.42pm) and R Keetley.

**IN ATTENDANCE**

B Cairns (Kaiapoi-Woodend Ward Councillor).

C Brown (Community and Recreation Manager), S Morrow (Rates Officer – Property Specialist), G Stephens (Greenspace Design and Planning Team Leader), V Thompson (Senior Advisor Business and Centres), K Nutbrown (Communication and Engagement Advisor), A Mace-Cochrane (Project Engineer), K Rabe (Governance Advisor), and A Connor (Governance Support Officer).

There was one member of the public present.

**1 APOLOGIES**

Moved: J Watson

Seconded: A Blackie

**THAT** an apology for lateness be received and sustained from T Blair (Arrived at 4.42pm) and an apology for absence be received and sustained from P Redmond.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Kaiapoi-Tuahiwi Community Board –12 December 2022**

Moved: J Watson

Seconded: R Keetley

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 12 December 2022, as a true and accurate record subject to the amendment to the Silverstream Advisory Group representative from T Bartle to S Stewart which was incorrectly captured in the minute.

**CARRIED**

**3.2 Matters Arising**

Nil.

### 3.3 Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 12 December 2022

Moved: J Watson

Seconded: T Bartle

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the notes of the Woodend-Sefton Community Board workshop, held on 12 December 2022.

**CARRIED**

## 4 DEPUTATIONS AND PRESENTATIONS

### 4.1 Beach Grove Development – C Scott

C Scott Development Manager with Momentum Projects introduced himself and noted the development was approximately a quarter of the way through to completion of the current phase. The proposed road names had had been chosen from the pre-approved list with input the Hancock Family who lived next to the development and were longstanding Kaiapoi residents. He drew attention to the road that ran alongside the reserve which would be a significant road in the development. Currently it was listed as Pohio Lane on the map, however there was a desire for this to be changed to Pohio Parade to acknowledge the roads significance in the development. The Board was supportive of this request.

J Watson questioned if Cordla Street should be Cordelia Street as after doing research on the name 'Cordla', Board members were unable to find any information linking the name to the area, however Cordelia was the name of one of the ships plying its trade along the Kaiapoi River. C Scott noted they were not opposed to changing any of the proposed names especially when there were stories behind the names.

## 5 ADJOURNED BUSINESS

Nil.

## 6 REPORTS

### 6.1 Road Naming – Beach Grove Estates – S Morrow (Rates Officer – Property Specialist)

S Morrow the report as read.

A Blackie noted the recommendation included a Merrin Street and queried if this would cause confusion with the street in Ilam, Christchurch. S Morrow confirmed there were already duplicate names in the Waimakariri and Christchurch and it would not be an issue. However he did agree that duplication of names within the district did cause issues and were not encouraged.

Moved: N Atkinson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230209017412.

(b) **Approves** the following proposed road names for Roads 1 – 16 for future stages of Beach Grove as shown on the attached plan.

- 1 Tuuta Street
- 2 Merrin Street
- 3 Cordelia Street
- 4 Rice Street
- 5 McGarry Drive
- 6 Dempsey Street (on original plan)
- 7 Pender Street (on original plan)
- 8 Waiotahi Road (Continuation)
- 9 Lintott Street
- 10 Croucher Street
- 11 Naish Street
- 12 Bristow Lane
- 13 Isa Lei Road (Continuation)
- 14 Rice Street (Continuation)
- 15 Ranginui Drive (Continuation)
- 16 Pohio Parade

(c) **Notes:** That the Community Board may replace any proposed names with a name of its choice.

**CARRIED**

N Atkinson noted the name Cordelia fit well in the development as there were many other road names in the area that originated with boats that used the Kaiapoi port.

J Watson stated that the Merrin family were an important family in Kaiapoi and there were many duplicate names already in the district and Christchurch.

#### 6.2 **Approval of Disc Golf for Kaiapoi Domain – G Stephens (Greenspace Design and Planning Team Leader)**

G Stephens took the report as read and highlighted the that ninety percent of respondents were supportive of having a disc golf course at Kaiapoi Domain. The consultation reached just over 34,000 people and received 148 submissions.

S Stewart enquired if the tee pads and cages were permanent fixtures. G Stephens replied that they would be semipermanent. The system worked much like a golf course where overtime the holes would change to keep the course interesting. The disc golf cages would slot into concrete and bolt on and would be able to be moved. Any changes to the course would be consulted with operations staff to ensure there were no vulnerable trees or other issues with the proposed changes.

S Stewart then questioned if the group would be responsible for taking care of any damages to the equipment. G Stephens replied that the group would own, maintain and shift all the equipment with the agreement of the operations team. If the cages were damaged in a way that posed a health and safety risk the Council would have

the matter dealt with immediately to make the equipment safe until the group could replace the damaged equipment.

S Stewart noted the initiative was dependent on the group finding funding and queried the status of this. G Stephens clarified the group had a very positive response to fund raising however as there had been no confirmation of whether the course would be approved, they could not start raising the money required. Now that the Board had approved the course the group could now begin to raise the funds required and intended to apply to the Board for some discretionary funding.

Moved: J Watson

Seconded: T Bartle

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. TRIM 230209017481.
- (b) **Notes** that staff undertook consultation with the community regarding the Kaiapoi Domain Disc Golf proposal and 90% of respondents were in support of the proposal.
- (c) **Notes** following consultation, staff collated feedback and have included changes in the overall layout and discussed.
- (d) **Notes** that the group intended to fund this project using external fundraising.
- (e) **Approves** the provision of a nine-hole disc golf course in Kaiapoi Domain subject to external funding being received of approximately \$15-20,000.
- (f) **Notes** that from time to time the layout of the course may change. This would be done in consultation with the group and Greenspace Team and would stay within the confines of the Kaiapoi Domain. A memo would be brought to the Board informing them of these changes at that stage to keep the Board informed.
- (g) **Notes** the recommendations within this report support Greenspace to achieve community outcomes within the areas of social, economic, environmental, and cultural wellbeing.

**CARRIED**

J Watson believed that the addition of the disc golf course would be amazing for Kaiapoi. The group setting it up were very enthusiastic and this would be popular with a positive outcome for Kaiapoi and the district.

T Bartle noted he had not heard of disc golf before and it seemed like a brilliant idea.

B Cairns commented that this activity promised to be great for all ages.

6.3 **Kaiapoi Town Centre Market temporarily located at 131 Raven Quay – V Thompson (Senior Advisor Business and Centres)**

V Thompson spoke to the report which requested approval for a market to be set up in Raven Quay. At the end of 2022 the Council was approached by a member of the public wanting to start a new town centre market. Staff had recommended that the farmers market elements be removed from the proposed plan so as not to compete with the pre-existing market on Charles Street. Another condition would be that food trucks be limited in the early stages of the market due to the close proximity to vendors in Williams Street.

T Bartle questioned if there had been any consultation with the existing farmers market. V Thompson answered she had suggested the organiser talk to the existing

market holders to see if they would consolidate both markets into one offer however, the organiser preferred to keep the activities separate.

N Atkinson confirmed that the organiser was aware that exploratory work was scheduled for the suggested site on Ravens Quay in the future. V Thompson replied that the organiser was aware of future plans for the site therefore agreed to operate on a three month roll over lease.

S Stewart questioned where the Northern Community Market was located. V Thompson clarified it was in the Belfast area in Christchurch.

S Stewart then asked if the exclusion of farmers market type stalls had been agreed to with the person setting up the market. V Thompson stated it was discussed but not formalised. The organiser had been sent a copy of the report for feedback and asked if they would like to speak in support of the report at the meeting however V Thompson had not received a response.

Moved: N Atkinson

Seconded: S Stewart

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. BAC-03-119-01 / 230209017184.
- (b) **Notes** the proposal for the town centre market to be temporarily located at 131 Raven Quay in Kaiapoi.
- (c) **Notes** that alternative locations are potentially available should the market be successful and need to be relocated to another site (at the Community Board and/or Council's discretionary approval) due to progression of commercial development at 131 Raven Quay or the market's growth.
- (d) **Notes** that the market must not compete directly in product with the existing farmers market located on Charles Street running on Saturdays.
- (e) **Approves** the presence of the market located temporarily at 131 Raven Quay under a recurring reserve booking for an initial term of three months, to be rolled over in three month booking blocks thereafter at the discretion of staff should the market continue to operate without incident.

**LAPSED**

N Atkinson noted he was not a fan of farmers market as he felt they worked in opposition to established businesses in the town, however he acknowledged that they brought visitors to the area.

S Stewart felt it would add to the vitality of the town however she had concerns about having anything in conflict with the existing market. She questioned if the people running the farmers market knew about this application. V Thompson stated she was unsure as it had been left with the applicant to engage directly.

B Cairns noted he had spoken to the person wanting to set up this market and they had previously tried starting a market elsewhere that was unsuccessful. The object of the market was that any profits would be used to support school children with books and uniforms.

A Blackie suggested that the matter lay on the table and request both groups to come to speak to the Board prior to any decision being made.

Moved: A Blackie

Seconded: J Watson

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. BAC-03-119-01 / 230209017184.

- (b) **Leaves** the report to lay on the table and invite both groups to come to speak to the Board prior to a decision being made.

**CARRIED**

A Blackie moved that this lay on the table till the existing market had been approached for their input.

6.4 **Nomination of the Zone 5 Representative on the Community Boards' Executive Committee – K Rabe (Governance Advisor)**

N Atkinson suggested that the Board consider nominating someone from the district in the future.

Moved: J Watson

Seconded: R Keetley

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230201013666.
- (b) **Nominates** Simon Britten as the Ko Tātou Zone 5 representative on the Community Boards' Executive Committee.

**CARRIED**

6.5 **Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2022/23 – K Rabe (Governance Advisor)**

J Watson questioned why the North Canterbury Pride had only applied for \$270. K Rabe noted they had applied to the Rangiora-Ashley Community Board and perhaps they were unaware they could apply for \$500 from both Boards rather than \$500 between both. She stated they applied to both Boards as Canterbury Pride target the two High Schools to support this event.

A Blackie was told by a member of the Rangiora-Ashley Community Board that they were unaware North Canterbury Pride had applied to both boards and he believed it was meant to be part of the report if groups had applied to multiple boards. K Rabe noted that normally the Boards were notified however different staff wrote the reports and it must have been missed. She would investigate that for future applications and reports.

T Bartle noted in the North Canterbury Pride application the event would happen regardless of receiving funds as this would allow them to pay for services offered through goodwill. He questioned if that meant they already had sufficient funds for the project. J Watson clarified that doing it with goodwill meant people were offering services for free and this would enable them to pay for the services instead.

Moved: J Watson

Seconded: S Stewart

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230118005615.
- (b) **Approves** a grant of \$300 to the North Canterbury Pride towards hosting the Lesbian, Gay, Bisexual, Transgender, Questioning and Others (LGBTIQ+) picnic in Victoria Park, Rangiora.

**CARRIED**

K Rabe noted Clarkville Playcentre had applied to the Oxford-Ohoka Community Board and the Rangiora-Ashley Community Board as well as the Kaiapoi-Tuahiwi Community Board and that was the reasoning for not applying for the full \$500.

Moved: J Watson

Seconded: S Stewart

- (c) **Approves** a grant of \$387 to the Clarkville Playcentre towards the costs of first aid courses.

**CARRIED**

J Watson felt it was a good use of the Boards funds to support parents attending first aid courses.

## **7 CORRESPONDENCE**

### **7.1 Kaiapoi District Historical Society – Errors on signs**

K Rabe noted that Roading staff were comfortable changing the road name signage however there was concern regarding the inconvenience to the residents living on that street.

N Atkinson felt it should be changed as it was a historical name and it should be correct.

Moved: J Watson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the correspondence from the Kaiapoi District Historical Society regarding errors on signs (TRIM: 230210017906).

**CARRIED**

## **8 CHAIRPERSON'S REPORT**

### **8.1 Chairperson's Report for December 2022 and January 2023**

Moved: J Watson

Seconded: N Atkinson

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the report from the Kaiapoi-Tuahiwi Community Board Chairperson (TRIM: 230214019397).

**CARRIED**

## **9 MATTERS REFERRED FOR INFORMATION**

9.1 Oxford-Ohoka Community Board Meeting Minutes 7 December 2022.

9.2 Woodend-Sefton Community Board Meeting Minutes 12 December 2022.

9.3 Rangiora-Ashley Community Board Meeting Minutes 14 December 2022.

9.4 Oxford-Ohoka Community Board Chairpersons Report February to September 2022 – Report to Council meeting 6 December 2022 – Circulates to all Boards.

9.5 Woodend-Sefton Community Board Chairpersons Report February to September 2022 – Report to Council meeting 6 December 2022 – Circulates to all Boards.



- 9.6 Rangiora-Ashley Community Board Chairpersons Report February to September 2022 - Report to Council meeting 6 December 2022 – Circulates to all Boards.
- 9.7 Kaiapoi-Tuahiwi Community Board Chairpersons Report February to September 2022 – Report to Council meeting 6 December 2022 – Circulates to all Boards.
- 9.8 Waka Kotahi Interim State Highway Speed Management Plan Consultation – Report to Council meeting 6 December 2022 – Circulates to all Boards.
- 9.9 Kerbside Recycling Bin Audits Methodology – Report to Council meeting 6 December 2022 – Circulates to all Boards.
- 9.10 Ohoka Mill Road Stormwater Management Area Resource Consent Issues – Report to Council meeting 6 December 2022 – Circulates to all Boards.
- 9.11 Submission on the Review into the Future of Local Government – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.12 Ratification of Council Submission Variation 1 Proposed District Plan – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.13 Submission on Water Services Legislation Bill – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.14 Review of Elected Member Conference and Training Policy – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.15 Health, Safety and Wellbeing Report January 2023 – Report to Council Meeting 7 February 2023 – Circulates to all Boards.

Moved: J Watson

Seconded: T Bartle

**THAT** the Kaiapoi-Tuahiwi Community Board

- a) **Receives** the information in Items 9.1 to 9.15.

**CARRIED**

## **10 MEMBERS' INFORMATION EXCHANGE**

### **Neville Atkinson**

- Council had set up the Property Portfolio Working Group.
- Attended Council Annual Plan Budget Meeting. Would be going out to consultation with 5.97% rate increase.
- Future for Local Government Submissions were out as well as Submissions for Variation One to the District Plan and Water Services Legislation Bill.
- Attended Audit and Risk meeting. At the end of the second quarter were 93% on target for capital works.
- The first day of the Motorhome Park had 11 motorhomes, second day had 14, third had 33 and the fourth day had 47 motorhomes. Was very successful already and would add to the economics of the district. There would be 110 sites however they were not all operational yet.

### **Tim Bartle**

- Attended Health Advisory Board meeting. Was a large shortage of doctors and were still dealing with effects of covid.
- Had a resident contact regarding damage to a small side road of Tram Road. Staff had gone out to meet him and look however they were told there would be nothing in the budget for the short term.

### **Al Blackie**

- The River Carnival was scheduled for Saturday 1 April 2023.
- Had been a news article released talking about the land leases at Kairaki Beach. It was yet to be passed by Trustees.
- There was another boat berthed on the river and the vibrancy of the town was growing.
- Up to stage two of the Huria Reserve which involved more planting. Contracts were prepared and the lease was still to go to Te Kohaka o Tuhaitara Trust.
- Boulder Copper Sounds Family Music Event 5 March 2023.

### **Tracey Blair**

Nothing to report.

### **Brent Cairns**

- Kaiapoi Hub was fully Established and consultation events would be on 23 February 2023 and 4 March 2023.
- Attended Auditing of recycling bins in a Kaiapoi Subdivision. Only two bins were perfect. Education surrounding the issue was needed. The third time your bin got pulled up for having the wrong materials it would be take away.
- Attended Retail Crime Event. There were good resources shared and was well attended.
- NZ Motor Home Association had opened. They were establishing if there was going to be an official opening.
- Accessibility Training was happening on 9 March 2023 in the Council Chamber.
- River Carnival was on 1 April 2023.
- Waka Kotahi were funding Locky Docky Charging Stations and Council had applied for one to be installed in Patchina's walkway.
- The E-scooters arrangement was up for review.
- Public Arts Forum was scheduled for 16 March 2023.
- Volunteers Expos were looking at being hosted by libraries in late March 2023.
- Attended Destination Management Plan at Mainpower Stadium to look at the district strategy.
- Kaiapoi Promotions Association were setting up a Thursday night market in the New World car park.

### **Sandra Stewart**

- Had calls from residents concerned about the runoff of the roadworks on the Smith Street roundabout however it was up to the developer.
- The Kaiapoi East Residents association were wanting to plant 1000 more plants. Suggested they talk to the Board as it would extend the approved area.
- Attended information evening with Waka Kotahi regarding Saltwater Creek to Cam River safety improvements. Had significant impact to Kaiapoi however were only consulting with Woodend.
- There was a property for sale on Lineside Road. It was an old wetland and acted as a retention basin.

### **Russel Keetley**

- Was a successful Waitangi Day with a great turnout.
- Attended Annual General Meeting for the Northern Bull Dogs.

## **11 CONSULTATION PROJECTS**

Nil.

**12 REGENERATION PROJECTS**

**12.1 Town Centre, Kaiapoi**

Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:

<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre>.

**13 BOARD FUNDING UPDATE**

**13.1 Board Discretionary Grant**

Balance as at 31 January 2023: \$5,559.

**13.2 General Landscaping Budget**

Balance as at 31 January 2023: \$49,490.

**14 MEDIA ITEMS**

**15 QUESTIONS UNDER STANDING ORDERS**

**16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 20 March 2023 at 4pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 5.15PM.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**NOTES OF A WORKSHOP OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, ON MONDAY 20 FEBRUARY 2023 AT 5.15PM.**

**PRESENT:**

J Watson (Chairperson), S Stewart (Deputy Chairperson), N Atkinson, T Bartle, A Blackie, T Blair, R Keetley.

**IN ATTENDANCE**

B Cairns (Kaiapoi-Woodend Ward Councillor).

C Brown (Community and Recreation Manager), K Nutbrown (Communication and Engagement Advisor), A Mace-Cochrane (Project Engineer), D Young (Senior Engineering Advisor), K Rabe (Governance Advisor), and A Connor (Governance Support Officer).

There were no members of the public in attendance.

**APOLOGIES**

There were no apologies.

**1. COMMUNITY ENGAGEMENT VIA SOCIAL MEDIA**

Presenter(s) K Nutbrown (Communications and Engagement Advisor)  
Trim Ref: N/A

Key points:

- Two of the Community Boards currently had Facebook pages to keep their communities updated on what the Board was doing. The Communications Team would help the Board set up a Facebook page if they wanted one however it would be up to the Board to manage.
- Would want two people to have editing rights to the page.

Questions:

- *How much traffic was on the other Boards pages?*  
The Oxford-Ohoka Community Boards Facebook page had been running for 18 hours and they had 166 people following them. The more the Board shared posts the more exposure they would get.

**2. INTERIM SPEED MANAGEMENT PLAN**

Presenter(s) A Mace-Cochrane (Project Engineer) and S Binder (Senior Transport Engineer).  
Trim Ref: 230301027875

Key points:

- Waka Kotahi's Safe and Appropriate Speed Limit was set as a desktop exercise
- Were trying to aim for consistency and minimum changes to speeds.

Questions:

- *Why did Heywards Road have three different speed limits along it?*  
Clarkville School was at the top end and was a category two school meaning the speed limit outside had to be no more than 60km/h. Could look at raising the speed to 80km/h after that which would result in only two speed changes.
- *Would rural unsealed roads be set at 60km/h across the whole district?*  
Likely yes, however would be site specific.

- *Would school zones be changed to 30km/h only when the school was operating or would changes be permanent?*  
Some would have variable speed limits others for example Fuller Street would be permanently set at 30km/h as there was a long-term pedestrian presence.
- *Why was there nothing planned for Old Main North Road even though there were plans for a cycleway on the road?*  
This was a 10 year programme and the interim was to cover schools and key areas that were identified as high priority. The remaining area of Kaiapoi would be reviewed starting in 2027. The budget did not allow for all roads to be reviewed across the district immediately, however if the Board felt it a road was important it could be added to the programme.

### 3. **KAIAPOI TO WOODEND CYCLEWAY**

Presenter(s) D Young (Senior Engineering Advisor)  
Trim Ref: 230301027927

Key points:

- Staff were going to talk to the seven property owners regarding the encroaching onto road reserve.
- A cultural assessment report had been issued.

Questions:

- *Had staff looked at previous minutes from the Board in regards to the many deputations had been received regarding safety issues when walking along this piece of road?*  
Had not looked back at the minutes. Would most likely end up at a compromise between what the Board wanted and the available Government funding.
- *What part of the road was the cultural assessment for?*  
It would be for the entire section.
- *Would it be an option to close of the road entirely except for residents and have the whole road as a shared path?*  
This option could be included in the consultation however the timeframe would be harder to meet.
- *This proposed route did not connect to the existing route that went under the motorway, what was the reasoning.*  
Staff believed commuter cyclists would want a more direct route.

### 4. **MEMBERS FORUM**

Presenter(s) K Rabe (Governance Advisor)  
Trim Ref: N/A

*Patchina's Walkway:*

Key points:

- Suggest the Board delegates two to three people to work with staff and give them the authority to sign off the project so that the work could be completed.
- J Watson, R Keetley and S Stewart volunteered for the working group.
- A report dealing with the matter would be brought to the March meeting.

*Board Plan:*

- Anything else to be added needed to be passed onto staff as soon as possible as the Plan would be coming to the Board for adoption in March.

There being no further business the workshop concluded at 6.24pm.

**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

**FILE NO and TRIM NO:** RDG-31 / 230203015254

**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD

**DATE OF MEETING:** 20<sup>th</sup> March 2023

**AUTHOR(S):** Shane Binder, Senior Transportation Engineer

**SUBJECT:** Smith Street, Kaiapoi – Approval to reduce the Speed Limit on Smith Street to 50km/h

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

  
General Manager

  
Chief Executive

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**1. SUMMARY**

- 1.1. This report is seeking approval to apply to the Director at Waka Kotahi, to lower the speed limit on Smith Street, Kaiapoi (SH1 motorway southbound on-ramp to the existing speed threshold 90m east of the Smith Street Bridge) to 50km/h, under the *Setting of Speed Limits Rule 2022*.
- 1.2. A proposed 50km/h speed restriction for this section of Smith Street was consulted upon during the period of 3rd to 28th November 2022.
- 1.3. Consultation on the proposed lower speed limit on Smith Street received 52% support from respondents, with the remaining 48% of respondents opposed to the change. The results and submissions received are included in Attachments i to iii.
- 1.4. The proposed speed limit change is to support the change in activity in this area, resulting from the development at “Waimak Junction” and installation of new traffic signals. This will result in an increase in traffic and pedestrian movements in this area.
- 1.5. The new *Setting of Speed Limits Rule 2022* requires Road Controlling Authorities to develop a speed management plan ahead of the 2024-2027 National Land Transport Planning cycle. However, in the interim, it also details an alternative process which allows the Road Controlling Authority to make changes to speed limits, with the approval of the Director at Waka Kotahi.

Attachments:

- i. Smith Street Speed Limit Review Consultation Results (TRIM No. 230309033021)
- ii. Smith Street Speed Limit Review – Canterbury/West Coast Automobile Association District Council Response (TRIM No. 230203015191)
- iii. Smith Street Speed Limit Review – New Zealand Road Transport Association Response (TRIM No. 230203015190)

**2. RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230203015254.

*AND*

**THAT** the Kaiapoi-Tuahiwi Community Board recommends:

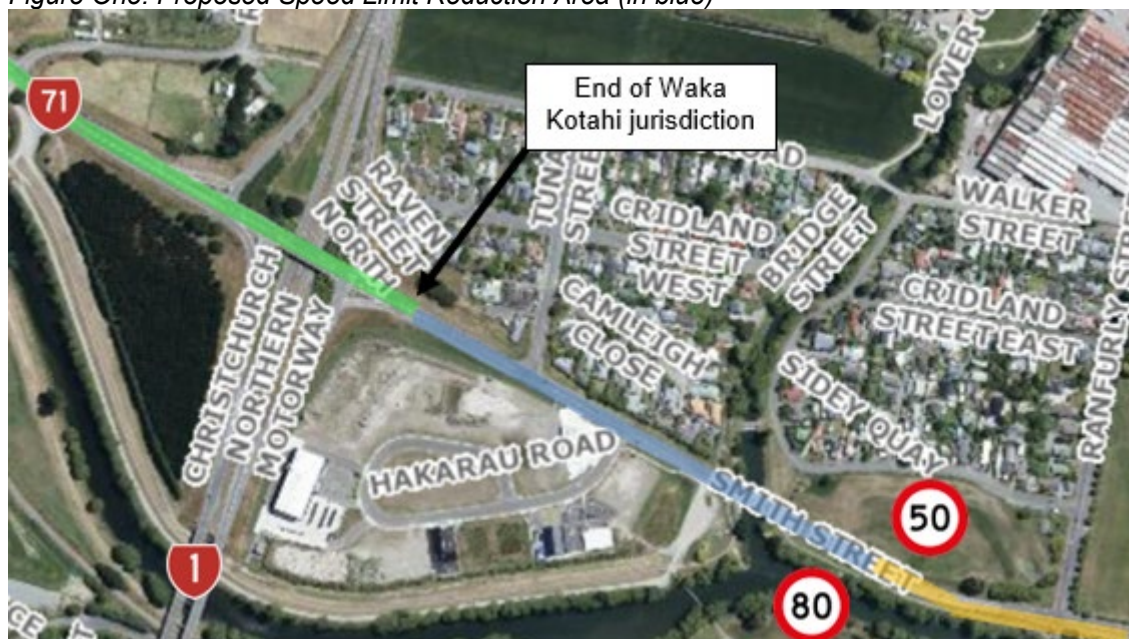
**THAT** the Council:

- (b) **Approves** a change to the speed limit on Smith Street, Kaiapoi (SH1 motorway southbound on-ramp to the existing speed threshold 90m east of the Smith Street Bridge), noting that this will then be submitted to the Director at Waka Kotahi under section 2.6 of the *Setting of Speed Limits Rule 2022*, requesting approval to proceed with the implementation.
- (c) **Notes** that consultation on a 50km/h speed limit on Smith Street, Kaiapoi (SH1 motorway southbound on-ramp to the existing speed threshold 90m east of the Smith Street Bridge) was undertaken in 2022 and this was supported by 52% of respondents, with the remaining 48% of respondents opposed to the change.

### 3. **BACKGROUND**

- 3.1. Smith Street is a straight sealed two-lane road with no horizontal alignment changes in the reviewed section. It has a fully developed residential neighbourhood on the north side and the south side has substantial large-format retail development consented, which is currently under construction. There is also a recreational access to the Kaiapoi River and Passchendaele Trail.
- 3.2. At present, Smith Street, between the end of Waka Kotahi jurisdiction (60m east of the southbound motorway intersection) and the existing 50 km/hr speed threshold (90m east of the Smith Street Bridge) as shown below in Figure One, has the following characteristics, as measured in October 2020:
  - Posted speed: 80 km/hr
  - Operating speed (mean): 63 km/hr
  - Operating speed (85th percentile): 70.7 km/hr
  - Traffic volume (average daily traffic): 9,847

Figure One: Proposed Speed Limit Reduction Area (in blue)



- 3.1. The existing 80 km/h speed limit on Smith Street has been reviewed due to the development which is currently under construction. This change in land use has resulted in a rural speed limit being in place in a more urban / commercial setting. This setting has greater numbers of vehicle and people movements, as well as new traffic signals.

Increases to these factors correlates directly to an increase in the likelihood of a crash involving a motor vehicle, and at higher speeds, results in an increase of crash severity. Lower speeds in this area will enable road users greater time to judge and enter the adjacent road, whilst also reduce the severity of a crash if one were to occur.

- 3.2. The new *Setting of Speed Limits Rule 2022* requires Road Controlling Authorities to develop a speed management plan ahead of the 2024-2027 National Land Transport Planning cycle. However, in the interim, it also details an alternative process which allows the Road Controlling Authority to make changes to speed limits, with the approval of the Director at Waka Kotahi.
- 3.3. A proposed 50km/h speed restriction for this section of Smith Street was consulted upon during the period of 3rd to 28th November 2022.
- 3.4. Consultation on the proposed lower speed limit on Smith Street received 52% support from respondents, with the remaining 48% of respondents opposed to the change. One survey response opposing the proposed lower speed limit noted that they would support the lower speed limit in the future “if and when the traffic lights are constructed.” As this construction is under way at present, the survey response could be considered as a supporting vote. Full consultation results are included in Attachment i.

#### 4. **ISSUES AND OPTIONS**

- 4.1. The Community Board has the following options available to them:

- 4.2. Option 1: Proceed with the recommendation to change the speed limit to 50km/h

This option would result in a recommendation being taken to Council and, if approved, an application submitted to the Director of Land Transport at Waka Kotahi to lower the speed limit on Smith Street to 50km/h. This would be prepared and submitted in alignment with the current *Setting of Speed Limits Rule 2022*.

This is the recommended option.

- 4.3. Option 2: Not progress the change in speed limit and retain the status quo

This option would see the current speed limit retained.

This is not the recommended option because the RCA may be perceived as not fulfilling its duty under the *Setting of Speed Limits Rule 2022* for setting safe and appropriate speeds on local roads.

This also could result in additional costs to Council for redesigning the new signalised intersection at Hakarau Road / Tunas Street to safely accommodate a higher speed limit and would result in a risk of higher speed / higher severity crashes occurring.

#### **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Lower speeds increase the safety for motorists, pedestrians, and cyclists within the urban area.

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



## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

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

### **5.2. Groups and Organisations**

The following groups and organisations were provided formal consultation material during the period of the 3rd to 28th November 2022, as was required by the Setting of Speed Limits Rule 2022:

- Canterbury District Health Board
- Environment Canterbury / Metro
- Fire and Emergency New Zealand
- Mahaanui Kurataiao Ltd / Ngāi Tahu
- The New Zealand Police
- New Zealand Automobile Association
- New Zealand Trucking Association
- Road Transport Association
- Road Transport Forum
- Waka Kotahi NZTA

Responses were received from the New Zealand Automobile Association and Road Transport Association, both of which supported a reduced speed limit on Smith Street, Kaiapoi. These submissions are included in Attachments ii and iii. Formal responses were not received from the other groups and organisations. Council will be updated with feedback from these entities if they provide a late submission.

### **5.3. Wider Community**

The wider community was informed of the consultation process through social media, advertisements in local newspapers, and announcements on the Council website. In addition to this, residents and businesses on Tunas Street, Camleigh Close, and Hakarau Road were informed of the consultation through a letter drop.

The public consultation was undertaken through Council's existing online forum (Let's Talk Waimakariri) during the period of 3rd to 28th November 2022. This consultation included a letter drop, information on community noticeboards, an online platform, Facebook posts, and advertisement in the Northern Outlook.

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

### **6.1. Financial Implications**

There are financial implications of the decisions sought by this report. The majority of the cost associated with changing the speed limit is signage. This includes relocating the existing threshold signs and the addition of two repeater signs. It is estimated that this will cost approximately \$2,000 and will be funded through the Subdivision Contribution budget, as this change results from development.

There is a risk of further design and construction costs if the recommendations in this report are not adopted; these could result from additional works being required to accommodate high speeds at the new traffic signal at the Hakarau Road / Tunas Street intersection, presently under construction.

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

## 6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts. Reducing motorist speeds in this section of Smith Street will bring them closer to optimal speeds from the latest greenhouse gas emissions research but the overall impacts are expected to be nominal. Lower speed limits also lead to individuals feeling safer within the road corridor and hence generates more interest in more sustainable modes, like walking and cycling.

## 6.3 **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report. There is potential risk that motorists may choose to ignore the posted speed limits. This would require enforcement from the New Zealand Police to encourage compliance. There is also a risk that the community may not remember the consultation process that was undertaken in 2022 and challenge the basis of changing the speed limit.

There is a risk of further design and construction costs if the recommendations in this report are not adopted; these could result from additional works being required to accommodate high speeds at the new traffic signal at the Hakarau Road / Tunas Street intersection, presently under construction.

## 6.3 **Health and Safety**

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

The physical works to implement the speed limit change (including signage & road markings) will be carried out by the District Maintenance Contractor (Corde Ltd) using contract approved health & safety systems. Corde Ltd have a SiteWise score of 100%.

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

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

### 7.2. **Authorising Legislation**

The *Local Government Act (2002)* and the *Setting of Speed Limits 2022* outlines the responsibility of the Road Controlling Authority. Furthermore, they require that permanent speed limits are set with approval from Waka Kotahi and included in the National Speed Limit Register (NSLR). A Speed Management Plan is in the process of being developed for the District to inform the 2024-27 NLTP process.

### 7.3. **Consistency with Community Outcomes**

The following community outcomes are relevant to the actions arising from recommendations in this report:

#### 7.3.1. There is a safe environment for all

- Harm to people from natural and man-made hazards is minimised.
- Crime, injury, and harm from road crashes, gambling, and alcohol abuse are minimised.

#### 7.3.2. Transport is accessible, convenient, reliable, and sustainable

- The standard of our District's roads is keeping pace with increasing traffic numbers.

#### 7.4. **Authorising Delegations**

Per Part 3 of the WDC *Delegations Manual*, the Community Boards are responsible for considering any matters of interest or concern within their ward area.

The Council are responsible for approving any changes to speed limits.

# Smith Street

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## **SURVEY RESPONSE REPORT**

21 February 2020 - 08 March 2023

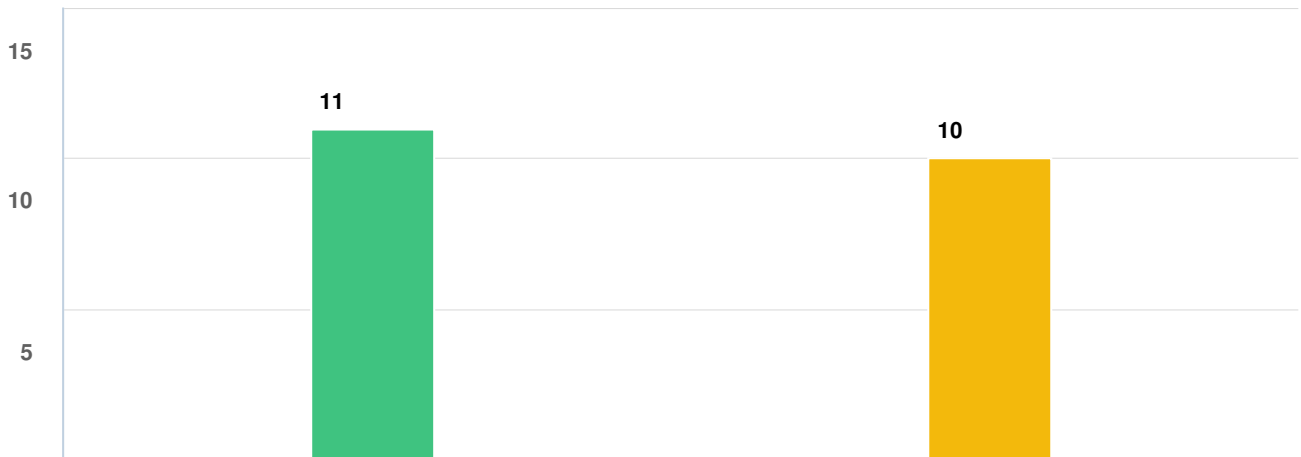
### **PROJECT NAME:**

Smith Street Speed Limit



SURVEY QUESTIONS

**Q1** Do you agree with the proposed change to reduce the speed limit on Smith Street between State Highway 1 interchange and the...



**Question options**

- Yes, I agree
- No, I don't agree

*Optional question (21 response(s), 0 skipped)*

*Question type: Checkbox Question*

## Q2 Any other comments or feedback?

ClaireJ

11/06/2022 10:14 AM

With additional traffic turning on and off Smith Street, a 50km speed limit is more appropriate and will be safer for all road users.

dreamingeeyore

11/06/2022 10:24 AM

I live in Cridland st west which means every day I use the turnoff into tunas st. Almost every day cars at speed come up behind me from lineside road at 80k an hour while I slow to take the turn left - and the accidents in the area speak for themselves. Many years ago (before the turning lane was added on Smith st) I was also rear ended when trying to make the turn right into tunas. The work truck was building speed to 80k and didn't notice me sitting in the middle of the road indicating. He says he was blinded by the sun. This turning lane has helped immensely but speed in this area is a huge concern.

Berend

11/06/2022 11:26 AM

I suggest a 60km/h speed limit to replace the entire 80km/h zone from current 50/80km/h Kaiapoi signage (Smith St) to 80/100km/h Lineside Road/Skewbank Ln intersection with side roads off Smith St at 50km/h. Since Lineside Rd is part of Waka Kotahi, current plan maybe the only solution however.

Steve61

11/06/2022 12:56 PM

At least 80km/hr when you join the motorway you're getting up to speed.

Np18

11/06/2022 09:06 PM

It's getting dangerous. Also more building going on. Police should also monitor for boy races and burn outs which is a common occurrence there

eleced

11/06/2022 10:26 PM

50 is too slow for the type of road. How about 60km/hr.

Jadelake07

11/06/2022 11:09 PM

STOP LOWERING THE SPEED LIMITS EVERYWHERE.

Rocket7

11/06/2022 11:31 PM

There needs to be safe pedestrian crossings across Smith St- currently there is only the underpass by the Cam River (which I wouldn't want to have to use at night). Recently I was walking my dog and we ended up coming out from Tunas St, I was shocked at the lack of provision for pedestrians. This included no footpath when I walked back to the underpass, and (from memory) there wasn't one

on the opposite (Hakarau Rd) side either. I hope this will be addressed too- especially so that the bus stops become more accessible for people who may have mobility issues, caring for young children etc. I did note, when I walked along the river-side of Smith St, that cars don't appear to slow down even after the speed limit changes to 50km (not starting to slow down until after the Charles/Ranfily St intersection), so maybe there will need to be some speed-bumps etc, especially near pedestrian crossings. Crossing at the corner of Smith and Charles Streets is difficult on Charles St as cars go so fast as they approach the Charles St stop sign and as they turn off Smith St onto Charles. (Crossing Smith St near Charles is ok because of the traffic islands).

Anna.Alicia91

11/07/2022 07:05 AM

Also would be good to put lights in once the new shopping complex is up an running as there will be a far bit of traffic in the area .

chips\_n\_gravy24

11/07/2022 09:09 AM

Don't think lowering of all these speed limits is needed, too many lowering of speed limits

Nathan

11/07/2022 09:49 AM

I think it should stay as is until the traffic lights have been installed / commissioned. I don't see a need to change the speed limit until the urban development is complete. Temporary traffic management can be used if and when the traffic lights are constructed. I support the change once the development is complete.

Mare24

11/07/2022 03:29 PM

I think there should be exit only onto Smith Street from McEwans Petrol. As resident of Tunas Street I have and have noticed several near misses as I enter the chevron on Smith Street to turn into Tunas and oncoming traffic enter the chevron to turn into McEwans of Smith Street.

mattnz

11/14/2022 04:32 PM

A speed limit that people will actually adhere to is needed. There are few access points and only one crossing traffic that will not be light controlled (it has very good sight lines, wide road etc). The south bound motorway exit has poor sight lines, and while controlled by a compulsory stop could be better designed if safety is important. I would expect 60km/h along that stretch of road.

Lynda47

11/14/2022 05:11 PM

I think with the amount of traffic coming onto Smith Street from the proposed new supermarket it makes sense to reduce the speed. Living in Camleigh Close it is great to see we will have lights from Tunas onto Smith St. That will make it so much easier to get out of



our street.

WaimakAccess

11/28/2022 11:46 AM

On behalf of the Waimakariri Access Group Our group, Waimakariri Access Group (WAG) are a collaborative advisory and advocacy group to ensure the voice of the disabled person(s) in our Waimakariri communities is heard. We wish to communicate to you that we see the importance of encouraging our commercial sectors to reflect the needs of the demographics of our community, being especially conscious of our disabled persons demographic. One of our representative members of the WAG group are the Chris Ruth Centre (CRC). The CRC support some of our Waimakariri residents who are tetraplegic, heavily intellectually impaired, non-verbal and face a high level of barriers to engaging in our civic services provided by our council. On behalf of our members and the Chris Ruth Centre, the WAG group absolutely support the proposal to reduce the speed on Smith Street in the proposed area from 80km per hour, to 50km per hour and install traffic lights on the intersection of Tuna and Smith Street. These proposed changes would enhance the ability of the staff and the residents that attend the CRC to access the township of Kaiapoi and exercise their civil duties and rights in a way that ensures their safety. They previously have been waiting for an opportune time to cross the street, supported by staff. It will also aid residents that live down Tuna Street and beyond to safely enter Smith Street. With the signalised crossing for pedestrians there needs to be sufficient time to allow these residents and carers to cross, which is longer than average. It would be advantageous if there was a green cross signal for the pedestrians prior to allowing turning traffic given the future increase in turning traffic as the new shops open. The footpath needs to be suitable for wheelchairs, with a flat wide surface. Shona Powell  
Chair - Waimakariri Access Group

**Optional question** (15 response(s), 6 skipped)

**Question type:** Essay Question

**From:** [John Skevington](#)  
**To:** [Shane Binder](#)  
**Cc:** ["Alan Turner"](#); ["Allan Scott"](#); ["Amanda Dick"](#); [benselby917@gmail.com](#); ["Brian Palliser"](#); ["Graeme Dodd"](#); ["Ivan Wilson"](#); ["Jinsong Chen"](#); ["John Skevington"](#); ["Mark White"](#); ["Vicki Alexander"](#); ["Warren Masters"](#)  
**Subject:** Smith Street Proposed Speed Limit Change.  
**Date:** Saturday, 26 November 2022 2:20:56 PM  
**Attachments:** [image001.png](#)  
[0.png](#)

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Good morning Shane,

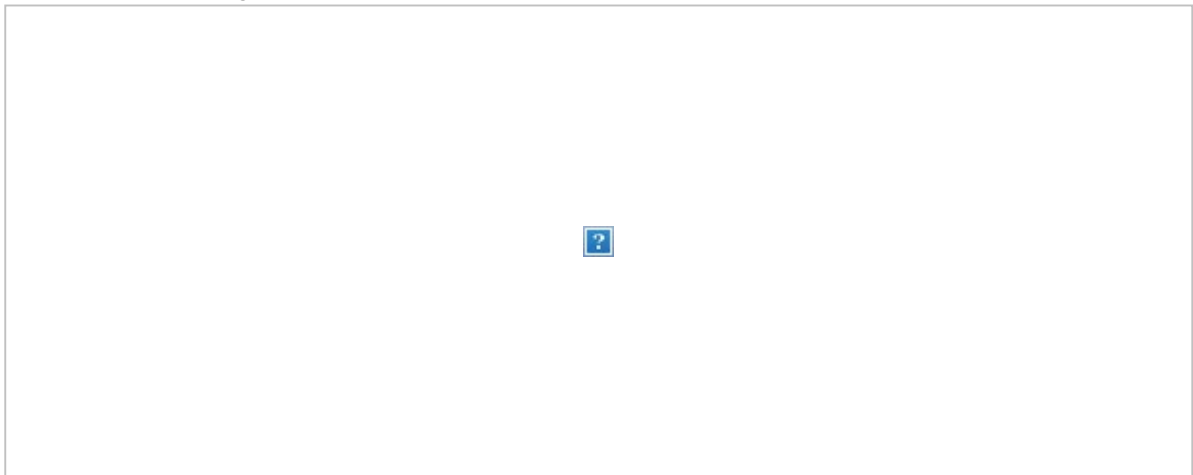
Just a quick email to let you know that our Canterbury/West Coast Automobile District Council are in agreement to the proposed speed limit reduction on Smith Street. The intensification of land use in the area makes this a sensible decision.

Best Regards,

John Skevington.

Chair....Canterbury/West Coast Automobile Association District Council.

Jo Ruane & John Skevington



**From:** [John Bond](#)  
**To:** [Shane Binder](#)  
**Subject:** RE: Smith Street speed limit reduction consultation - Road Transport Association  
**Date:** Wednesday, 16 November 2022 8:52:02 AM  
**Attachments:** [image002.png](#)  
[image003.jpg](#)  
[0.png](#)

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Good morning, Shane.

After discussing the proposed change with our local operators and senior management, we agree that the proposed speed change for the area to a 50km/h, makes sense.

The sports grounds and the development for the industrial site with new businesses are not all in 50km/h area now.

We have also considered the wellbeing of the residence, exiting out of Tunas Street, as well as the other streets entering Smith Street, making this safer as well.

The change will not unduly impact Commercial traffic, as there is really no linehaul usage, however the usual suburban deliveries, supermarkets and the likes, have two other routes that are all 50km/h areas now.

Even though we are aware that this is a major arterial for light vehicles from Rangiora to Northern Kaiapoi, their journey will be slowed for only a short period.

Therefore, we are happy to support this change going ahead.

Regards

**John Bond**

Regional Sector Advisor  
Ia Ara Aotearoa Transporting New Zealand Incorporated  
Ph 027 444 8136 or [john@transporting.nz](mailto:john@transporting.nz)

Head Office; PO Box 1778 Wellington, 6140  
[info@transporting.nz](mailto:info@transporting.nz)  
[www.transporting.nz](http://www.transporting.nz)



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**From:** Shane Binder <[shane.binder@wmk.govt.nz](mailto:shane.binder@wmk.govt.nz)>  
**Sent:** Wednesday, 9 November 2022 4:30 PM  
**To:** John Bond <[john@transporting.nz](mailto:john@transporting.nz)>  
**Subject:** Smith Street speed limit reduction consultation - Road Transport Association

Hi John. Please find attached details on a proposed reduction of the speed limit on Smith Street in Kaiapoi in response to urban development and a new traffic signal presently under construction on the south side of the corridor. Feel free to reach out if you have any questions or provide feedback at <https://letstalk.waimakariri.govt.nz/>  
Regards,  
Shane Binder

**Shane Binder** | Transportation Engineer

Roading

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Mobile: +64272413243



**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

**FILE NO and TRIM NO:** RDG-32-115-01 / 230131011994

**REPORT TO:** WOODEND SEFTON COMMUNITY BOARD  
KAIAPOI TUAHIWI COMMUNITY BOARD

**DATE OF MEETING:** 13 March 2023  
20 March 2023

**AUTHOR(S):** Kieran Straw – Civil Projects Team Leader  
Glenn Kempton – Senior Project Engineer  
Joanne McBride – Roading & Transportation Manager

**SUBJECT:** Approval of Scheme Design for Consultation – Transport Choices Project 1  
- Woodend to Kaiapoi Cycleway

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

  
General Manager

  
Acting Chief Executive

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**1. SUMMARY**

- 1.1. This report is seeking approval of the scheme design for the Woodend to Kaiapoi Cycleway for the purposes of consultation with the directly impacted residents, and stakeholders.
- 1.2. The route is providing a safe walking and cycling link between Kaiapoi and Woodend, via Ranfurly Street, Old North Road, and utilising currently unformed sections of road reserve in both Old North Road, and Sandhills Road before continuing along Woodend Beach Road and State Highway one (SH1) through Woodend to School Road.
- 1.3. The route varies slightly from the approved one the Walking and Cycling Network Plan, by utilising Ranfurly Street (Walker Street to Smith Street) as the connection to Smith Street in lieu of Walker Street and Bridge Street.

Attachments:

- i. Scheme Design Drawing Set (Trim No. 230216020667).
- ii. Community Engagement Plan (Trim No. 230131012350).
- iii. Walking & Cycling Network Plan – Let’s Talk Notice (TRIM 230130011354).
- iv. Drawing showing the relationship between Project 1 and Project 3 (Trim No. 230302028912).

**2. RECOMMENDATION**

**THAT** the Board:

- (a) **Receives** Report No. 230131011994.
- (b) **Recommends** to the Utilities and Roading Committee that it:
  - i. **Approves** the Scheme Design as per Attachment i of this report for the purposes of consultation.
  - ii. **Approves** the amendment of the Walking and Cycling Network Plan to include Ranfurly Street (between Walker Street and Smith Street) in lieu of Walker Street and Bridge Street.

- iii. **Approves** the change in priority at the Ranfurly Street / Dale Street intersection, with Dale Street being required to “STOP” for traffic on Ranfurly Street and Old North Road.
- iv. **Approves** the implementation of a “Give Way” priority control at the Sandhills Road / Fullers Road intersection, giving the Sandhills Road traffic priority.
- v. **Notes** that the Scheme Design is based on an Off-Road shared Path for the full length of Old North Road.
- vi. **Notes** that staff will present the approved Scheme Design to directly impacted residents and stakeholders for feedback.
- vii. **Notes** that district wide consultation completed mid 2022 included two options to get this cycleway from Smith Street to Pineacres, and that “Option B” is the option preferred by staff and recommended within this report.
- viii. **Notes** that feedback from the consultation will be fed into the Detailed Design, and that the Detailed Design will be reported back to the Community Boards and the Utilities and Roading Committee in May 2023 for their approval before procurement begins.
- ix. **Notes** that the scheme design requires the removal of five on-street car parking spaces on Ranfurly Street at Sidey Quay and that the final approval of any parking spaces to be removed will be included within the detailed design report in May 2023.
- x. **Notes** that any parking removal as result of the Scheme Design will be communicated with the immediate adjacent residents.
- xi. **Notes** that upon acceptance of this report, the Council's Property Team will commence work with various stakeholders to create new easements as required to allow the route to progress, and that the relevant stakeholders are willing to support the project.
- xii. **Notes** that the recommendations within this report will require the reclamation of road reserve currently occupied by private residencies along Old North Road, and that this has been discussed with the relevant property owners.
- xiii. **Notes** that staff are working closely with Waka Kotahi to co-ordinate this cycleway project with the planned Woodend Safety Improvement project that is currently being designed.
- xiv. **Notes** that this project is funded through the “Transport Choices” funding stream (which is still subject to final signing and confirmation), and this requires that all works is complete by June 2024.
- xv. **Notes** that the funding agreement between Waka Kotahi and the Waimakariri District Council is dependent on the site having been through an independent Road Safety Audit process, which will proceed upon acceptance of this report, and that the safety audit may result in further minor design changes.
- xvi. **Notes** a small piece of land will be required for the purposes of constructing the cycleway, and that staff upon approval of this report will enter negotiations with the relevant land owners to purchase the required land, noting that a report approving purchase will be brought back to Council.

### 3. **BACKGROUND**

- 3.1. The Waimakariri District Council have committed to improving multi-modal transport options throughout the District. The intention is to provide safe and accessible facilities which encourage active movements within the community.

- 3.2. The Walking and Cycling Network Plan has been derived to deliver upon the actions which were agreed and endorsed in the Waimakariri Walking and Cycling Strategy 2017-2022. The vision of this strategy is “Waimakariri residents choose to walk and cycle, and that the environment is friendly, safe and accessible for walkers and cyclists”. Overall, the aim of the strategy is to encourage walking and cycling, both for recreational and commuter travel. This policy was developed with alignment to Regional Transport Plans and other national/regional policy documents.
- 3.3. A previous report was taken to All Boards in August 2021 seeking approval to consult on the draft Walking and Cycling Network Plan. Refer to TRIM No. 210920151361 for further background information.
- 3.4. The Walking and Cycling Network Plan went to district-wide consultation in mid 2022. Within this consultation document (attachment iii), there was two options for the section of the cycleway between Smith Street and Pineacres corner. These options were:
- Option A: Lower Camside Road
  - Option B: Old North Road

Williams Street was also included as an option for cyclists with a higher confidence level.

Feedback from the consultation did not provide a preference for one route over the other. Therefore staff are recommending the most direct route with the lower cost and programme risk as the recommend option within this report.

- 3.5. Following this district wide consultation, a further report was taken to the Boards and then the Council in October 2022 seeking adoption of the Walking and Cycling Network Plan, and associated Infrastructure Prioritisation Programme. This was adopted.
- 3.6. At the time of the adoption of the Walking and Cycling Network Plan, there was a Council funded budget of \$660,000 within the 2023 / 2024 financial year for all the “Priority One” sites. This budget was inadequate for this work, so it was also noted within that report that additional funding was being sought through Waka Kotahi “Transport Choices” of the following links:

- xvii. Woodend to Pegasus / Ravenswood;
- xviii. Kaiapoi to Woodend
- xix. Railway Road/Torlesse Street/Coronation Street/Ellis Road/Country Lane;
- xx. Ashley Street/Ivory Street/Percival Street/Southbrook Road;
- xxi. Tram Road (School path);
- xxii. McHughs Road/Mandeville Road (Sportsground path);

- 3.7. The Waimakariri District Council’s funding application was approved for all links, with funding agreements yet to be confirmed.

#### **4. ISSUES AND OPTIONS**

- 4.1. The Scheme Design for this cycleway route has been broken into sections and described below. The following descriptions should be read in conjunction with Attachment i of this report.

##### 4.1.1. Smith Street

The proposed cycleway commences at the existing stop bank walkways. This provides good connectivity to the Passchendaele Memorial Path, the Christchurch Norther Corridor Cycleway (via Peraki Street), and the Kaiapoi town centre.

Two new ramps from the existing stop-bank walkway will be required to provide a safe connection down from the walkway to a new refuge cross point on Smith Street. It appears as if there is sufficient room to construct this balancing the needs of stopbank integrity, separation from traffic and cyclist manoeuvrability, but the design is yet to be confirmed with Environment Canterbury (ECan) staff. The refuge is to be located within the existing right turn lane on approach to Charles Street (note the right turn to Charles Street will remain).

#### 4.1.2. Ranfurly Street

A shared use path will extend alongside Wyllie Park, with a minor encroachment at the northern end which has been agreed with greenspace. Then the path crosses to the eastern side of Ranfurly Street at the existing crossing location. Improvements to this require the loss of five parking spots.

For the remaining length of Ranfurly Street, the cycleway will be a separated bi-directional facility constructed in the current berm. This cycle path will be separated from the parking lane by kerb separators. This design maintains parking on both sides of Ranfurly Street. Note that this alignment has been designed with the possible Disc Golf facility in mind, and existing parking is maintained.

At the Dale Street intersection, the cycleway is proposed to have priority across the intersection. This will require that a Stop sign be installed at the Dale Street, giving priority to Old North Road traffic, and the cycleway. It is noted that the most recent Average Daily Traffic count is 1,200 vehicle per day (VPD) for Ranfurly Street (south of the intersection), 770 VPD for Dale Street, and 310 VPD for Old North Road.

While it is acknowledged that this change will give priority to the lesser volume of traffic, it is considered that this risk is relatively low. Firstly, the risk of increasing traffic on Old North Road will be partially mitigated with regular warts profiles. Secondly, it is likely that Dale Street is being used as a 'rat run' and changing the priority would encourage traffic to stay on Williams Street. However, if the further feedback finds a strong objection, then a redesign is possible which would shift the crossing of Dale street further from the intersection and retain priority for vehicular traffic.

#### 4.1.3. Old North Road (formed length)

A 3.0m shared path is to be constructed along the eastern side of Old North Road. The southern section of this can be completely encompassed within road reserve. However, the northern section of this road has been partially occupied to a width of approx. 5m by seven landowners, and the remaining road reserve is too narrow. Therefore, this will require the reclamation of road reserve currently occupied by adjacent property owners.

Preliminary discussions with the adjacent property owners has been held and was very positive. All of the landowners (including those with a significant effect) were aware of the fact that they are occupying road reserve, and also about the intended cycleway, and they were all open to discussing the concept in a positive light with only minor queries about gates and fences.



In addition, there were concerns about drainage issues, and speed of motor vehicles. Therefore, the scheme design will include provision for minor drainage improvements associated with the shared path, and provision for speed humps to discourage high vehicle speeds.

Also, the budget now appears as if it will be sufficient for the off-road shared path, and so the shared path concept is able to proceed.

As the off-road shared path approaches the Kaiapoi Lakes, the path will deviate from the roadside, and pass through the Lakes reserve.

#### 4.1.4. Old North Road (unformed)

A 3.0m wide sealed path is to be constructed across Council reserve at No. 471 Williams Street before continuing up the unformed paper road.

Note that there is an existing easement on part of No. 471 Williams Street, so the proposed alignment is being installed to avoid the existing easement. While it would be slightly less excavation to install the shared path up the existing track across the easement, this would require agreement with the beneficiary of the easement regarding rights and access. The staff have attempted to contact him without success to date. Therefore in the interests of timeliness and reducing complexity, the proposed path is located on the Council reserve.

At the northern end of the site, the paper road has been legally stopped, and will require an easement with Waka Kotahi to allow the construction to proceed. Waka Kotahi have expressed their support of this, and Councils Property Team will be working with Waka Kotahi upon acceptance of this report.

#### 4.1.5. Pineacres Intersection

The shared path is designed to work in with the proposed Waka Kotahi roundabout at the Pineacres intersection, once the roundabout has been built. In the interim, a crossing of Williams Street will be constructed to the east of the existing junction, and this will be removed once the roundabout work progresses.

The required detail to facilitate a safe alignment past Pineacres restaurant will be finalised once the concept is accepted.

A property owner has been approached in regard to either selling, or allowing an easement along the highway frontage of their property for the purposes of constructing this cycleway. Initial conversations with the has been very positive. Staff are now carrying out a valuation process, after which a Memorandum of Agreement will be sought. Until that is signed, the exact alignment of this link remains unconfirmed. If required, the backup location is within the road reserve, adjacent to State Highway One.

#### 4.1.6. Sandhills Road (unformed)

The 3.0m sealed path is proposed to continue up the unformed section of Sandhills Road. To prevent bisecting the existing paddock at No. 780 Main North Road, an agreement is to be discussed with Christchurch Ready Mix to allow the path to be constructed outside of the paper road reserve, with the intention an easement.

A further agreement with Ready Mix is proposed at No. 808 Main North Road to minimise the disruption to the Ready Mix Operations.

North of the Ready Mix yard, the shared path will remain within the road reserve, until it joins with the formed section of Sand Hills Road.

Staff have been in discussions with residents that back onto the unformed road reserve and will be taking their concerns and feedback into account during the detailed design of the path, its location, and options for privacy and security planting.

#### 4.1.7. Sandhills Road (formed)

The shared path will continue along the formed length of Sandhills Road. At the Fullers Road intersection, which is currently uncontrolled, staff are proposing to install a Give Way on Fullers Road, which will give priority to motor vehicles using Sandhills Road, coming from the State Highway.

In order to fit the shared path alongside the road, the road carriageway requires realignment at several bends. At these locations, the seal will be widened on the outside of the bend to create space to install the shared path on the eastern side of Sandhills Road, maintaining a separation of at least 1.5m along the full length to Woodend Beach Road.

Due to the adjacent land contours, the separated shared path will undulate over roadside dunes, and may require short lengths of retaining structures to support the shared path.

#### 4.1.8. Woodend Beach Road

An existing section of the Jill Creamer Trail, between Sandhills Road and Woodend will be widened and sealed. Waka Kotahi are designing an amended alignment at the Woodend Beach / SH1 intersection. For the short term, the path will remain on its current alignment, however the long term proposal will work with the proposed Waka Kotahi roundabout at Woodend Beach Road / Main North Road intersection.

#### 4.1.9. Main Road Woodend (SH1)

This section up State highway One is intended to provide a safe off-road link up to the existing signalised crossing location to allow cyclists to connect to School Road, and on to the Rangiora Woodend Road shared path, or north to the Pegasus to Ravenswood path, if desired.

Where the existing footpath is of insufficient width to be a shared path, this will be widened, and the existing shared path will have additional signage and markings added at vehicle entrances, along with speed humps or fence modification at vehicle entrances where intervisibility between path users and drivers exiting their properties is inadequate.

Note that some of these properties are occupying road reserve, therefore staff will work with these property owners to determine the best outcome for each individual property.

#### 4.2. Implications for Community Wellbeing

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

The addition of walking and cycling infrastructure encourages a greater uptake of walking and cycling, both for commuters and recreation. An uptake in walking and cycling also contributes to improved health and wellbeing of members within the community. Further to this, including infrastructure which caters for a wide range of skill levels encourages less confident cyclists, who may have otherwise chosen to travel via motor vehicle, to use the provided facilities.

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

### 5. **COMMUNITY VIEWS**

#### 5.1. **Mana whenua**

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

The cycleway passes through road reserve immediately adjacent to Māori Reserve Land, which includes the Old North Road Urupa. The proposed alignment also includes a proposed easement over No. 780 Main North Road, which is owned by ReadyMix. This land is considered Māori Reserve.

Mahaanui Kurataiao have been engaged to carry out an assessment to accompany the archaeological authority that will be required to complete the work. This process is ongoing and there remains a risk that the design and / or alignment may need to change subject to consultation with the Runanga.

#### 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.

Initial conversations have been had with Waka Kotahi, Christchurch Ready Mix, and Pineacres Holiday Park Their feedback has been taken on board, while the Scheme Design (attachment i) of this report will be presented to all directly impacted residents and stakeholders.

As yet staff have not met with ECan about the work on the stopbank on the south side of Smith St. This meeting is being arranged.

In addition, the residents who currently occupy road reserve on Old North Rd have been met with or spoken to, and issues and concerns are being considered and will be reported on.

In particular, the following conversations are highlighted:

##### Waka Kotahi

Staff have been working with Waka Kotahi to co-ordinate the design of the cycleway with the proposed Woodend Safety Improvements, and to a lesser extent, the proposed Woodend Bypass.

As part of the proposed Woodend Bypass project, the northern section of the unformed Old North Road was stopped and designated for the bypass in the future. In order to secure this alignment, a Memorandum of Agreement is to be drafted, and agreed with Waka Kotahi.

Waka Kotahi have not voiced any concerns with this and are supportive of the project.

#### Christchurch Ready Mix

Staff have been working with Christchurch Ready Mix regarding two separate locations in regards to the alignment of the Sandhills paper road that is currently occupied by Christchurch Ready Mix.

The easements will allow the continued use of the existing paper road by Ready Mix, and for the alignment to pass through their property without impacting on the operations of Ready Mix, as well as preserving the existing paper road alignments.

#### Pineacres Holiday Park

Staff have been working with the Pineacres Holiday Park. The owners are generally supportive of the proposal.

#### Property Owner (No. 143A Old North Road)

This property owner has an existing access easement over the council owned property at 471 Williams Street, Kaiapoi. Staff have been unable to contact the property owner and have altered the proposed alignment to avoid the existing easement over No. 471 Williams Street.

The path alignment along the unformed paper road will be clear of the access track that currently exists to access No. 143A Old North Road.

As a result, the property owner of No. 143A Old North Road will not be adversely impacted by the design.

#### ECan

The proposed design requires the installation of ramps within the ECan stop bank on Smith Street. ECan have been approached for comment, and staff are seeking the required approvals for this.

### 5.3. **Wider Community**

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

Feedback from the wider community was reported on during the consultation of the proposed route selection as part of the Walking and Cycling Network Plan. It is not considered necessary to consult the wider community on the Scheme Design of the proposed facilities.

Feedback from the adjacent residents will be reported on when the Detailed Design is presented for approval in May 2023, however staff have discussed the proposal with property owners along the eastern side of Old North Road.

Seven properties (No 68 to 110 Old North Road) currently occupy road reserve. The proposed alignment will require the reclamation of this area. Early discussions with these property owners has been positive, and staff will work with the individual property owners to remove vegetation and relocate fences as required.

Note that at the time of preparing this report, staff are yet to approach the Kaiapoi Golf Club in regards to mitigation of risk associated with the cycleway alongside the golf course.

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

### 6.1. **Financial Implications**

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

The Council has been informed that it has been successful in receiving Transport Choices funding of \$3,000,000 for this project but this is subject to the "Transport Choices" funding agreement, which is yet to be confirmed.

The funding application is based on the estimate below:

<b>Activity</b>	<b>TOTAL Estimated Cost (\$)</b>
Project Management	60,000
Communications and engagement	10,000
Monitoring and evaluation	35,000
Investigate / Design / Safety Audits	110,000
Statutory processes/consents/approvals	15,000
Implementation (TTM, construction, adaptation/maintenance costs before June 2024)	2,270,000
Contingency (20%)	500,000
Local share contribution (33% from Better Off Funding)	
<b>TOTAL</b>	<b>\$3,000,000</b>

### 6.2. **Sustainability and Climate Change Impacts**

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

Creating a safe and accessible walking and cycling network, which comes with improving infrastructure, increases the uptake of these activities for both recreational and commuter users. This results in a subsequent decrease in the number of people using single occupancy vehicles, particularly for shorter trips. This comes with many benefits, including health and the reduction of greenhouse gas emissions.

### 6.3 **Risk Management**

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

There is a risk that the funding will be reduced or removed. This will be managed by delaying key commitments until after the funding is confirmed. However, we need to proceed in the interim in order to meet the very tight timeframes.

There is a risk that residents may not favour the inclusion of a facility along their street. To minimise this risk, staff will begin engaging with residents during the design phase of facilities. This will show residents exactly what is proposed along the road corridor and enable them to notify staff early on if there are aspects which they are not in favour of. This feedback will be fed directly into the design process and reported back to the Boards and the Utilities and Roading Committee in May 2023.

There are risks that accidents will occur along the proposed cycleway, due to the increased use by cyclists, and potential for conflicts with vehicles. This needs to be carefully managed through a mixture of good design, signage and education, which should minimise these risks. However, a residual risk will remain, and this needs to be recognised.

There is a risk that objections to the location or the design of the cycleway will delay the project to the point that it cannot be constructed in time. This needs to be managed by open communication with affected stakeholders, seeking to mitigate their issues. However even with these actions, this remains a risk.

### 6.3 **Health and Safety**

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

The Scheme Design that is included as attachment i of this report has yet to go through an independent Road Safety Audit. Staff will send these drawings for auditing upon approval of this report, and in conjunction with the consultation phase.

Contractors engaged for the works will be required to be SiteWise registered, and complete Site Specific Safety Plans prior to commencing works on site.

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

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

### 7.2. **Authorising Legislation**

Local Government Act 2002

### 7.3. **Consistency with Community Outcomes**

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

Public spaces and facilities are plentiful, accessible and high quality, and reflect cultural identity.

- There are wide-ranging opportunities for people to enjoy the outdoors.
- The accessibility of community and recreation facilities meets the changing needs of our community.

Core utility services are sustainable, resilient, affordable, and provided in a timely manner.

- Climate change considerations are incorporated into all infrastructure decision-making processes.

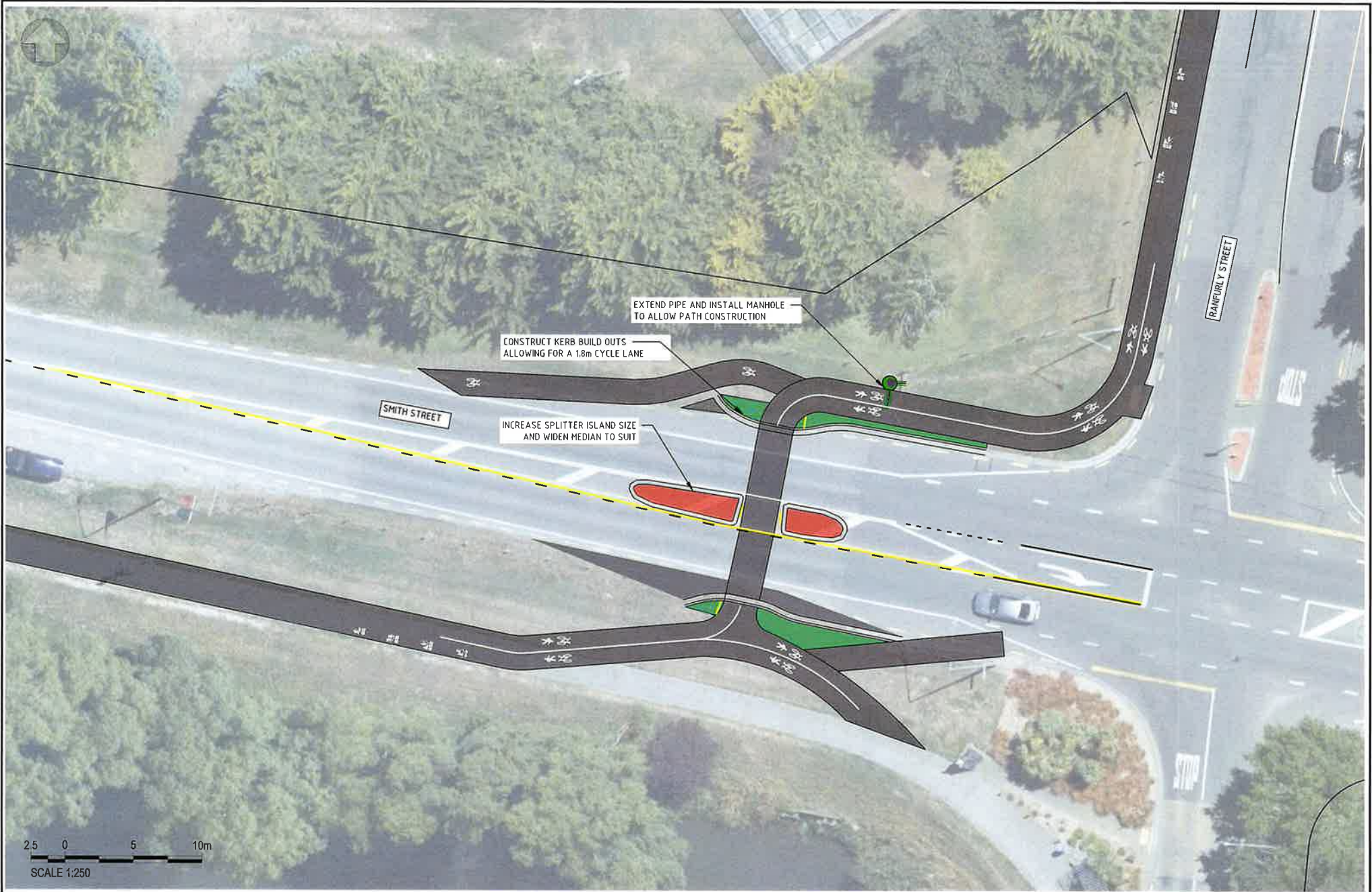
Transport is accessible, convenient, reliable, and sustainable.

- The standard of our District's transportation system is keeping pace with increasing traffic numbers.
- Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

### 7.4. **Authorising Delegations**

The Community Boards are responsible for considering any matters of interest or concern within their ward area and making a recommendation to Council.

The Utilities and Roading Committee have the Delegations to accept this report, and approve the Scheme Design of this cycleway.



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	GK	KB	JM	26/01/2023

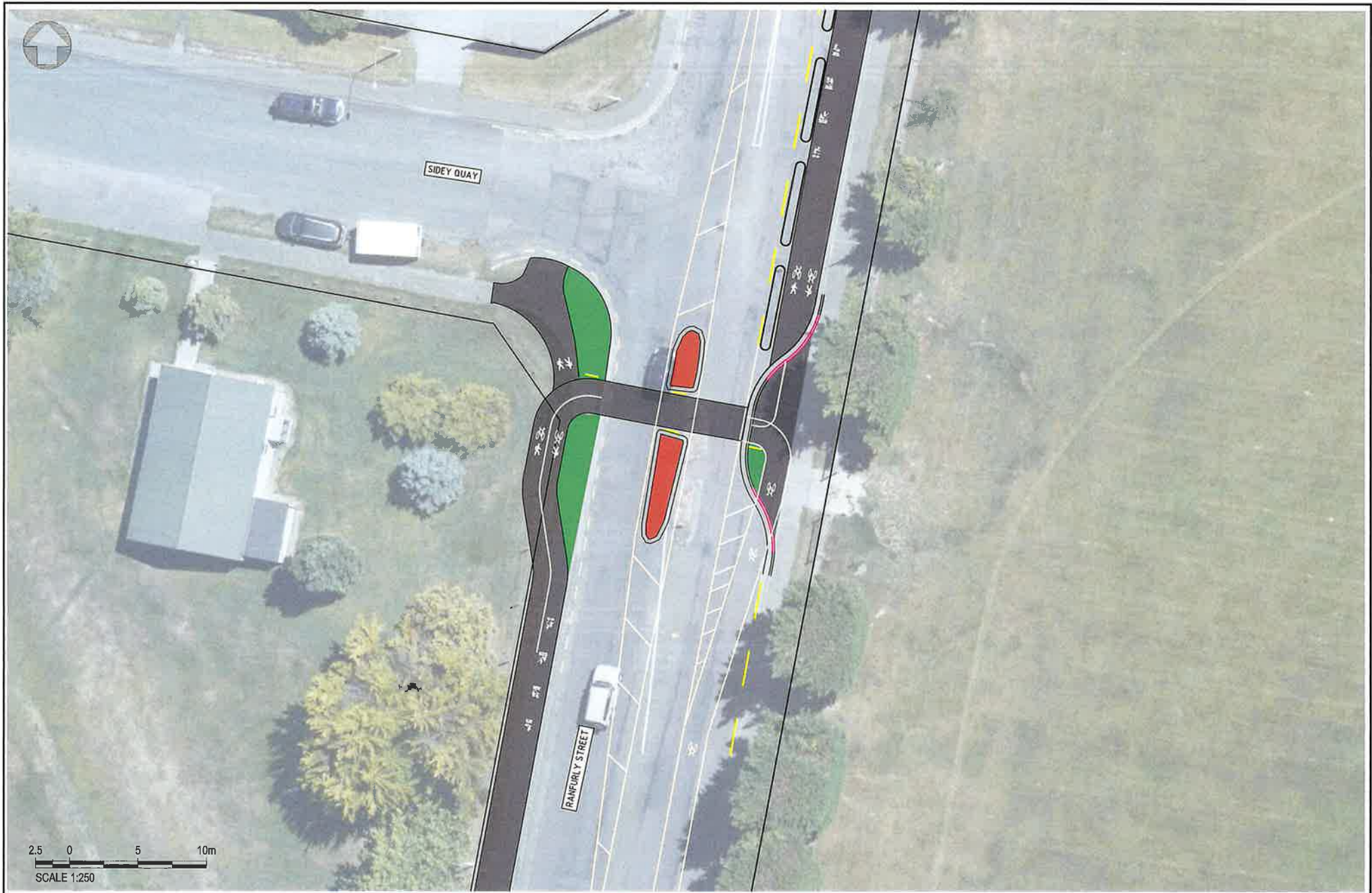
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DRAWN	GK	26/01/2023	CON No	--
DRAWING CHKD	KB	-/-/2023	SCALE (A3)	1:250
DESIGNED	--	-/-/2023	DATUM ORIGIN	--
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APPROVED	--	-/-/2023	VERTICAL	--



PROJECT  
 KAIAPOI TO WOODEND  
 SHARED PATH

SHEET TITLE  
 RANFURLY STREET  
 SMITH STREET INTERSECTION  
 SCHEME DESIGN

**PRELIMINARY**  
 NOT FOR CONSTRUCTION  
 DRAWING 4348  
 SHEET 01 REVISION A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	GK	KS	JM	20/01/2023

SURVEYED	--	--	PROJECT No	PD001949
DRAWN	GK	26/01/2023	CON No	--
DRAWING CHKD	KS	--/--/2023	SCALE (A3)	1 250
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DESIGNED CHKD	--	--/--/2023	HORIZONTAL NZTM GD0000	--
APPROVED	--	--/--/2023	VERTICAL	--



PROJECT  
KAIAPOI TO WOODEND  
SHARED PATH

SHEET TITLE  
RANFURLY STREET  
SIDEY QUAY INTERSECTION  
SCHEME DESIGN

<b>PRELIMINARY</b>	
NOT FOR CONSTRUCTION	
DRAWING	4348
SHEET	REVISION
02	A





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	GK	KS	JM	25/01/2023

SURVEYED	—	—	PROJECT No	P0001949
DRAWN	GK	25/01/2023	CON No	—
DRAWING CHKD	KS	-J-2023	SCALE (A3)	1:250
DESIGNED	—	-J-2023	DATUM ORIGIN	—
DESIGNED CHKO	—	-J-2023	HORIZONTAL NZTM GD2000	—
APPROVED	—	-J-2023	VERTICAL	—



PROJECT  
KAIAPOI TO WOODEND  
SHARED PATH

SHEET TITLE  
RANFURLY STREET  
CROSS SECTION  
SCHEME DESIGN

<b>PRELIMINARY</b>	
NOT FOR CONSTRUCTION	
DRAWING	4348
SHEET	REVISION
03	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	GK	KS	JM	26/01/2023

SURVEYED	---	PROJECT No	P0001949
DRAWN	GK	CON No	---
DRAWING CHKD	KS	SCALE (A3)	1:250
DESIGNED	---	DATUM ORIGIN	---
DESIGNED CHKD	---	HORIZONTAL NZTM GD2000	---
APPROVED	---	VERTICAL	---



PROJECT	KAIAPOI TO WOODEND SHARED PATH
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SHEET TITLE	RANFURLY STREET CROSS SECTION SCHEME DESIGN
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<b>PRELIMINARY</b> NOT FOR CONSTRUCTION	
DRAWING	4348
SHEET	REVISION
04	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	GK	KS	JM	26/01/2023

SURVEYED	---	---	PROJECT No	PD001948
DRAWN	GK	26/01/2023	CON No	---
DRAWING CHKD	KS	-/-/2023	SCALE (A3)	1:250
DESIGNED	---	-/-/2023	DATUM ORIGIN	---
DESIGNED CHKD	---	-/-/2023	HORIZONTAL NZTM GD2000	---
APPROVED	---	-/-/2023	VERTICAL	---



PROJECT	KAIAPOI TO WOODEND SHARED PATH
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SHEET TITLE	RANFURLY STREET DALE STREET SCHEME DESIGN
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<b>PRELIMINARY</b>	
NOT FOR CONSTRUCTION	
DRAWING	4348
SHEET	05
REVISION	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	GK	KS	JM	26/01/2023

SURVEYED	---	---	PROJECT No	PD001949
DRAWN	GK	26/01/2023	CON No	---
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DESIGNED	---	-1-/2023	DATUM ORIGIN	---
DESIGNED CHKO	---	-1-/2023	HORIZONTAL NZTM GD2000	---
APPROVED	---	-1-/2023	VERTICAL	---



PROJECT	KAIAPOI TO WOODEND SHARED PATH
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SHEET TITLE	RANFURLY STREET DALE STREET SCHEME DESIGN
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<b>PRELIMINARY</b> NOT FOR CONSTRUCTION	
DRAWING	4348
SHEET	REVISION
06	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	GK	KS	JM	28/01/2023

SURVEYED	---	---	PROJECT No	PD001949
DRAWN	GK	28/01/2023	CON No	---
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DESIGNED	---	28/01/2023	DATUM ORIGIN	---
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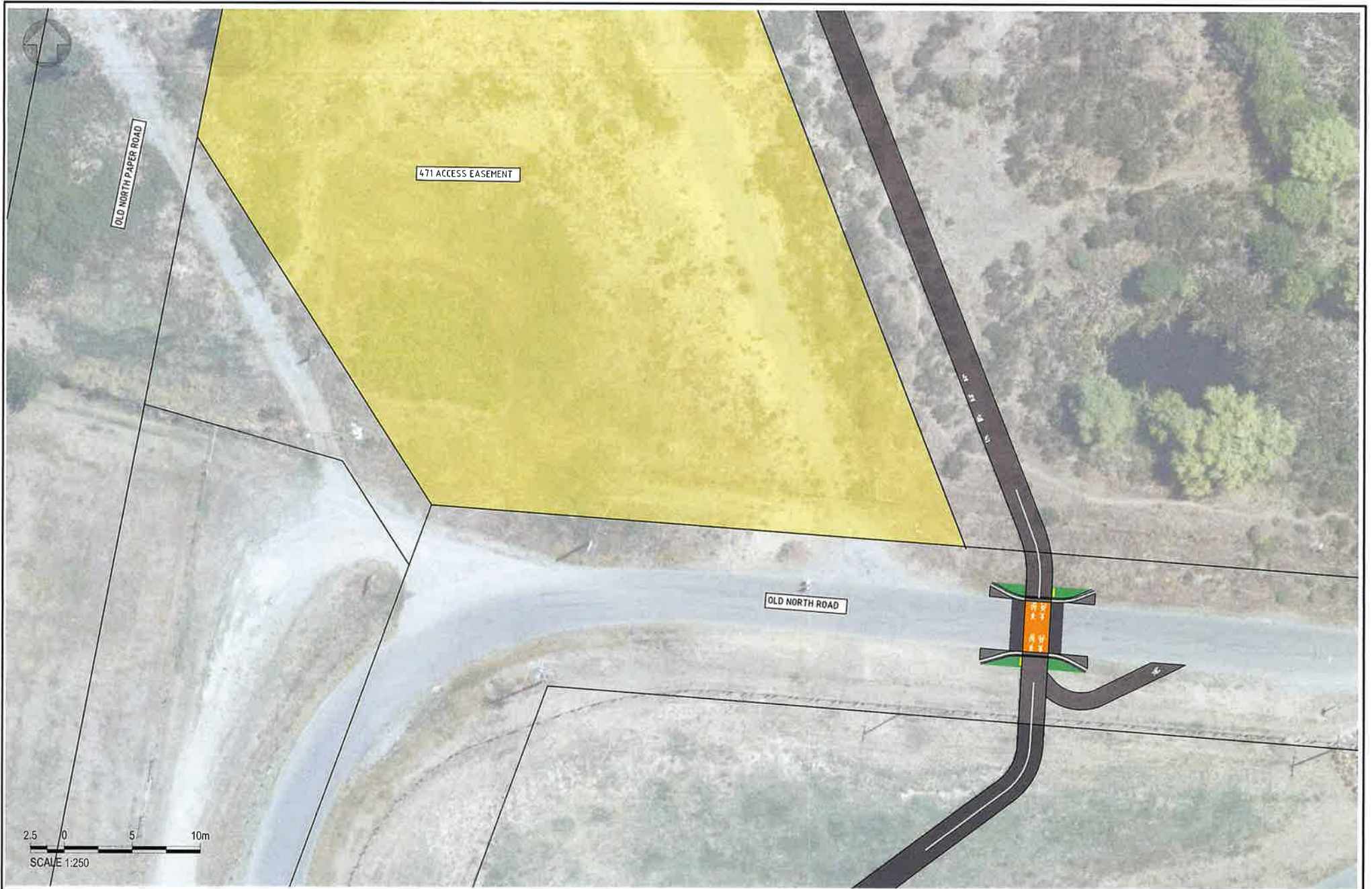


PROJECT	KAIAPOI TO WOODEND SHARED PATH
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SHEET TITLE	OLD NORTH ROAD SCHEME DESIGN
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<b>PRELIMINARY</b>	
NOT FOR CONSTRUCTION	
DRAWING	4348
SHEET	REVISION
07	A

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REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	GK	KS	JM	26/01/2023

SURVEYED	---	---	PROJECT No	PD001949
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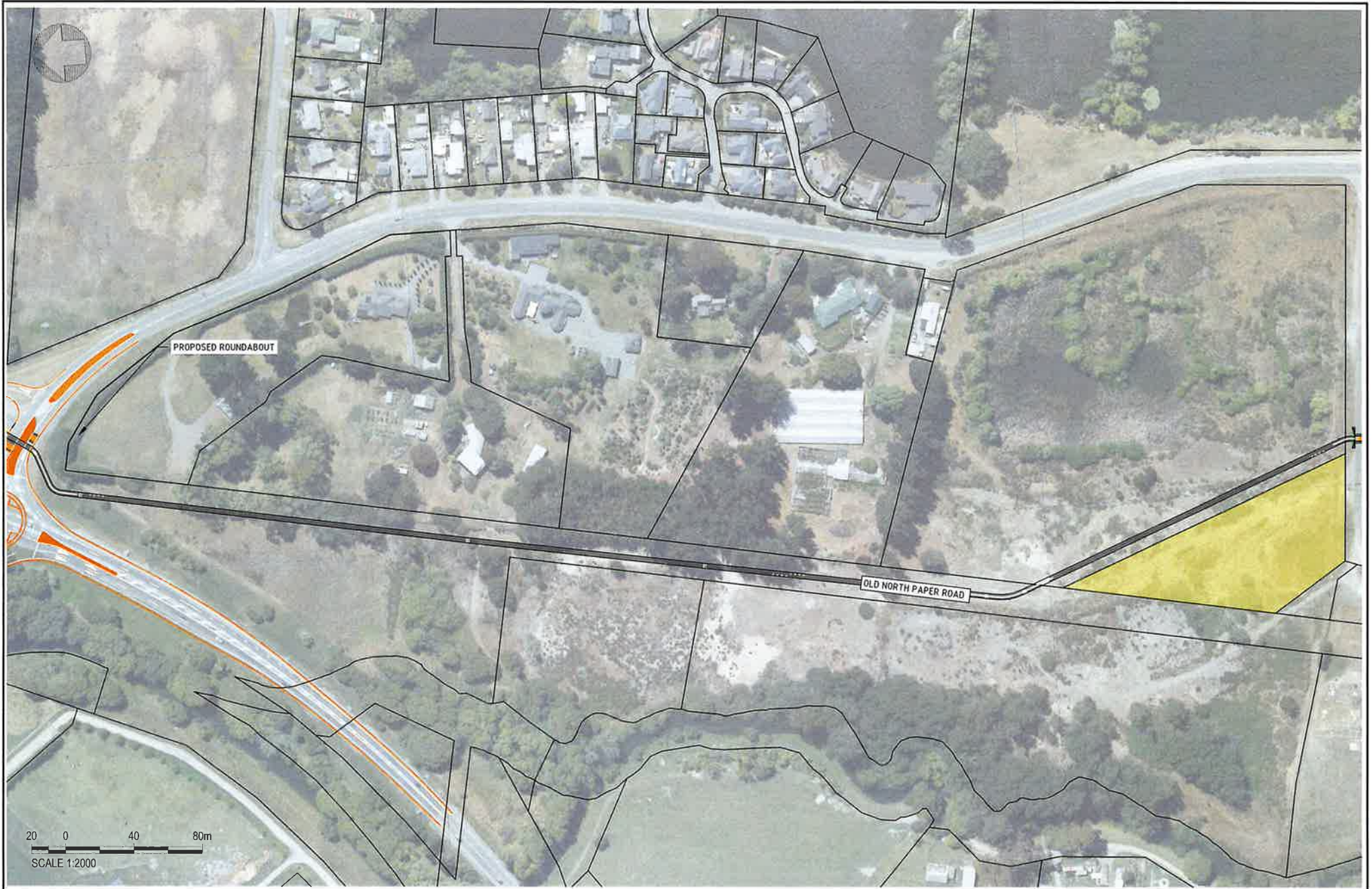


PROJECT	KAIAPOI TO WOODEND SHARED PATH
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SHEET TITLE	OLD NORTH ROAD ONTO PAPER ROAD SCHEME DESIGN
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<b>PRELIMINARY</b> <small>NOT FOR CONSTRUCTION</small>	
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REV	REVISION DETAILS	DRN	CHK	APP	DATE
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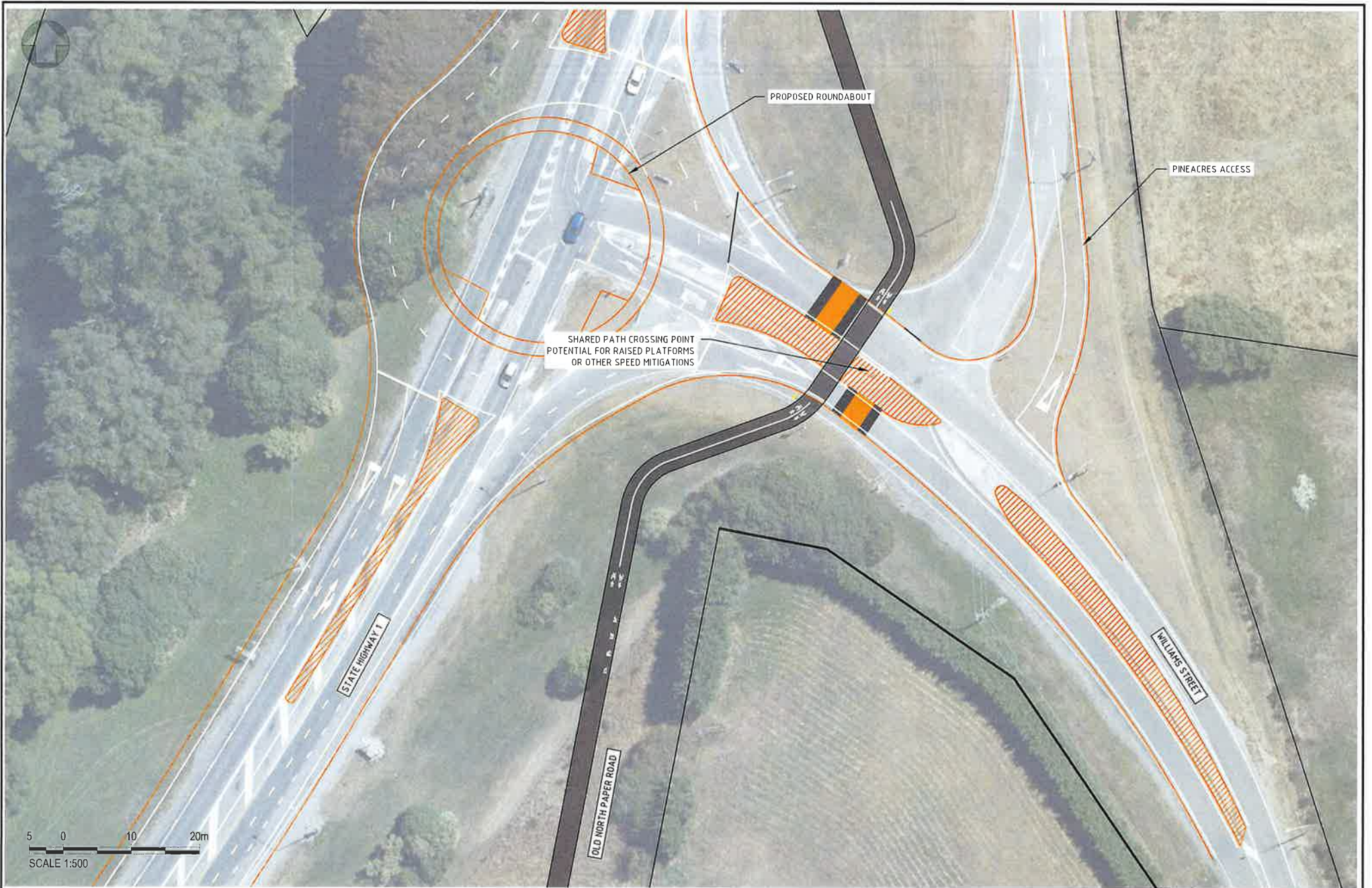
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APPROVED	--	-/-/2023	VERTICAL	--



PROJECT  
 KAIAPOI TO  
 WOODEND  
 SHARED PATH

SHEET TITLE  
 OLD NORTH ROAD  
 PAPER ROAD  
 SCHEME DESIGN

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REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	GK	KS	JM	26/01/2023

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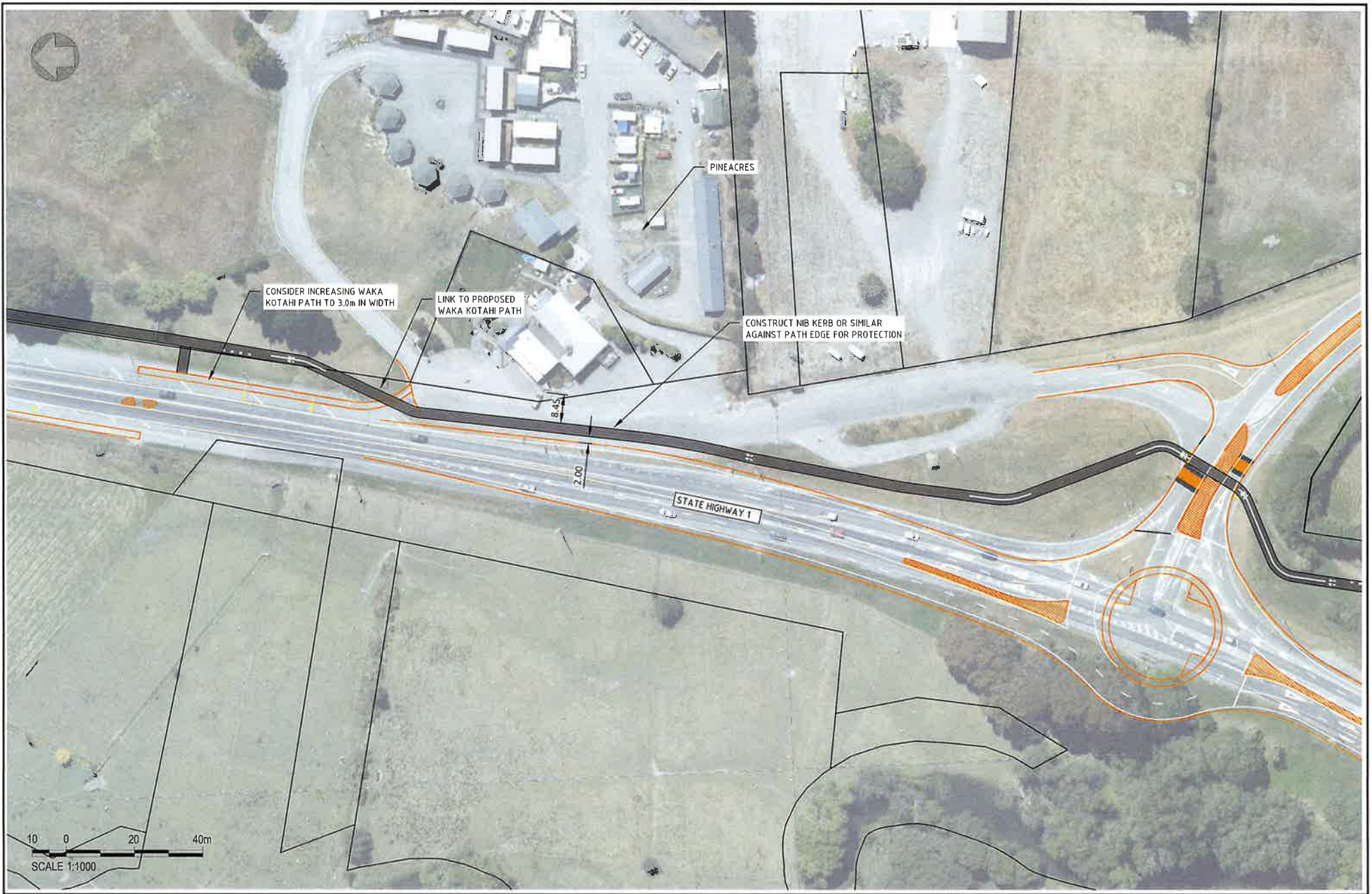
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 KAIAPOI TO WOODEND  
 SHARED PATH

SHEET TITLE  
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REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	GK	KS	JM	26/01/2023

SURVEYED	---	---	PROJECT No	PD001948
DRAWN	GK	26/01/2023	CON No	---
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DESIGNED CHKD	---	-/-/2023	HORIZONTAL NZTM GD2000	---
APPROVED	---	-/-/2023	VERTICAL	---



PROJECT	KAIAPOI TO WOODEND SHARED PATH
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SHEET TITLE	OUTSIDE PINEACRES SCHEME DESIGN
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<b>PRELIMINARY</b> <small>NOT FOR CONSTRUCTION</small>	
DRAWING	4348
SHEET	11
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REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	GK	KS	JM	26/01/2023

SURVEYED	---	---	PROJECT No	PD001848
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APPROVED	---	26/01/2023	VERTICAL	---



PROJECT	KAIAPOI TO WOODEND SHARED PATH
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SHEET TITLE	STATE HIGHWAY 1 NEAR READYMIX SCHEME DESIGN
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SHEET	REVISION
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REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	GK	KS	JM	26/01/2023

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APPROVED	--	-J-2023	VERTICAL	--



PROJECT	KAIAPOI TO WOODEND SHARED PATH
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SHEET TITLE	READY-MIX CONCRETE CROSSING SCHEME DESIGN
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<b>PRELIMINARY</b>	
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DRAWING	4348
SHEET	REVISION
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REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	GK	KS	JM	26/01/2023

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APPROVED	---	-J-1/2023	VERTICAL	---



PROJECT  
 KAIAPOI TO  
 WOODEND  
 SHARED PATH

SHEET TITLE  
 NORTH OF  
 READY-MIX  
 SCHEME DESIGN

<b>PRELIMINARY</b> NOT FOR CONSTRUCTION	
DRAWING	4348
SHEET	REVISION
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WAIMAKARIRI DISTRICT COUNCIL ENGINEERING DEPARTMENT 2023



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	GK	KS	JM	26/01/2023

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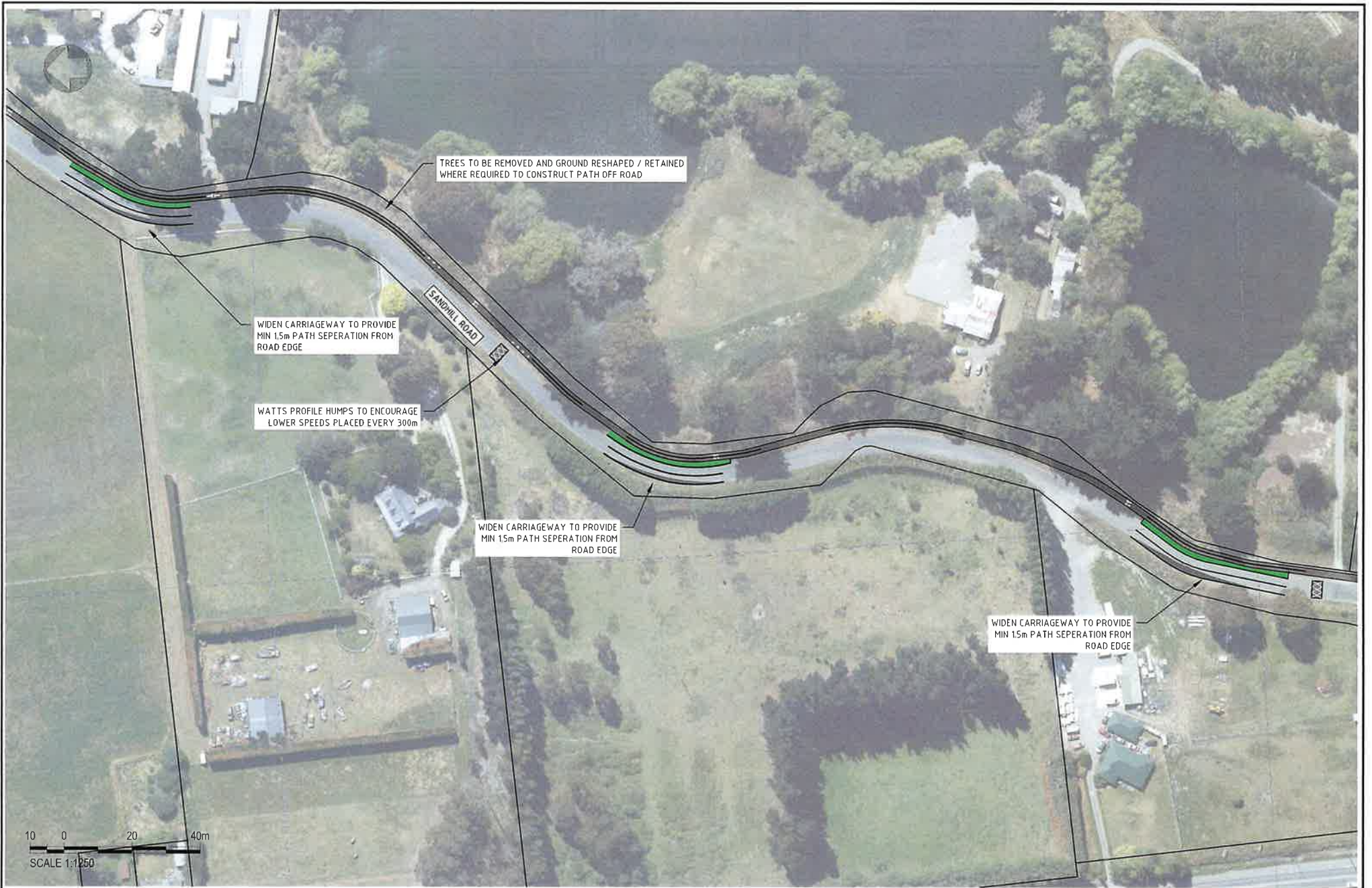


PROJECT  
 KAIAPOI TO WOODEND SHARED PATH

SHEET TITLE  
 STATE HIGHWAY 1 SANDHILL INTERSECTION SCHEME DESIGN

**PRELIMINARY**  
 NOT FOR CONSTRUCTION  
 DRAWING 4348  
 SHEET 15 REVISION A

PROJECT: 2022001\_A35\_P101223\_SANDHILL\_INTERSECTION\_SCHEME DESIGN; DRAWING: 4348; SHEET: 15; DATE: 26/01/2023



REV	REVISION DETAILS	DRN	CHK	APP	DATE
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DESIGNED	---	--J-2023	DATUM ORIGIN	---
DESIGNED CHKD	---	--J-2023	HORIZONTAL NZTM GD2000	---
APPROVED	---	--J-2023	VERTICAL	---



PROJECT  
 KAIAPOI TO  
 WOODEND  
 SHARED PATH

SHEET TITLE  
 SANDHILL ROAD  
 TO WOODEND BEACH ROAD  
 SCHEME DESIGN

<b>PRELIMINARY</b> NOT FOR CONSTRUCTION	
DRAWING	4348
SHEET	REVISION
16	A

Part of the KAIAPOI TO WOODEND SHARED PATH PROJECT. THIS DRAWING IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION.



REV	REVISION DETAILS	ORN	CHK	APP	DATE
A	SCHEME DESIGN	GK	KS	JM	28/01/2023

SURVEYED	---	---	PROJECT No	PD001949
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DESIGNED CHKD	---	28/01/2023	HORIZONTAL	NZTM G038000
APPROVED	---	28/01/2023	VERTICAL	---



PROJECT  
 KAIAPOI TO  
 WOODEND  
 SHARED PATH

SHEET TITLE  
 SANDHILL ROAD  
 WOODEND BEACH ROAD  
 SCHEME DESIGN

**PRELIMINARY**  
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 SHEET 17 REVISION A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	GK	KS	JM	26/01/2023

SURVEYED	---	PROJECT No	PD001949	
DRAWN	GK	26/01/2023	CON No	
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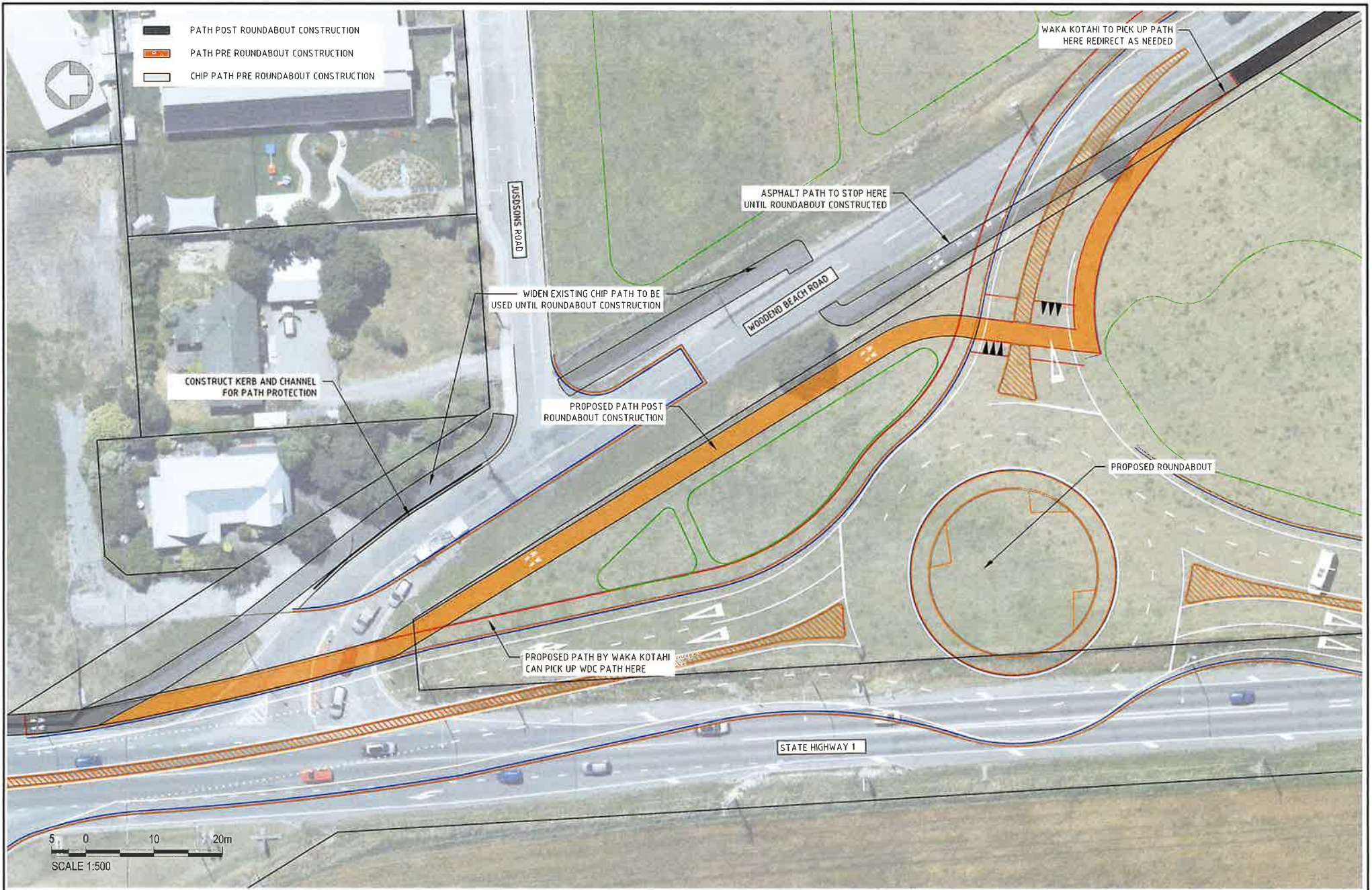
PROJECT	KAIAPOI TO WOODEND SHARED PATH
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SHEET TITLE	WOODEND BEACH ROAD SCHEME DESIGN
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<b>PRELIMINARY</b> NOT FOR CONSTRUCTION	
DRAWING	4348
SHEET	18
REVISION	A

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REV	REVISION DETAILS	DRN	CHK	APP	DATE
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DESIGNED CHKD	---	---	HORIZONTAL NZTM	G02000
APPROVED	---	---	VERTICAL	---



PROJECT  
 KAIAPOI TO  
 WOODEND  
 SHARED PATH

SHEET TITLE  
 STATE HIGHWAY 1  
 WOODEND BEACH ROAD  
 SCHEME DESIGN

**PRELIMINARY**  
 NOT FOR CONSTRUCTION  
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 SHEET 19 REVISION A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	GK	KS	JM	26/01/2023

SURVEYED	---	PROJECT No	PD001949
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DESIGNED CHKD	---	-/-/2023	HORIZONTAL NZTM GD6900
APPROVED	---	-/-/2023	VERTICAL



PROJECT
KAIAPOI TO WOODEND SHARED PATH

SHEET TITLE
WOODEND BEACH ROAD TO PETRIES ROAD SCHEME DESIGN

PRELIMINARY	
NOT FOR CONSTRUCTION	
DRAWING	4348
SHEET	REVISION
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REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	GK	KS	JM	26/01/2023

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APPROVED	--	--/2023	VERTICAL	--



PROJECT	KAIAPOI TO WOODEND SHARED PATH
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SHEET TITLE	STATE HIGHWAY 1 PETRIES ROAD TO SIGNALS SCHEME DESIGN
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<b>PRELIMINARY</b> <small>NOT FOR CONSTRUCTION</small>	
DRAWING	4348
SHEET	21
REVISION	A

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Transport Choices - Walking and Cycling  
 Infrastructure Implementation  
 Communications & Engagement Plan  
**DRAFT FOR APPROVAL**

<b>Project Sponsor</b>	Joanne McBride	
<b>Communications and Engagement Advisor</b>	Karen Lindsay-Lees	
<b>Media Spokesperson</b>	Joanne McBride/Don Young	
<b>Trim Reference:</b>	RDG-32-115; 230131012350	
<b>Budget</b>	\$30,000	GL:

Version	Notes	Author	Date
0.1	Initial Draft	Karen Lindsay-Lees	19/01/23
0.2	PCG Review		
0.3	Final Revision		
0.4			
1.0	Finalised & Adopted		

### 1. Project Background/Purpose

The Walking and Cycling Strategy, developed by the Council, is a comprehensive plan that aims to improve the accessibility and safety of walking and cycling networks in the community. The strategy was created in partnership with the community and was adopted in 2017.

It has a vision that residents in Waimakariri will choose to walk and cycle more often, and that the environment will be friendly, safe and accessible for walkers and cyclists.

#### Key Priorities:

- Inclusive Infrastructure
- Community Connections
- Safe Travel
- Healthy Lifestyles

The Walking and Cycling Network Plan is a key task that supports the strategy to increase the accessibility and safety of walking and cycling networks. The plan was developed in conjunction with Community Boards, Councillors and a community reference group. The plan was further refined and prioritised with extensive engagement with the community.

The final plan and infrastructure prioritisation programme was adopted by Council in October 2022. The projects proposed for Climate Emergency Response Funding – Transport Choices (CERF) align with the priorities of the Walking and Cycling Network Plan and aims to address gaps in the network.

The plan was developed with regional coordination in mind and alignment with the strategic direction of the Greater Christchurch Partnership. It includes strategic linkages and alignment with the public transport network, key activity centres, and essential services. Additional planning is underway to create strong connections from homes to destinations, and mode change points to make alternative modes of travel competitive and facilitate mode shift.

The following routes were including in Priority One in the infrastructure prioritisation programme:

- Pegasus to Woodend

- Kaiapoi to Woodend
- Railway Road/Torlesse Street/Coronation Street/Ellis Road/Country Lane
- Ashley Street/Ivory Street/Percival Street
- Tram Road (School path)
- McHughs Road/Mandeville Road (Sportsground path)

These projects were put forward for the CERF Transport Choices funding stream, and the Woodend to Kaiapoi connection was also put forward for the 'Better Off' funding stream (Three Waters Reform). Council has since secured this funding. Council now needs to design and build these projects by June 2024.

This plan focuses on community engagement on the following priority routes only, as these projects will require the highest level of communications and engagement:

- Pegasus to Woodend
- Kaiapoi to Woodend
- Railway Road/Torlesse Street/Coronation Street/Ellis Road/Country Lane

Targeted engagement will be undertaken with residents and stakeholders for the other projects, however due to the much smaller scale of the communication / consultation and the fact this will be specifically targeted, this is not covered in this plan

Table 1. Indicative funding programme.

Programme of Improvements	Transport Choices Share	Council Share	Total
<b>Delivering strategic cycling / micro mobility networks</b>	67%	33%	100%
Woodend to Kaiapoi Cycleway	\$ 2,000,000	\$ 1,000,000*	\$ 3,000,000.00
Railway Road/Torlesse Street/Coronation Street/Ellis Road	\$ 950,600	\$ 465,500	\$ 1,416,100.00
Woodend to Pegasus (SH1)	\$ 449,500	\$ 220,500	\$ 670,000.00
Ashley Street/Ivory Street/Percival Street	\$ 489,900	\$ 240,100	\$ 730,000.00
Wayfinding Signage	\$ 50,000	\$ -	\$ 50,000.00
Cycle stands	\$ 20,000	\$ -	\$ 20,000.00
<b>Supporting safe green and healthy school travel</b>			

Tram Road (Mandeville to Swannanoa School path)	\$ 300,300	\$ 147,000	\$ 447,300.00
Mandeville Road (McHughs Road to Mandeville Sports Ground)	\$ 68,700	\$ 34,300	\$ 103,000.00
Southbrook Schools Traffic Calming & Pedestrian Facilities	\$ 67,000	\$ 33,000	\$ 100,000.00
<b>Creating walkable neighbourhoods</b>			
New footpaths in urban areas	\$ 400,000	\$ 200,000	\$ 600,000.00
			\$ 7,186,400.00

\* Council share of the Woodend to Kaiapoi Connection is from "Better Off" funding.

## 2. Key Milestones

The proposed timeline includes:

### 2022

- Adoption of the Walking and Cycling Network Plan and Infrastructure Prioritisation Programme
- Secure funding to design and construct priority one routes in the infrastructure prioritisation programme

### 2023

March:

- Report to the Utilities and Roading Committee:
  - Pegasus to Woodend (Approval to consult on scheme design)
  - Kaiapoi to Woodend (Approval to consult on scheme design)
  - Railway Road/Torlesse Street/Coronation Street/Ellis Road/Country Lane (Approval to consult on scheme design)
  - Ashley Street/Ivory Street/Percival Street (Approval of design)
- Kaiapoi-Tuahiwi Community Board (Approval to consult on scheme design)
  - Pegasus to Woodend
  - Kaiapoi to Woodend
- Woodend-Sefton Community Board (Approval to consult on scheme design)
  - Pegasus to Woodend
  - Kaiapoi to Woodend
- Rangiora-Ashley Community Board
  - Railway Road/Torlesse Street/Coronation Street/Ellis Road/Country Lane (Approval to consult on scheme design)
  - Ashley Street/Ivory Street/Percival Street (Approval of design)

April/May:

- Let's Talk Community Engagement on the scheme design for the following routes:
  - Pegasus to Woodend
  - Kaiapoi to Woodend
- Targeted community information session for residents and businesses on Railway Road/Torlesse Street/Coronation Street/Ellis Road/Country Lane

May:

- Detailed design Railway Road/Torlesse Street/Coronation Street/Ellis Road/Country Lane – Utilities and Roding Committee for Approval

June – September:

- Tender process, award and build Railway Road/Torlesse Street/Coronation Street/Ellis Road/Country Lane
- Collate community feedback from Let's Talk
- Detailed design completed on:
  - Pegasus to Woodend

Kaiapoi to WoodendOctober:

- Detailed Design for Approval – Utilities and Roding Committee
  - Pegasus to Woodend
  - Kaiapoi to Woodend
- Detailed Design for Approval – Kaiapoi-Tuahiw Community Board
  - Pegasus to Woodend
  - Kaiapoi to Woodend
- Detailed Design for Approval – Woodend-Sefton Community Board
  - Pegasus to Woodend
- Kaiapoi to WoodendTender, Award and Build: The timeframe for delivery of the projects in the Transport Choices Package is as per the programme submitted with the funding agreement, and varies across the various projects.

### 3. Communications Approach

Based on the IAP2's Public Participation Spectrum, the level of public engagement to be used is 'Consult'.

INFORM and CONSULT	
Public Participation Goals	<p>Provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.</p> <p>"We will keep you informed"</p> <p>To obtain public feedback on analysis, alternatives and/or decisions.</p> <p>"We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals"</p>



#### 4. Communications Objectives

To support the delivery of the infrastructure prioritisation programme, the communication objectives are to:

- Seek community feedback on the proposed scheme designs for:
  - Pegasus to Woodend
  - Kaiapoi to Woodend
  - Railway Road/Torlesse Street/Coronation Street/Ellis Road/Country Lane
- Raise residents' awareness of the cycleways within the District as a viable commuter route between towns and into Christchurch City, promoting the greater connections and ease of movement.
- Promote the cycleways as an accessible, safe and healthy way for people to travel between Pegasus, Woodend, Kaiapoi, and the wider Waimakariri District.
- Ensure details of the cycleways are easy to find and accessible.
- Ensure it is easy to provide feedback, and that a variety of feedback methods are available to suit the different needs within the community.
- Ensure all business owners and property owners within the vicinity of the cycleways are provided with information on the project and have the opportunity to give feedback.
- The community are given a range of opportunities to participate in this engagement and have their voices heard.
- Make sure other relevant stakeholder groups are provided with information on the project and have the opportunity to have a say.

#### 5. Risks and Mitigation

Communication Risk	Mitigation
Why are we wasting money on cycleways?	Highlight the significant government funding to build these cycle connections.

	<p>Explain the background to the project and the level of previous public consultation. Mandate from the public to deliver more connections between towns and areas of interest for walkers and cyclists and higher investment in these facilities.</p> <p>Link back to the engagement as well as our community outcomes.</p>
<p>Backlash from members of the public or business owners who disagree on the scheme design, routes or disagree that Council should be funding the construction of a new cycleways.</p>	<p>Closely monitor social media channels and use replies to encourage complainants to make a formal submission with their concerns.</p> <p>Correct inaccurate information posted by residents if and as required.</p>
<p>The public are apathetic about the project resulting in lack of feedback.</p>	<p>Clear messaging about the project and benefits to the wider community. Clearly explain the process and impact. Widely promote the project and its benefits. Use multiple communication channels.</p>
<p>Community members do not read communication material or engage in the feedback process.</p>	<p>Use multiple communication tools to target key stakeholders. We will measure awareness as a key metric to quantify the reach of our engagement material.</p> <p><b>At all stages we will encourage members of the public to engagement in the submission process.</b></p>
<p>Key stakeholders don't receive information, read communication material or engage with the engagement.</p>	<p>Use multiple mediums of communication to target key stakeholders.</p> <p>Make sure every business owner and landowner in the area receives written information about the project.</p> <p>Visit businesses in the area in person.</p> <p>Build and maintain a current stakeholder database.</p> <p>Ensure good briefings of the Councillors and the Community Boards</p>
<p>The Community feel that they haven't been consulted well.</p>	<p>Use multiple mediums of communication to reach residents and businesses.</p> <p>Make sure it's easy to provide feedback.</p> <p>Hold public drop-in sessions.</p>

	<p>Use advertising and local media.</p> <p>Ensure community board members and resident associations, cycling interest groups and businesses are well informed.</p>
Residents are not willing to engage with Council to discuss solutions.	Use face-to-face meetings and discussions where possible and ensure all opportunities to talk to Council are followed through.
People feel that their view is not taken into account because something different to what they want is implemented.	The final decision, rationale why, and benefits of the changes are explained following the adoption of final design plans. Close the loop by sharing feedback received and decision-making process through Bang the Table and other channels.
Media portray the project or engagement in a negative light.	<p>Brief media about the project before engagement begins and discuss with them key messages.</p> <p>Find interesting perspectives and stories for the media to use.</p> <p>Correct inaccurate information if it arises.</p>

## 6. Audience and Stakeholders

<b>Directly affected</b>	<ul style="list-style-type: none"> <li>• Waimakariri District residents along each route</li> <li>• Local Businesses</li> <li>• Schools</li> </ul>
<b>Internal</b>	<ul style="list-style-type: none"> <li>• Roading &amp; Transport Manager – Joanne McBride</li> <li>• Senior Engineering Advisor – Don Young</li> <li>• Civil Projects Team</li> <li>• Roading Team</li> <li>• Greenspace Team</li> <li>• Senior Communication and Engagement Advisor – Karen Lindsay-Lees</li> <li>• Community Boards</li> <li>• Mayor and Councillors</li> <li>• Management Team</li> </ul>
<b>Other Stakeholders</b>	<ul style="list-style-type: none"> <li>• Walking advocate</li> <li>• Cycling advocate</li> <li>• Waimakariri Access Group</li> <li>• Age Friendly Advisory Group</li> <li>• Councillors and Board reps</li> <li>• Youth Council</li> <li>• School Representative</li> <li>• Enterprise North Canterbury</li> <li>• Oxford Promotions Action Committee</li> <li>• Kaiapoi Promotions Association</li> <li>• Rangiora Promotions Association</li> <li>• Pegasus Residents Group</li> <li>• Pines and Kairaki Beach Association</li> <li>• Kaiapoi East Residents Association</li> <li>• Woodend Community Association</li> <li>• Environment Canterbury</li> <li>• Waka Kotahi</li> <li>• Emergency Services</li> <li>• Key Businesses?</li> </ul>

## 7. Key Messages

- The community prioritised these projects through previous community engagement and mandated for a higher level of investment in walking and cycling projects – we're delivering on this
- Funding to build these connections has been secured from the Better Off Fund and CERF (Transport Choices)
- We are committed to providing safe walking and cycling opportunities across the District
- Building these connections between our main towns make the routes safer and accessible for everyone
- Everyone benefits when we have accessible infrastructure like cycleways which encourage people to move around the district in different ways
- There are holistic benefits of making it easier to walk and cycle around Waimakariri
- It means fewer cars on the road and in turn more availability of parking. For people who walk and bike it's knowing you're moving around in a way that is good for your health – you also never need to worry about where to park
- Transport Choices key messaging
  - The funding is part of the Transport Choices package included within the Climate Emergency Response Fund (CERF), and it is an ambitious programme of work that will open our streets and help people in communities across the country get to where they need to go safely and efficiently.
  - Waka Kotahi will be working with local councils to progress strategic cycle networks, create walkable neighbourhoods and safer, greener, and healthier school travel, and make public transport more reliable, affordable, and easier to use.
  - Transport is a major source of emissions. Transport Choices will help reduce these emissions from transport and create fairer, safer, and healthier environments for people to live, work and play across the country.
- CERF key messaging
  - We need to think clearly about how we can contribute to tackling one of the biggest challenges of our time, climate change. When it comes to transport, it means looking at how we can offer safer, healthier, and more accessible alternatives for everyone across New Zealand to move around their towns and cities more easily.
  - By providing more low-carbon travel options, we will be able to make our towns and cities more people friendly and pleasant places to live, work and visit. In doing so, we can help to create a better future for ours and future generations.
  - The CERF programme includes transport initiatives that will enable people across New Zealand to help mitigate climate change – it will provide increased transport options, improved health, social and equitable outcomes, and deliver a healthier future for us all.
  - Budget 2022 also provided \$1.2 billion to Waka Kotahi to reduce emissions through the Climate Emergency Response Fund.
    - The three areas of focus for transport are:
      - reduce reliance on cars and support people to walk, cycle and use public transport
      - rapidly adopt low-emissions vehicles and fuels
      - begin work now to decarbonise heavy transport and freight

## 8. Communications Channels

	Tactic	Who
Distribution Consultation Document	Let's talk booklet with key messages, information about scheme designs and maps. Split into main routes with specific scheme design feedback options. Limited printing in-house.	Comms & PCG
	Email let's Talk material to Community / Special Interest Groups and invite to engagement event.	Comms / PCG
	Email e-copy consultation documents for schools and local businesses with link to Let's Talk page. Email with invite to relevant engagement event.	Comms /PCG
	Information display and copies of all documents at all Council Service Centres and Libraries. Pull-up banner and copies of consultation document.	Comms
Engagement	Drop-In Session / Business Breakfast / Engagement Event	PCG
	Maintain an updated stakeholder contact list. Including reference group and those special interest groups – North Canterbury Cycle Club and various walking groups.	PCG
	Re-do voiceover on video produced for social media and promote online engagement	Comms
Advertising	Regular newspaper adverts through engagement period in the Northern Outlook / North Canterbury News / Kaiapoi Advocate / Oxford Observer / Woodend Woodpecker	Comms

	Radio advertising on Compass FM and on-air interviews with spokesperson.	Comms / Spokesperson
	Facebook Advertising Campaign	Comms
Online Presence	Engagement page set up on Bang the Table. Ensure the page remains updated with progress. We will keep submitters up-to-date throughout the engagement period and close the loop when decisions are made	Comms
	News articles on Council website as required with links to the engagement page.	Comms
	Regular social media posts using the Council's digital channels – use video.	Comms
Media	Issue media releases as appropriate and pro-actively work with media as opportunities arise.	Comms
	In-person briefings with local media before the engagement opens and supply with graphics/photos.	Comms

## 9. Budget and Resources

Several assumptions are made in preparing this budget:

1. Primarily using internal resources for graphic design, photography, videography and engagement.
2. Advertising restricted largely to local media outlets.
3. Use of internal facilitators for engagement events.
4. The following refers to these schemes only unless stated otherwise:
  - a. Pegasus to Woodend
  - b. Kaiapoi to Woodend
  - c. Railway Road/Torlesse Street/Coronation Street/Ellis Road/Country Lane

Product	Notes	Who	When	Budgeted Cost
<b>Advertising</b>	Newspaper	Comms	April/May	\$3000
	Social Media			\$2000
	Radio			In-house
	Video Production			\$3000
	Digital Billboard			\$2000
	Digital Screens			In-house
<b>Document – Design &amp; Print</b>	Let's Talk and feedback form content development	Comms	Feb/March	In-house
	Graphic Design			In-house



	Photography			In-house
	Let's talk flyer to targeted residents			\$5000 - \$7000
	Production of full scale decals and other props or display items			\$5000
	Specific Targeted Community Meeting Flyer - Railway Road/Torlesse Street/Coronation Street/Ellis Road/Country Lane		March	In-house
<b>Online presence</b>	Bang the Table page	Comms	April/May	In-house
	Latest news article			In-house
	Facebook/Twitter			In-house
<b>Engagement Events</b>	Banners / Posters / Display Printing	Comms	April/May	\$2000
	Drop-in sessions			\$500
	Targeted community meeting Railway Road/Torlesse Street/Coronation Street/Ellis Road/Country Lane		Early April	In-house
<b>TOTAL</b>				<b>\$24500</b>

## Evaluation/Measures of Success

### Outputs:

- Distribution of scheme designs and feedback form
- Number and reach of advertisements
- Number of people reached through engagement events
- Number of media releases and responses to media enquiries
- Number of conversations had with the public
- Number and reach of social media postings
- Number and variety of stakeholder events
- Number of collaborative meetings with key stakeholders and interest groups

### Outcomes:

- Feedback from our partners and key stakeholder on engagement during the engagement process
- Quantity and quality of submissions received
- Number of people attending engagement events, including drop-ins
- Quantity and quality of comments and engagement on social media
- Volume and integrity of media coverage of the scheme designs, especially during the engagement phase

## 10. Debrief

For large engagements, a debrief should be held following that looks at:

1. What worked?
2. What didn't work?
3. How can we communicate the results of the process to our stakeholders and community?
4. How can we learn from this process?



**ABOUT THE  
WALKING AND CYCLING  
NETWORK PLAN**



**Council's Walking and Cycling Strategy was developed in partnership with the community and adopted in 2017. It includes a vision that Waimakariri residents choose to walk and cycle and that the environment is friendly, safe and accessible for walkers and cyclists.**

**A key task that supports the strategy is to develop a network plan for walking and cycling across the District.**

**As our population grows, and more people choose to walk and cycle, we need to ensure our walking and cycling networks are accessible and safe, and connect people to where they need to go.**

**Several of our towns are connected and we now have a safe cycle path linking Waimakariri and Christchurch.**

**Council staff have now prepared a draft network plan, in conjunction with the community boards and Councillors.**

**We worked with a community reference group to refine the draft network plan and to prioritise routes. The reference group had representation from cycling groups, walking groups, schools, emergency services, businesses and Community Boards.**

### **What's in the plan?**

To cater for increased demand on our transport network, we've identified new connections throughout the District in this plan. Alongside this, you will begin to see cycle facilities being built in new developments. We have not included these in the draft plan as the exact locations haven't been identified yet.

The draft plan shows what routes are already in place and where new links and routes are proposed to make better

connections in and around our towns. It also shows the type of facility for each route which relate to the different kinds of people who may use them. Guidance from Waka Kotahi NZ Transport Agency groups people who cycle according to their skill level:

**Family/low confidence:** This group includes children and beginner adults with limited experience.

**Medium confidence:** This group generally are confident riding on quieter roads and can manage simple road layouts but may struggle in busier roads.

**High confidence:** People have advanced skills and are comfortable in all road environments and are very experienced.

In prioritising the routes identified in the plan we considered:

- How we could provide immediate links to existing routes to make the District safer and more connected?
- How people may use these routes?
- What the build costs would be?

Council has approximately \$560,000 allocated over the next three years to deliver the routes outlined in the plan. To build cycle routes we work in partnership with Waka Kotahi who can provide funding subsidies up to 51%. This is negotiated on a 3 yearly funding round and this plan will inform our future funding discussions with Waka Kotahi.



### Next Steps

Your feedback will help us refine the plan, which will be presented to the community reference group, and then Community Boards and Council mid-year as they consider the next steps.

Gathering community feedback now will help us determine a what the community see as the priority so we can then determine how best to fund this programme of works.

We would like you to think about:

- Have we got the right links and connections in place?
- What routes should we prioritise?
- Have we got the time frame for delivering proposed cycleways right?
- Any other comments or things you would like us to think about when developing this walking and cycling network plan.

Let us know what you think on the survey below before 5pm, Thursday 30 June 2022.

### Cycleway Priority

We have to balance funding and resources available to progress this plan. We have prioritised the proposed cycleways based on a number of factors including connectivity, level of need and population growth. We want to know what you think about the order we want to build them in as outlined in this table.

Proposed Cycleways	Priority
Tram Road (Mandeville to Swannanoa School path) - Swannanoa	1
Ashley Street/Ivory Street/Percival Street - Rangiora	1
Railway Road/Torlesse Street/Coronation Street/Ellis Road - Rangiora	1
Harewood Road (High Street to Main Street) - Oxford	2
High Street (Main Street to Harewood Road) - Oxford	2
Earlys Road (end of current facility to Springbank Road) - Cust	2
Mandeville Road (McHughs Road to Mandeville Sports Ground) - Ohoka	2
Tuahiwi Road (urban limits) - Tuahiwi	2
Williams Street (north) - Kaiapoi	2
Sandhill Road (Williams Street to Woodend Beach Road) - Woodend	2
Main Street (urban limits) - Oxford	3
Cust Road (through the township) - Cust	3
Old North Road/Ranfurlly Street/Walker Street OR Lower Camside Road - Kaiapoi	3
Woodend to Pegasus (SH1)	3

## Generic Cycle Facilities Examples

These images show the different types of cycleways that could be built and who might use them.

### Family/low confidence

Examples of family/low confidence cyclists are:

- Group includes children and beginner adults
- Ride comfortably in off-road environments and very quiet local streets
- May not possess the skills to safely interact with traffic



### Medium Confidence:

Examples of medium confidence cyclists are:

- Cyclists can ride on quieter two-lane roads, manoeuvre past parked cars, merge across one lane and turn right from beside the centreline
- On busy roads, cyclists prefer cycle lanes and facilities at junctions
- May lack confidence to defend a lane in narrow situations



### High confidence

Examples of high confidence cyclists are:

- Able to own a lane where there is not enough room to cycle beside motor vehicles
- Can merge across faster multi-lane traffic and use multi-lane roundabouts
- Unlikely to divert onto a cycle path if it impedes their speed



## Cross section View Cycle Paths

The following four cross section views show different types of cycleways/walking facilities which are being proposed in the district as an outcome of this network plan. These are high-level examples, and as each road is different, these designs will vary when implemented. There are also other options that may be built that are not shown here. These include road shoulder seal widening, rural shared paths and protected cycle lanes.

### Drop in Sessions

Find out more about the walking and cycling network plan at one of our drop in sessions.

Wednesday 8 June  
9am - 11.30am  
Woodend Community Centre

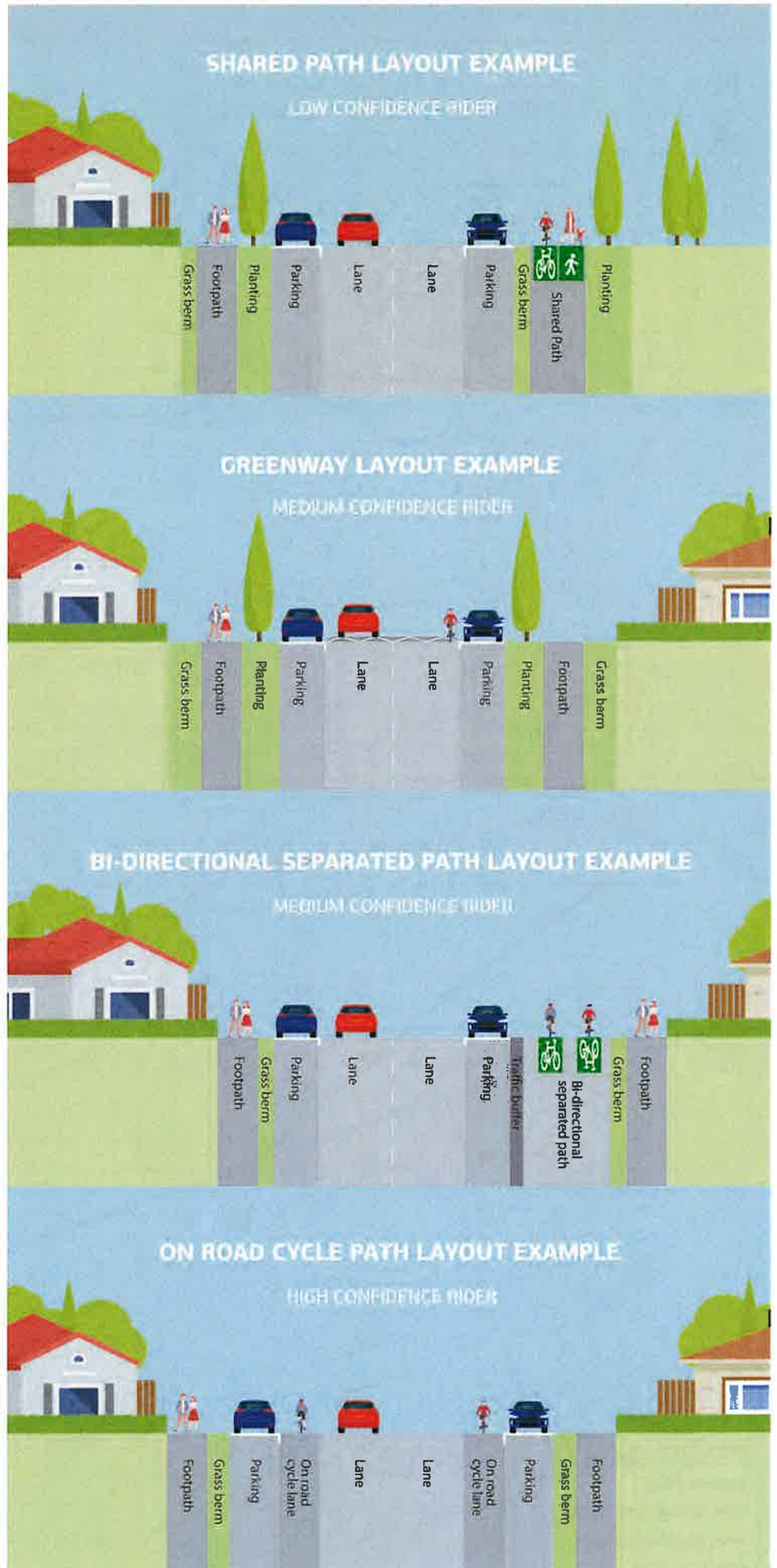
Thursday 9 June  
6pm - 7.30pm  
Waatawha Kalapoi  
Civil Centre

Friday 10 June  
9am - 12.30pm  
Ohoka Market

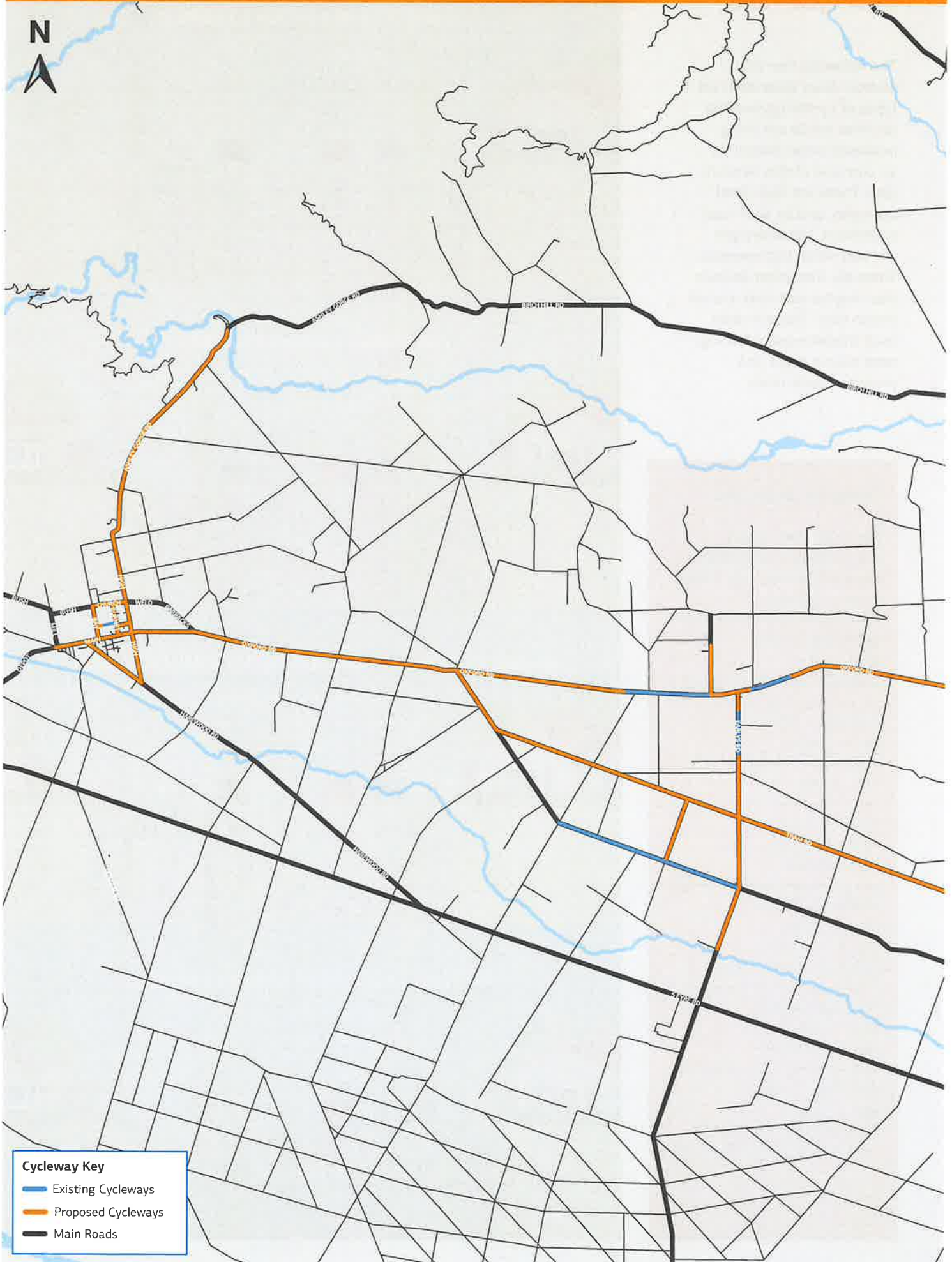
Wednesday 15 June  
6pm - 7.30pm  
Council Chambers,  
Bangoria Service Centre

Thursday 16 June  
6pm - 7.30pm  
Oxford Town Hall

Thursday 23 June  
6pm - 7.30pm  
Pegasus Community Centre



# District wide proposed cycleways







# Woodend | Pegasus | Tuahiwi



# Kaiapoi



**Existing Cycleways**

- Family/Low Confidence
- Medium Confidence
- ++ High Confidence

**Proposed Cycleways**

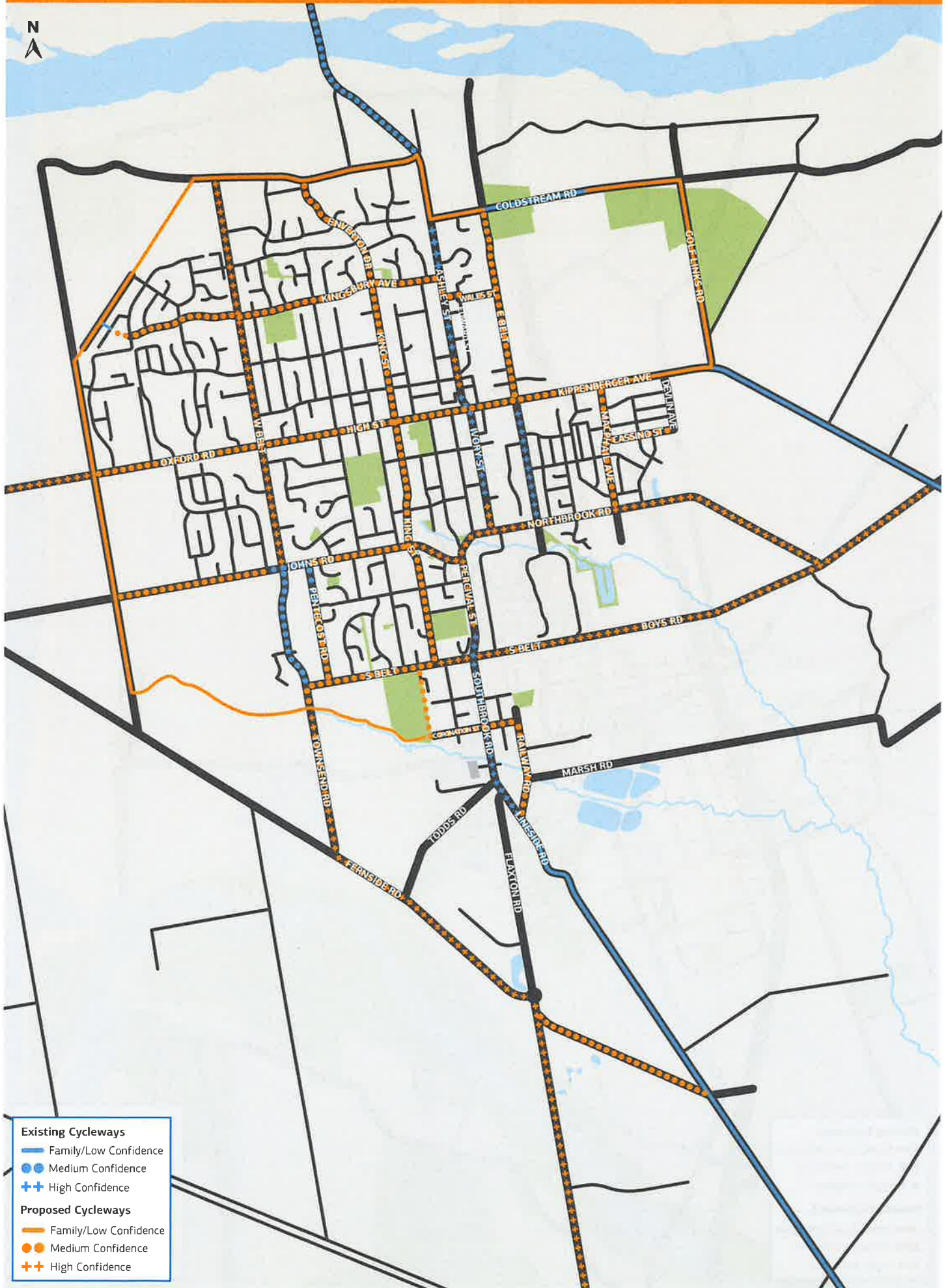
- Family/Low Confidence
- Medium Confidence
- ++ High Confidence

**Multiple Cyclepath Options**

There are two options proposed in Kaiapoi to finish the Woodend to Kaiapoi link. Only one of these options will be constructed.

- A Option One
- B Option Two

# Rangiora



## Ashley | Sefton | Loburn



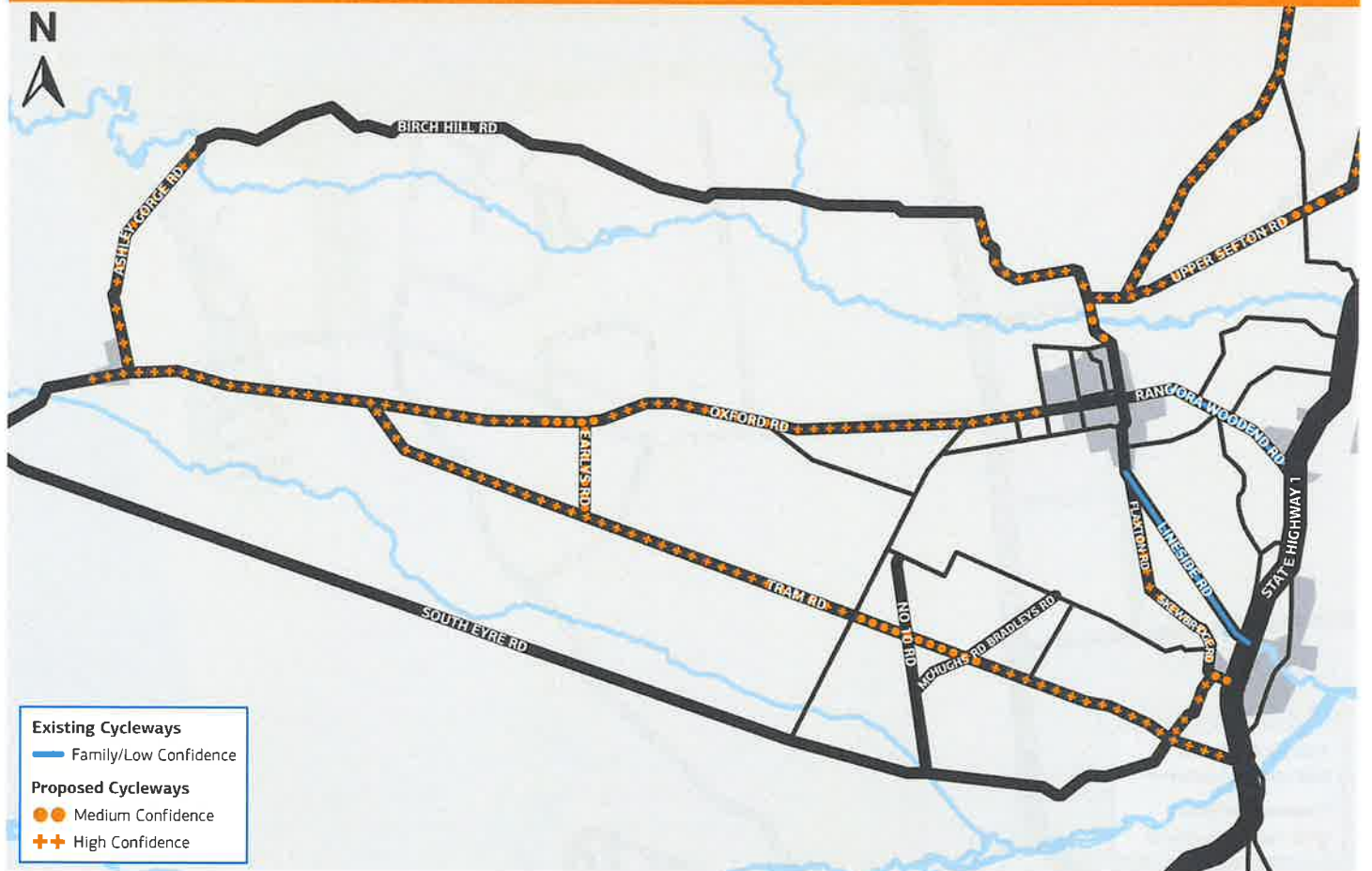
## Waikuku



## Mandeville | Ohoka



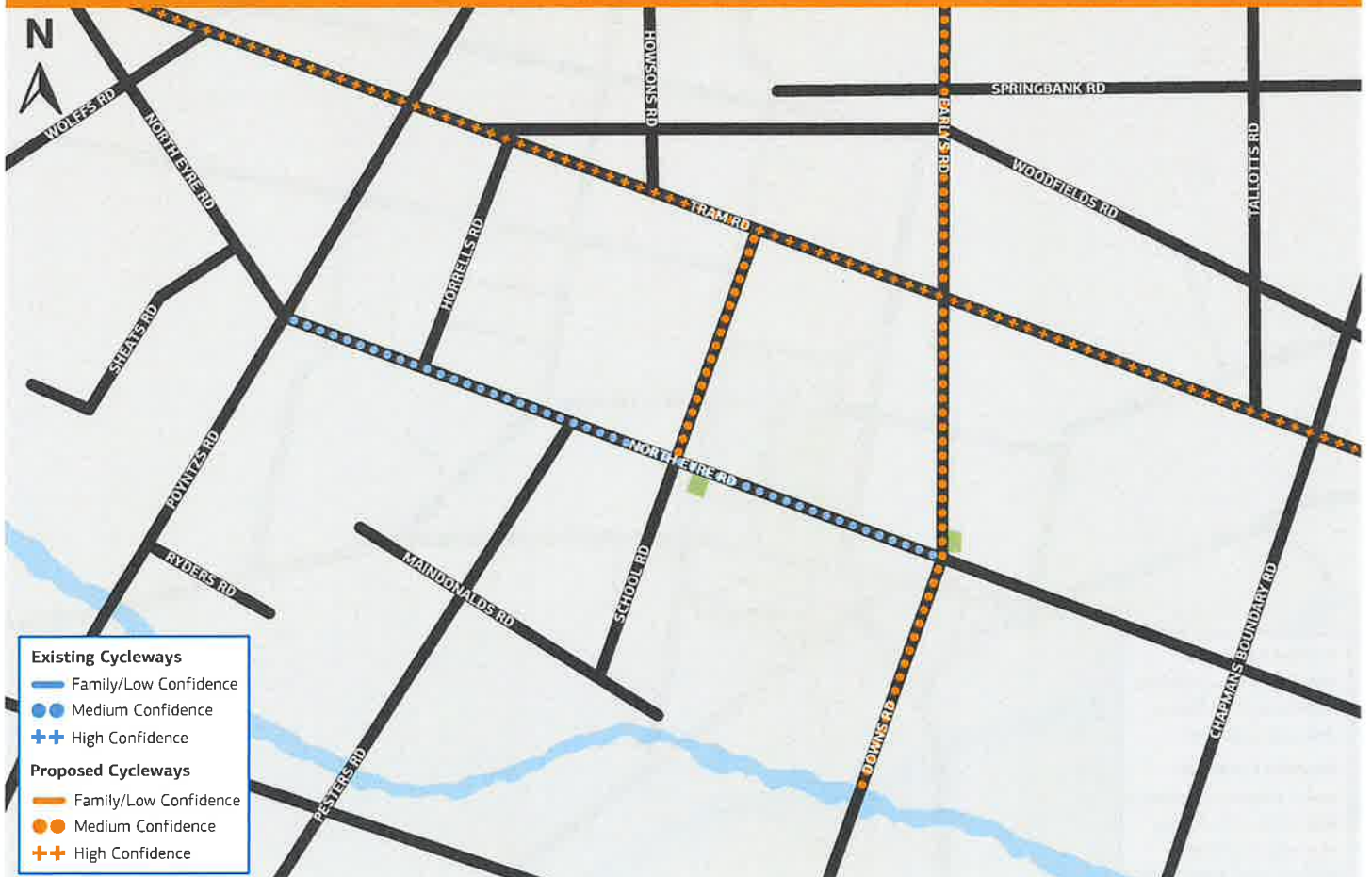
## Tram Rd | Oxford Rd



## Cust



## West Eyreton



# Oxford







# WALKING AND CYCLING NETWORK PLAN FEEDBACK FORM

## Q1 Have we got the right links and connections in place that provide a complete network?

- Yes - I fully support the plan
- No - I would like links to be added or removed (please tell us which ones below)

Comments

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## Q2 Do you agree with the prioritisation of the routes in the priority 1 group?

- Yes
- No - please tell us what would you like changed below

Comments

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## Q3 Do you agree with the prioritisation of the routes in the priority 2 group?

- Yes
- No - please tell us what would you like changed below

Comments

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## Q4 Do you agree with the prioritisation of the routes in the priority 3 group?

- Yes
- No - please tell us what would you like changed below

Comments

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## Priority Level Delivery Costs

### Priority 1 - \$ 1.7 million\* could deliver the following routes:

- Tram Road (Mandeville to Swannanoa School path) - Swannanoa
- Ashley Street/Ivory Street/Percival Street - Rangiora
- Railway Road/Torlesse Street/Coronation Street/Ellis Road - Rangiora

### Priority 2 - \$ 1.5 million\* could deliver the following routes:

- Harewood Road (High Street to Main Street) - Oxford
- High Street (Main Street to Harewood Road) - Oxford
- Earlys Road (end of current facility to Springbank Road) - Cust
- Mandeville Road (McHughs Road to Mandeville Sports Ground) - Ohoka
- Tuahiwi Road (urban limits) - Tuahiwi
- Williams Street (north) - Kaiapoi
- Sandhill Road (Williams Street to Woodend Beach Road) - Woodend

### Priority 3 - \$ 2 million\* could deliver the following routes:

- Main Street (urban limits) - Oxford
- Cust Road (through the township) - Cust
- Old North Road/Ranfurlly Street/Walker Street OR Lower Camside Road - Kaiapoi
- Woodend to Pegasus (SH1)

**Total - \$5.2 million\* to deliver all the priority routes (1,2,3) identified in the plan.**

\* Costs above are indicative and could be subject to change

## Q5 What level of investment should Council contribute to building this walking and cycling plan?

- More investment** - Support a higher level of investment by Council in building this walking and cycling plan, meaning that the priorities will be delivered in less than 10 years (subject to funding approvals).
- No Change** - Agree with the current level of investment by Council in building this walking and cycling plan, meaning that the priorities will be delivered within 10 years (subject to funding approvals).
- Less investment** - Support less investment by Council in building this walking and cycling plan, meaning that priorities will be delivered in a time period that exceeds 10 years (subject to funding approvals).

## Q6 Any other general comments or feedback on the walking and cycling network plan?

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Cut here



**WAIMAKARIRI**  
DISTRICT COUNCIL

Freepost Authority Number 1667



Attention: Allie Mace-Cochrane  
Let's Talk - Walking and Cycling  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

Fold along line

Please seal with tape

Fold along line

Name/Organisation: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please tick the box if you want your contact details to be confidential

**Let us know if you have any additional feedback about this proposal:**

(Please feel free to add further pages inside if you wish)

**Your details:** Your feedback is public information. We will require your contact details as part of our submission - it also means we can keep you updated throughout the project. Your feedback, name and address are given to the Community Board/Council to help them make their decision. Feedback, with screen name and email only, go online when the decision meeting agenda is available on our website. If requested, your feedback, with name and contact details are made available to the public, as required by the Local Government Official Information and Meetings Act 1987. View the Waimakariri District Council's Privacy Statement. <https://letstalk.waimakariri.govt.nz/privacy>. If there are good reasons why your details and/or submission should be kept confidential, please contact our Engagement Manager on 0800 965 468.

**If you have any questions regarding the Walking and Cycling Plan please contact:**

Allie Mace-Cochrane  
Waimakariri District Council

**Phone**  
0800 965 468

**Email**  
[allie.mace-cochrane@wmk.govt.nz](mailto:allie.mace-cochrane@wmk.govt.nz)

Return this feedback form (no stamp required) to us by Thursday 30 June 2022.



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	AMC	KS	DY	02/03/2023

SURVEYED	PROJECT No	P0001950
DRAWN	CON No	
DRAWING CHD	SCALE (A3)	1:2000
DESIGNED	DATUM ORIGIN	
DESIGNED CHD	HORIZONTAL NZTM 002000	
APPROVED	VERTICAL	



PROJECT  
TRANSPORT CHOICES PROJECTS  
WOODEND CYCLE LANES

SHEET TITLE  
MAIN NORTH ROAD  
EXISTING CYCLE LANES

**PRELIMINARY**  
NOT FOR CONSTRUCTION  
DRAWING  
SHEET REVISION  
A

**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

**FILE NO and TRIM NO:** BAC-03-119-01 / 230306030071

**REPORT TO:** KAIAPIO-TUAHIWI COMMUNITY BOARD

**DATE OF MEETING:** 20 March 2023

**AUTHOR(S):** Vanessa Thompson, Senior Advisor Business & Centres

**SUBJECT:** Kaiapoi Town Centre Market Temporarily Located at 131 Raven Quay

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

  
General Manager

  
Acting Chief Executive

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**1. SUMMARY**

- 1.1. This report seeks a decision from the Kaiapoi-Tuahwi Community Board regarding the temporary use of 131 Raven Quay in Kaiapoi for a new town centre market, running each fortnight from 9am to 1pm on a Saturday morning.
- 1.2. The market is proposed to be similar in style to a school fair/fete and a cross between a farmers, craft and flea (second-hand goods) market.
- 1.3. The Property Unit have recommended the market be managed through the reserves booking system on a recurring booking rather than through a formal lease, given the temporary use of 131 Raven Quay.
- 1.4. Should the market grown in size and need to move to an alternative location or the site at 131 Raven Quay be commercially developed, then any significant changes will be undertaken in consultation with the Kaiapoi-Tuahwi Community Board.

Attachments:

- i. None

**2. RECOMMENDATION**

**THAT** the Kaiapoi-Tuahwi Community Board:

- (a) **Receives** Report No. BAC-03-119-01 / 230306030071.
  - (b) **Approves** the presence of the market located temporarily at 131 Raven Quay under a recurring reserve booking for an initial term of three months, to be rolled over in three month booking blocks thereafter in compliance with the reserves booking system, should the market continue to operate without incident.
- Or**
- (c) **Declines** the presence of the market located temporarily at 131 Raven Quay.
  - (d) **Notes** that a Health and Safety plan is required to be submitted with bookings accepted under the reserves booking system as managed through the Greenspace Unit.
  - (e) **Notes** that alternative locations are potentially available should the market be successful and need to be relocated to another site (at the Community Board and/or Council's discretionary approval) due to progression of commercial development at 131 Raven Quay or the market's growth.

- (f) **Notes** that the market is currently proposed to occur at the same time as the existing Farmers Market (on Charles Street).

### 3. **BACKGROUND**

- 3.1. Council staff, through the small business case management system, were approached by a resident in December 2022 exploring the possibility of establishing a market in the Kaiapoi town centre on regeneration land.
- 3.2. The proposed temporary market site in Kaiapoi is 131 Raven Quay (approx. 780sqm). The land is currently zoned Business 1 under the District Plan, and the market is a permissible activity at this location meaning a resource consent is not required.

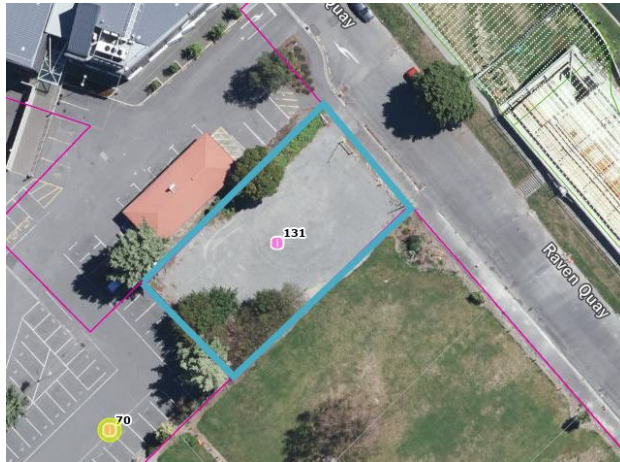


Figure 1 – 131 Raven Quay, Kaiapoi

- 3.3. The resident set up a charitable trust, 'Mahi Arohanui o Tamariki Aotearoa Charitable Trust' registered on 10 May 2022 (CC60435), under which the market will be run. The Trust has been registered with Volunteer Canterbury. The management of the market will be overseen by a small committee, with support from a number of volunteers.
- 3.4. The resident envisages the market will be similar in style to a school fair/community fete, which is a cross between a farmers, craft and flea (second-hand goods) market.
- 3.5. Initially, the market will be run fortnightly on a Saturday between the hours of 9am to 1pm (public hours) and host between 10-30 stalls, which will rotate each fortnight to provide opportunities to a range of stall holders and ongoing variety for customers. Stallholders will be required to pay a small fee (under \$50) to display and sell their wares, with a small portion of each fee payment (up to \$5) being returned to the community via the Trust for funding of school supplies for families in need.

Alongside the stalls, the resident would like to include in the market:

- A small stage (once a month) over summer to support music, kapahaka cultural and other youth groups, plus musicians.
  - Various food trucks (alcohol free).
  - Kids' fun area, i.e., bouncy castle, other games/activities
- 3.6. The resident has some experience in setting up a community market. She mentions she was responsible for the creation of the northern community market in Belfast (although she did not run the market) with support from a group of locals which now runs from 9am to 2pm on the 1<sup>st</sup> and 3<sup>rd</sup> Saturday during winter, and every Saturday during summer. See [northerncommunitymarket.co.nz](http://northerncommunitymarket.co.nz)
- 3.7. At a board meeting on 20 February 2023, the Kaiapoi-Tuahiwi Community Board requested that staff engage with the existing Farmers Market about the new market and its proposed activities (particularly the farmers market components) to seek their feedback.

#### 4. ISSUES AND OPTIONS

- 4.1. The Property Unit have advised that given the temporary location, any land booking should be initially managed via the Council's reserves booking process as a recurring booking rather than under a formal lease arrangement. Therefore, the standard reserve booking fee would apply per booking date, which is around \$27.86 per day.
- 4.2. A Traffic Management Plan is not necessary for the market in its early stages at 131 Raven Quay. However, this should be reassessed if the market grows dramatically in size or continues to exist within any public access areas proposed as part of commercial development at this site, or there are raised traffic safety concerns due to its operations.
- 4.3. The market is likely to create more demand on local parking within the immediate area, particularly at the Ruataniwha Service Centre carpark, potentially putting pressure on parking options for those visiting the library while the market is operating. There is plenty of unrestricted parking on Raven Quay meaning the market should promote use of this street for customer parking to deter people from the library carpark.
- 4.4. Food trucks associated with the market will need to be registered with the relevant food certifications, which will need to be presented to the market administration staff and kept on public display during operating hours. Staff recommend that in the early stages of the market the presence of a large number of food trucks be avoided to encourage more patronage of town centre food and beverage businesses, particularly as 131 Raven Quay is in such close proximity to Williams Street. As the market develops and the possible need for a large quantity of food trucks arises, trucks should avoid direct competition with town centre businesses on Williams Street (between Raven Quay and Hilton Streets) that sell a similar style of food.
- 4.5. If the market proves to be successful, then an alternative location might be needed should 131 Raven Quay undergo future commercial development. Some possible locations include:

1. 52 Fuller Street, Kaiapoi (2,500sqm approx.)



2. Murphy Park at 90D Raven Quay (1.5 hectares approx.) – the site is used for sport on the weekends but could potentially accommodate a market.
  3. Norman Kirk Park at 12 Feldwick Drive (10 hectares approx.) – similar to Murphy Park, the site is used for sport on the weekends, but given the large land area and availability of parking at the site, it could potentially accommodate a market.
- 4.6. There is an existing farmers market operating on the reserve next to Paris for the Weekend Café on Charles Street, which runs from 9.30am to 2.30pm on Saturdays. There is potential for the Raven Quay market to compete directly with any similar food offerings to

this market. Staff have pointed out the synergies across both markets and whether there might be a possibility for merging the two. The resident has signalled a preference for running an independent market at 131 Raven Quay.

4.7. Feedback from the existing Farmers Market in response to the new market and its activity proposal:

- The existing framers market operates on Saturday mornings at 1 Tom Ayers Drive (reserve) on Charles Street. The market has been running for twenty years in the Kaiapoi town centre.

- The farmers market is growing, and they have turned some stall holders away as their current space is not big enough. They are hoping to extend their access into the reserve at 1 Tom Ayers Drive to support their growth.

- They currently sell a range of plants, vegetables, craft items, new items and some second-hand items. They are opening up the market to young buskers, as they have been contacted by a youth community member seeking permission to regularly busk at their market.

- They are concerned about a new market with a similar product offer running on the same day, and at the same time, as their market. But they support a new market with comparable product offerings running on a different day and/or at a different time to theirs.

4.8. In considering the opportunities around both markets and their access to public land, it is important to note the role and place of trade competition that exists naturally with any commercial activity. Particularly as both markets' access to public land is likely to be at a similar negligible rental level. Staff have, however, noted prior consideration of trade competition for relevant brick-and-mortar hospitality businesses along Williams Street, in light of the fact they are paying a premium in rent at their respective locations.

4.9. **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Additional town centre attractions may contribute positively to the community's perceived liveability of the district.

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

**5. COMMUNITY VIEWS**

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The administrative team running the existing farmers market in Kaiapoi are interested in this report given the resident's proposed cross-market preference including farmers market elements. Their feedback has been included at item 4.7.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. Additional town centre attractions may contribute positively to the community's perceived liveability of the district.

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

### **6.1. Financial Implications**

There are not financial implications of the decisions sought by this report. The proposed market has no impact on existing expenditure budgets.

### **6.2. Sustainability and Climate Change Impacts**

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

### **6.3 Risk Management**

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

- Food trucks competing with town centre businesses – staff recommend that in the early stages of the market's development, the presence of extensive food trucks be avoided to encourage patronage of food establishments in the town centre core, particularly as the market is so close to Williams Street. This should be revisited if the market continues to grow and develop, ensuring that approved food trucks don't offer a similar food offer to existing Williams Street (core) businesses.
- Direct competition with the existing farmers market on Charles Street – it could be helpful to schedule both markets on different days/times, so they avoid direct competition with each other over their core hours of operation.
- Demand for parking putting pressure on Ruataniwha Service Centre car parks – market staff will need to promote to their customers the availability of unrestricted parking along Raven Quay (east) to discourage use of the service centre carpark for market visitors.
- Community expectation – should the market thrive and need to relocate to a larger piece of land, or 131 Raven Quay be commercially developed, then the community may expect Council to continue to support the market through the provision of land. Some alternative land locations have been outlined in this report that might suit the market's activities should it need to relocate in the future.
- Community safety – in running the market the resident and the market's management committee will need to manage community and vendor safety through their own health & safety management plans and procedures.

### **6.3 Health and Safety**

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

## **7. CONTEXT**

### **7.1. Consistency with Policy**

This matter is not 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.

Businesses in the District are diverse, adaptable and growing

- There are growing numbers of businesses and employment opportunities in our District
- There are sufficient and appropriate places where businesses are able to set up in our District.



#### 7.4. **Authorising Delegations**

The Kaiapoi-Tuahiwi Community board has the delegated authority to approve proposed activities on parks, reserves and waterways.

While 131 Raven Quay is not designated as reserves land or as a park, approval is still being sought from the Kaiapoi-Tuahiwi Community Board for the market's recurring reserves booking at the site.

## WAIMAKARIRI DISTRICT COUNCIL

### REPORT FOR DECISION

**FILE NO and TRIM NO:** GOV-26-10-06/ 230124008533  
**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD  
**DATE OF MEETING:** 20 March 2023  
**FROM:** Kay Rabe, Governance Advisor  
**SUBJECT:** Approval of the Kaiapoi-Tuahiwi Community Board Plan 2022-25.

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

\_\_\_\_\_  
General Manager

  
\_\_\_\_\_  
Acting Chief Executive

#### **1** SUMMARY

This report seeks the Kaiapoi-Tuahiwi Community Board's (the Board) approval of the Kaiapoi-Tuahiwi Community Board Plan Community Board Plan 2022-25.

Attachments:

- i. Kaiapoi-Tuahiwi Community Board Plan 2022-25 (Trim 230308031830).

#### **2** RECOMMENDATION

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 230124008533.
- (b) **Approves** the Kaiapoi-Tuahiwi Community Board Plan 2022-25 (Trim 230308031830).
- (c) **Authorises** the Chairperson to approve the final version of the Kaiapoi-Tuahiwi Community Board Plan 2022-25, if any further minor editorial corrections are required.

#### **3** BACKGROUND

- 3.1 A Community Board Plan (the Plan) must be compiled for each term and reviewed annually so that the Board can assess how it is progressing with its objectives, reflects the Board's current work and could include any feedback from the community.
- 3.2 The Plan for the Kaiapoi-Tuahiwi area was developed by the Kaiapoi-Tuahiwi Community Board, elected in October 2022.
- 3.3 This Plan for the Kaiapoi-Tuahiwi area was developed through reviewing the previous Board Plan during a workshop held in December 2022 and several emailed amendments and alterations.
- 3.4 The Plan will be reviewed on an annual basis to ensure the content is current and so that the Board can assess how it is progressing with its objectives and could include any feedback from the community. The Chairperson will report back to the Council annually on the Board's progress.

## **4 ISSUES AND OPTIONS**

- 4.1 The Plan was developed with input from Board members who regularly communicate with residents, community leaders and community organisations and are, therefore, in the best position to advocate for the interest of their communities.
- 4.2 The importance of the Plan should not be underestimated, as the Plan is a vehicle by which the Board can inform the community about its purpose and performance expectations. It also ensures that the community's needs are presented to the Council in a consistent and planned manner and conveyed through Annual and Long Term Plans.
- 4.3 Furthermore, the Plan includes information on the Board's key achievements and general information about the Board's discretionary and youth development grants, landscape budget and Board meetings. It will therefore assist the community in understanding that their concerns are being heard and that they have a voice in local government decisions.
- 4.4 The Plan will also serve as a promotional document for the Board and will be freely available from public libraries, Council service centres, and the Council website.
- 4.5 The Board has held several discussions and workshopped the draft plan, inputting the direction and goals of the Board for this term. If any further minor editorial corrections are needed, staff request that the Board resolves that the Chairperson may approve the final amended document on its behalf.
- 4.6 **Implications for Community Wellbeing**  
There are implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.7 The Management Team has reviewed this report and supports the recommendations.

## **5. COMMUNITY VIEWS**

### **5.1 Mana Whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, 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**

Community Groups and Organisations may wish to apply for funding from the Board or lobby for the Board's support for various community projects. Also, the Plan was developed with input from Board members who communicate with local residents, community leaders and community organisations on a regular basis.

### **5.3 Wider Community**

The wider community is not likely to be affected by or have an interest in the subject matter of this report. However, the Plan was developed with input from Board members who communicate with local residents, community leaders and community organisations on a regular basis.

## **6 IMPLICATIONS AND RISKS**

### **6.1 Financial Implications**

There are no financial implications of the decisions sought by this report as the printing costs will be covered by operational Governance budgets.

## 6.2 **Sustainability and Climate Change Impacts**

The Plan includes information on several projects underway in the Kaiapoi-Tuahiwi area that could have sustainability and climate change impacts, such as alternative transport, planting of trees, and food security.

## 6.3 **Risk Management**

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

## 6.4 **Health and Safety**

None.

# 7 **CONTEXT**

## 7.1 **Consistency with Policy**

These matters are not matters of significance in terms of the Council's Significance and Engagement Policy.

## 7.2 **Authorising Legislation**

Local Government Act 2002 Clause 52.  
Delegation to Community Boards, Part 3, S-DM 1041, Issue 10, as at 25 October 2016.

## 7.3 **Consistency with Community Outcomes**

People are friendly and caring, creating a strong sense of community in our District.

There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

## 7.4 **Authorising Delegations**

The Board is required by the Council to prepare and adopt a Community Board Plan that highlights the key issues, priorities and actions that the Board proposes to advance during the year.



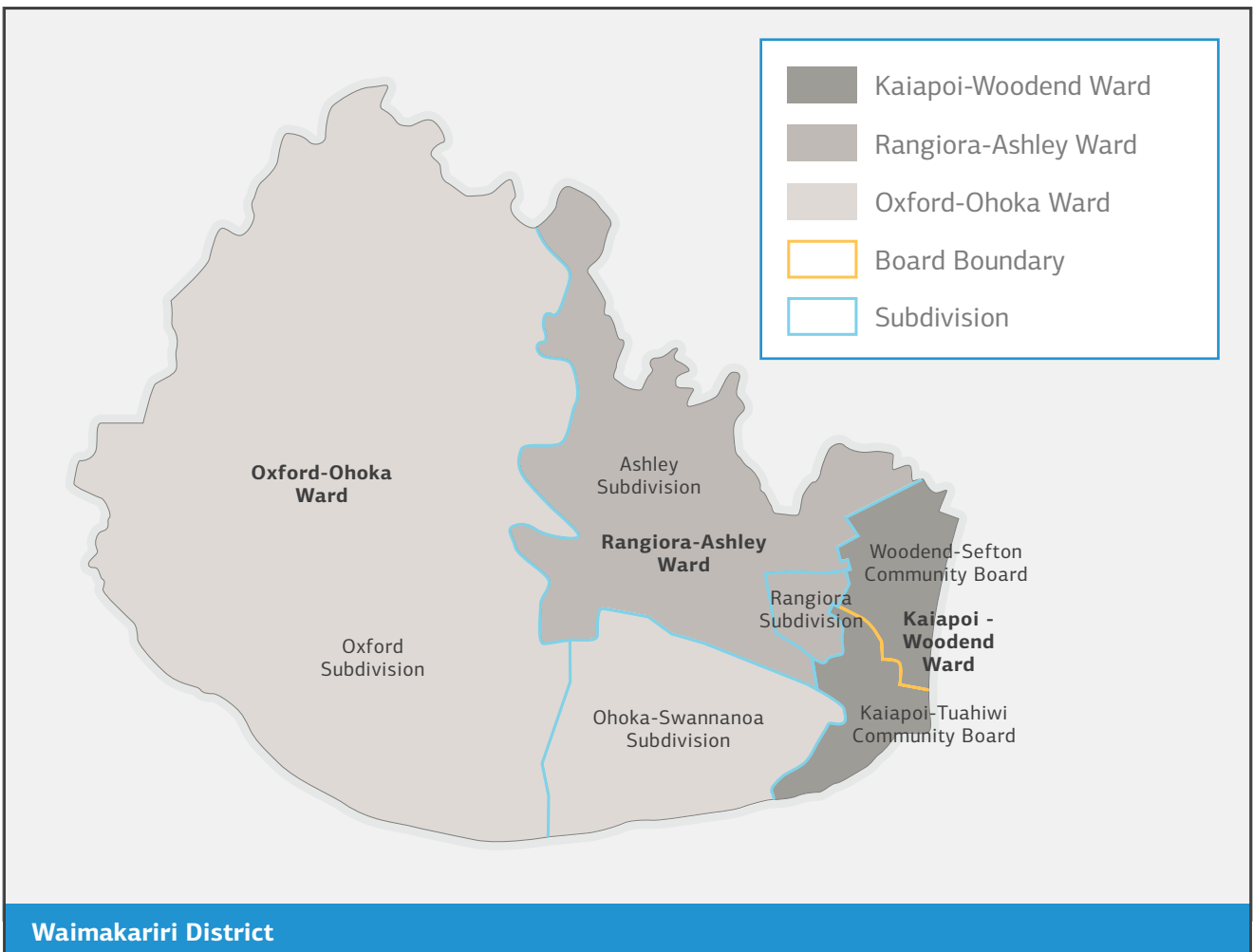
# Kaiapoi-Tuahiwī Community Board Community Plan 2022–2025





Ward	Population
Rangiora-Ashley Ward	26,950
Oxford-Ohoka Ward	13,200
Kaiapoi-Woodend Ward	26,100
Woodend-Sefton Community	10,200
Kaiapoi-Tuahiwi Community	15,900

\*Estimated resident population as at 30 June 2021



# Chairperson's Message

Dear Residents

The Community Plan for the Kaiapoi-Tauhiwi area was developed by the Kaiapoi-Tuahiwi Community Board elected in October 2022.

The work continues to make Kaiapoi a desirable home for residents and a place that attracts visitors.

The coming years will see further development of the historic trails and native forest planting in Huria Reserve, a unique co-governance project between Waimakariri District Council and Ngāi Tūāhuriri. Improvements are planned for the rowing precinct at Murphy Park, the upgrading of the Williams Street bridge, the storage and display of the historic scow, Success, and the relocation of the historic railway station. All these projects will provide better usage of existing aspects of the town or add to the historic quality that is a strong feature.

The historic signage project was completed with the installation of three signboards last year around the town centre featuring photos of the original buildings, many of which were lost in the 2010 earthquakes.

The Board also plans to create better entranceways to the town in an effort to reflect the special nature of Kaiapoi.

Progress of the Community Hub is planned with assistance of Food Rescue, the Croquet Club, and the Menshed which will relocate there.

The Board supports the river regeneration research and is also supportive of ventures that utilise our river environment in a positive way such as AquaLand.

Bringing more visitors to the town is as important as providing more for young people to be involved with. The cycle ways and walkways developed over the past few years have created a town that welcomes visitors and this is to be encouraged.

The Board is dissatisfied with Waka Kotahi's current maintenance standards for the three motorway bridges and the Board will be encouraging Waka Kotahi to complete the unique riverside character.

Planning for future growth is essential and the Board welcomes suggestions that will facilitate the growth and development of the Kaiapoi-Tuahiwi area.

Creating strong, caring and vibrant communities is of the utmost importance and Board members continue to advocate for the residents of the Kaiapoi Tuahiwi communities.

The Board welcomes feedback to this Plan.

Kind regards



A handwritten signature in black ink, appearing to read 'Jackie Watson'.

**Jackie Watson**

**Chairperson**

Kaipoi-Tuahiwi Community Board

# About the Kaiapoi-Tuahiw Community Board

**The Waimakariri District is divided into three wards with the Kaiapoi-Tuahiw Community Board representing the southern end of the Kaiapoi-Woodend ward, including the communities of Kaiapoi, Clarkville, Tuahiw and the Pines and Kairaki Beaches.**

The Kaiapoi-Tuahiw community area has a great mix of properties and people, ranging from urban settlements to lifestyle blocks to beaches in the east. The population of the Board's community area is estimated to be 15,900.

The focus of economic activities within the community area is: residential accommodation, commercial businesses, light industry and tourism.

## What is a Community Board?

The Local Government Act (2002), states that the role of a Community Board is to represent and advocate for the interests of its community. The Waimakariri district is currently divided into three wards, and the Kaiapoi-Tuahiw Community Board provides feedback, leadership and support to residents within the southern part of the Kaiapoi Woodend Ward.

The Kaiapoi-Tuahiw Community Board is comprised of five elected members, plus two appointed Councillors of the Waimakariri District Council, giving a total of seven members. The Board has invited the other two Ward Councillors to participate in Board discussions but they do not have voting rights.

The Community Board is not the Council nor is it a committee of the Council. The Board works collectively with the Council to achieve community goals. The Board is also responsible for any areas delegated to it by the Council.

## How does the Community Board do this?

- Taking an overview of the Council's services and projects affecting the area including water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities and roading and traffic management projects
- Engaging with residents, community organisations and groups in developing local solutions and keeping you informed by using a variety of means, and being visible and accessible

- By encouraging community participation in local Board and Council decision-making
- Advocating to the Council on key issues and priorities for the community area, especially through the Annual and Long Term Plan processes
- Providing grants to community groups and organisations
- Working collaboratively with other Community Boards to promote an understanding for the work being done in the district as a whole
- Maintaining positive working relationships with key Council staff and management
- Actively participating in Council business, including the annual budget to ensure equitable spending across the district while being mindful of rates affordability.

If you are a resident or part of a local community group who wishes to raise any concerns or issues, please do not hesitate to contact a member of the Board for advice and help.

**For contact details see pages 7 & 8**

**or visit: [waimakariri.govt.nz/your-council/ council-boards-and-committees/ kaiapoi- tuahiw-community-board](https://waimakariri.govt.nz/your-council/council-boards-and-committees/kaiapoi-tuahiw-community-board)**



# Performance Expectations 2022-2025

**The Kaiapoi-Tuahiwi Community Board aims to meet the needs of our diverse community through:**

- Engaging with individuals, groups, other Boards, and the Council to provide the best outcome for the Kaiapoi-Tuahiwi community and the district as a whole
- Engaging and interacting with younger generations by seeking their views and feedback on important issues in the ward
- Engage with local schools, community and advisory groups and offer encouragement for their projects and provide assistance where practical
- Developing closer links and relationships with key settlements and groups in the Kaiapoi-Tuahiwi Ward, as well as with significant district-wide organisations
- Developing strategies for the Board to become an effective, cohesive voice in representing the community viewpoint at meetings and policy hearings
- Developing and promoting the Community Board as a vehicle for local residents to seek assistance and advocacy in accessing Council services and consultation processes
- Maintaining positive working relationships with key Council staff and management
- Actively participating in Council business and the annual budget process to ensure equitable spending across the district whilst being mindful of rates affordability
- Support the Council's Local Economic Development Strategy to encourage business growth across the community area
- Continue to advocate for the protection and enhancement of waterways and wetlands for recreational purposes
- Advocating for balanced growth that enhances and protects the character of the communities' recreational, opportunities, livability and employment
- Working closely with each community to identify and encourage attractive streetscapes which enhance the visual profile of that community
- Advocate for community concerns regarding safer roads
- Lobbying for improved infrastructure for modern technology i.e. recharging stations, better Internet, etc.

# What's happening now and looking forward?

There are a number of projects underway in the Kaiapoi-Tuahiwi Community area, this section outlines those projects.

## Askeaton Reserve

(The Kaiapoi Marine Precinct) Environment Canterbury has informed the Council that a resource consent will be required for the wetland. In the interim a workshop with further options will be scheduled with the Board later in the year.

## General landscaping budget

Greenspace staff have been working with the Board to allocate its General Landscape Budget to various projects around the district.

Over the last year the Board have allocated funds towards developing Kaiapoi's town entrances, seats along the Passchendaele Walkway and the installation of a Raymond Herber sculpture which will be located in Silverstream.

## Playground replacements

NCF Park and Currie Park playgrounds are currently due for replacement in the near future. The Board have been working with Greenspace staff to identify opportunities to ensure that resources are used to best meet the needs of the surrounding residents. Staff will be undertaking consultation with the community regarding the potential relocation of the play space currently located at Currie park in February 2023.

## Patchinas walkway

This is the land connecting Williams Street and the library carpark. The Board and staff have been working with All Together Kaiapoi to enhance this area which includes Patchina the giraffe. It is hoped that the final design will include elements such as the seating and garden beds to improve amenity and circulation.

## Town entrances

Investigation of options for the site across from Hellers following a request from the Board. This is likely to fall under the town entrances realm. Workshops are scheduled to be held with the Board during 2023.

## Supporting Community Groups

The Board will continue to support and advocate for community groups within the Board's area and through the use of its discretionary funds the Board will continue to support a wide range of local community groups and events.

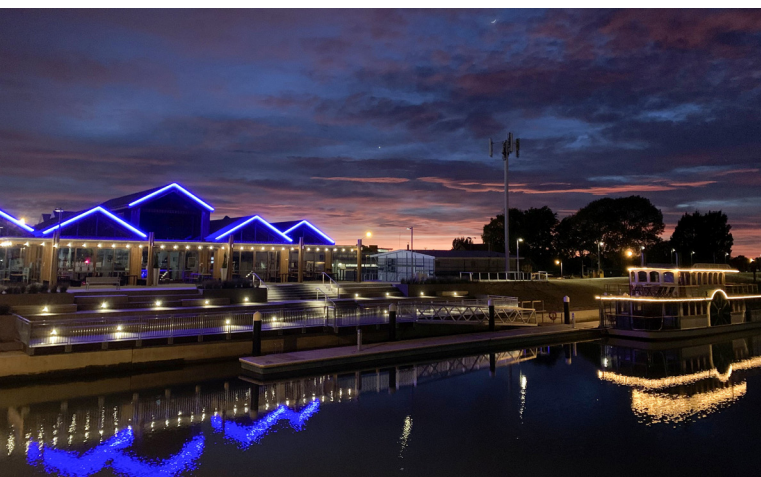
## Kaiapoi Town Centre Parking

A Kaiapoi Town Centre Parking Plan will be developed within the current term in conjunction with the recently adopted District Parking Strategy. The option for lockable charging/parking for e-bikes is being investigated and will depend on whether or not government funding will be available.

## Kaiapoi River Rehabilitation

The Board will continue to support the work being done on the rehabilitation of the Kaiapoi River as part of the Kaiapoi River Rehabilitation Work Programme.

Understanding the dynamics of the river estuary environment and the effects that increased salination is having on the environment will remain a key focus area for the Board. It is important to improve water quality, encourage terrestrial planting along



The Kaiapoi Marine Precinct

the riparian edge of the river with native species, and monitor inanga spawning area migration and plan for provision of a suitable spawning habitat, amenity and recreation in the Kaiapoi River. The Work Programme is also supported by the Ngāi Tūāhuriri Rūnanga, the Council, Environment Canterbury and the Waimakariri Water Zone Committee.

### Huria Reserve - Heritage and Mahinga Kai Development

The Heritage and Mahinga Kai (HMK) project covers nearly eight hectares of land within Huria Reserve, Kaiapoi. It recognises the significant cultural values for Te Ngāi Tūāhuriri Rūnanga. Mahinga Kai describes the food and natural resources that mana whenua gather in their takiwā (area), and the practices they use.

The area will provide for social and cultural activities, and include walking historic trails and native forest planting. The forest is a regeneration project to restore the land to its original environment. The Council has taken a unique approach to deliver HMK by partnering with the Rūnanga, by leasing the site to Te Kōhaka o Tūhaitara Trust (TKoT), which is an organization containing representatives from the Rūnanga, Council and the community to create a co-governance model. This partnership ensures that HMK will be a unique space in our District and a template for others to follow.

To date there have been two community planting days and 6,000 native species have been planted. The stage 1 of pathways has been completed and the reserve is now open for the public to freely walk through and enjoy the reserve. An overall Master Plan with detailed designs is in the process of being developed.

Next stage will be to tender out and deliver the second stage of pathways, Autumn and Spring planting.

### Community Hub Development

The Kaiapoi Community Trust deed has been confirmed and is in the process of being registered and new Trustees have joined the Trust Board. The MenzShed and Satisfy Food Rescue are confirmed lessees.

### The Kaiapoi Croquet Club

Good progress on the planning and design of their club house and shed and specifications of the new greens to be built at the hub site have been agreed. The next step is to put in place a sale and purchase agreement for the current club site at Murphy Park.



### Murphy Park & Rowing Precinct

The Board are supportive of the current projects to develop and improve the rowing precinct at Murphy Park in conjunction with the clubs and the public that use this area. Concept planning will be underway in 2022/23 for improvements to the wider Murphy Park area including riverside linkages and walkways.

**District Plan 2021** - The Board made a submission during the recent public consultation on the District Plan and will continue to support, contribute to and monitor the progress of the Plan

**Submissions – Annual Plan** - The Board will continue to work with the Council and submit on draft Annual Plans.

**Annual Plan**– The Board submitted on the key issues outlined in the consultation document.

**Discretionary Grants** - Continued to support a wide range of local community groups through the Board’s discretionary funding grants.

**Youth Development Grant** - Continued to support Waimakariri Youth Development Grant which is aimed at young people living in the district aged between 12 and 24 years.

## POSSIBLE UPCOMING PROJECTS

### Williams Street Bridge Upgrade

The Williams Street Bridge in the Kaiapoi town centre was noted as being due for repainting in 2020. Prior to completing this work staff wanted to consider options to upgrade the balustrades to comply with Building Code F4 'Safety from Falling' height requirements and to add feature lighting strips along the balustrade (beneath the top rail), given that the balustrades were viewed as being in a tired condition.

A total of ten balustrade upgrade options were presented to Council and the Community Board across March 2021 and March 2022. Both the Board and Council signalled a preference for the option which retains the existing vertical concrete pillars and lamp posts but replaces the concrete balustrades with stainless steel in-fill panels. The steel panels could incorporate cut out design motifs designed by a suitably qualified artist representing some aspect of Kaiapoi's unique history, culture, character and people.

No official budget has been assigned to this project; although the current LTP does include \$50,000 towards 'painting the bridge' and \$125,000 towards 'town centre amenity features and lighting' improvements which could be assigned to this project. However the Board is hopeful that significant progress will be made on this.

### Disc Golf

In 2022 The Board approved staff undertaking consultation with the Kaiapoi community regarding a potential disc golf course at Kaiapoi Domain.

144 submissions were received and once collated will be presented to the Board for consideration for approval. This is a community lead project which is planned to be funded through community fundraising.



### Alwin G Heritage Trust

The Board will be working in partnership with the Trust to store and restore the historic scow "Success" at the Corcoran Reserve at 73 Charles Street. A temporary lease has been approved. Once restored, it is envisioned that the Success could be used as a tourist attraction taking visitors down the river.



The scow Success at an earlier stage in its life

### Relocation of Historic Railway Station

The Board is investigating the possibility of working in partnership with private enterprise to relocate and lift the building closer to the stopbank allowing for patrons to view the river while taking tea. There are plans for a large deck and ramp to enable egress to the stopbank and parking area which will be relocated between the building and the road.

## Kaiapoi-Tuahiwi Community Board members


Member and contact details	Responsibility and representation on outside organisations
 <p><b>Jackie Watson</b> Chairperson <b>Mobile:</b> 022 350 9547 <b>Email:</b> jackie.watson@wmk.govt.nz</p>	<ul style="list-style-type: none"> <li>• Waimakariri Arts Trust</li> <li>• Waimakariri Public Arts Trust</li> <li>• Pines-Kairaki Beach Association</li> <li>• Northern Pegasus Bay Advisory Group</li> <li>• All Together Kaiapoi</li> </ul>
 <p><b>Sandra Stewart</b> Deputy Chairperson <b>Mobile:</b> 027 668 8583 <b>Email:</b> sandra.stewart@wmk.govt.nz</p>	<ul style="list-style-type: none"> <li>• GreyPower North Canterbury</li> <li>• Kaiapoi Promotions Association</li> <li>• Heritage and Mahinga Kai Joint Working Group</li> <li>• Silverstream Advisory Group</li> </ul>
 <p><b>Tim Bartle</b> <b>Mobile:</b> 021 477 449 <b>Email:</b> tim.bartle@wmk.govt.nz</p>	<ul style="list-style-type: none"> <li>• North Canterbury Neighbourhood Support</li> <li>• Waimakariri Health Advisory Group</li> <li>• Clarkville Rural Drainage Advisory Group</li> <li>• Central Rural Drainage Advisory Group</li> <li>• Coastal Rural Drainage Advisory Group</li> </ul>
 <p><b>Tracey Blair</b> <b>Mobile:</b> 027 685 8667 <b>Email:</b> tracey.blair@wmk.govt.nz</p>	<ul style="list-style-type: none"> <li>• Waimakariri Access Group</li> <li>• Darnley Club</li> </ul>
 <p><b>Russell Keetley</b> <b>Mobile:</b> 0210 894 9646 <b>Email:</b> russell.keetley@wmk.govt.nz</p>	<ul style="list-style-type: none"> <li>• Kaiapoi and Districts Historical Society</li> <li>• Kaiapoi Landmarks Team</li> </ul>

Kaiapoi-Tuahiwi Community Board members	
Member and contact details	Responsibility and representation on outside organisations
 <p><b>Cr Neville Atkinson JP</b>  <b>Mobile:</b> 021 558 037  <b>Email:</b> neville.atkinson@wmk.govt.nz</p>	<ul style="list-style-type: none"> <li>• Deputy Mayor</li> <li>• Waimakariri Passchendaele Advisory Group</li> <li>• Kaiapoi Marine Precinct Bookings Advisory Group</li> </ul>
 <p><b>Cr Al Blackie, JP</b>  <b>Mobile:</b> 027 327 6761  <b>Email:</b> al.blackie@wmk.govt.nz</p>	<ul style="list-style-type: none"> <li>• Creative Communities NZ Assessment Committee</li> <li>• Waimakariri Community Arts Council</li> <li>• Waimakariri Art Collection Trust</li> <li>• Kaiapoi Marine Precinct Bookings Advisory Group</li> <li>• Northern Pegasus Bay Advisory Group</li> <li>• Clarkville Rural Drainage Advisory Group</li> <li>• Coastal Rural Drainage Advisory Group</li> </ul>

### Other Kaiapoi-Woodend Ward Councillors

The Kaiapoi-Woodend Ward has a total of four Councillors elected to represent it on the Council. Two Councillors, N Atkinson and A Blackie, have been appointed by the Council to the Kaiapoi-Tuahiwi Community Board. Councillors B Cairns and P Redmond have been appointed to the Woodend-Sefton Community Board.

The Kaiapoi-Tuahiwi Community Board has chosen to have all four Councillors sitting at the Board table to contribute to debate and discussion. However, only Councillors Atkinson and Blackie (as the appointed Councillors) have voting rights at the Kaiapoi-Tuahiwi Community Board.

Member and contact details	Responsibility and representation on outside organisations
 <p><b>Brent Cairns</b>  <b>Mobile:</b> 027 222 4767  <b>Email:</b> brent.cairns@wmk.govt.nz</p>	<ul style="list-style-type: none"> <li>• Waimakariri Access Group</li> <li>• North Canterbury Museums' Group</li> <li>• Kaiapoi Promotion Association</li> </ul>
 <p><b>Cr Philip Redmond, QSM</b>  <b>Mobile:</b> 027 439 5515  <b>Email:</b> philip.redmond@wmk.govt.nz</p>	<ul style="list-style-type: none"> <li>• Southbrook Road Improvements Working Group</li> <li>• Southbrook Road Reference Group</li> <li>• Southbrook School Travel Plan Working Group</li> <li>• Waimakariri Health Advisory Group</li> <li>• Walking and Cycling Reference Group</li> <li>• Ashley River Rating Committee</li> </ul>

# Kaiapoi-Tuahiwi Community Board Discretionary Grant

Each financial year (July to June) the Kaiapoi-Tuahiwi Community Board is allocated funds to distribute, by application, to community-based organisations within their community area.

For the 2022/23 financial year (July–June) the Kaiapoi-Tuahiwi Community Board has \$5,559 available for grants to non-profit community based organisations.

**Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.**

- The group should have strong links with the community area of Kaiapoi-Tuahiwi
- Grant funding is limited to projects within the Board area or primarily benefiting the residents of the Kaiapoi-Tuahiwi area
- The applicants should clearly state the purpose for which the money is to be used
- Money should primarily be used for capital or improvement works, for enhancement of the group, or towards the purposes of the group, including events involving community participation
- The applicant should submit a balance sheet which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received
- Where possible or feasible applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Kaiapoi-Tuahiwi Community Board
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding
- Grant applications will be considered at each meeting by the Kaiapoi-Tuahiwi Community Board

- Generally funding grants will be a maximum of \$500 in any one financial year (July to June), but the group can apply up to twice in that year, providing it is for different projects
- Examples of what is not funded are available on the application documents. Debt and wages are not funded.

## Application process

Application forms can be picked up at any of the Council's Service Centres. Alternatively an application form can be printed, downloaded or completed online from the Council's website: [waimakariri.govt.nz/\\_data/assets/pdf\\_file/0016/3841/QD-GOV-Form-006-Kaiapoi-Tuahiwi-Discretionary-Grant-Application-Form-2021-2022.pdf](http://waimakariri.govt.nz/_data/assets/pdf_file/0016/3841/QD-GOV-Form-006-Kaiapoi-Tuahiwi-Discretionary-Grant-Application-Form-2021-2022.pdf)

The completed application should be posted to:

### Governance Team

C/- Waimakariri District Council,  
Private Bag 1005, Rangiora 7440

Or emailed to: [com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz)

Or dropped in to your local Council service centre (see back page for details).



Waitangi Day Celebration - All Together Kaiapoi

## Kaiapoi-Tuahiwi Community Board Grants 2022-23

Group	Project	Amount
St Patricks School PTA	Game Lines	\$500
Kaiapoi Toy Library	Cultural and Sensory toys	\$500
Reflections Community Trust	Waimakariri Light Party	\$500
Clarkville Playcentre	Fruit Trees and vegetable plants	\$250
Cure Boating Club	Wood stain for floors and stairs	\$500



10-year Celebration - Kaiapoi Community Garden



# Waimakariri Youth Development Grant

## Purpose of the grant

In 2018 the Waimakariri Community Boards established the Waimakariri Youth Development Grant to support one or more young people seeking:

- To enhance young people's skills and strengths; especially self-worth, decision-making, good relationships, resilience, positive mental health, life-skills and leadership
- To provide opportunities for young people to connect positively with their community in meaningful, practical ways
- To help and benefit others.

## General overview

Available to young people living in the Waimakariri District aged between 12 and 24 at the time of application. An annual grant of up to \$4,000 is available for allocation to suitable applicants in any one year. The Youth Development Grant Committee may award more than one grant up to a combined maximum of \$4,000 in a financial year (1 July 2021 to 30 June 2022). If the Youth Development Grant Committee do not award the maximum funding in November of a year, further applications will be called for.

## Application process

Applications must be fully completed and supported by two references. For example teacher, school principal, employer, faith leader, youth worker or community group leader. One reference may be permitted from a member of the applicant's wider family. The next round of applications will be opening in September/October 2022. Information will be available on the Council website at: [waimakariri.govt.nz/community/funding-and-grants/youth-development-grant](http://waimakariri.govt.nz/community/funding-and-grants/youth-development-grant)

## Selection process

The Youth Development Grant Committee includes the four Community Board Chairs and an appointee of the Waimakariri Youth Council. The Committee is the sole decision-making body.

Short-listed applicants will be expected to present their application to the Committee in person and to answer any questions that the Committee may have. Applicants will be expected to provide an overview of their proposed project/activity to the Committee and they may choose how to do this. The Committee members will ask all applicants a series of general questions to help them make a decision.

The Council staff will work with the successful applicant to formalise an agreement on how the grant will be paid to them. This is really important as the Committee needs to be sure that the grant is spent on the project/activities the applicant has told them about and to also provide additional guidance to our youth.

## Previous recipients

Group	Project	Amount
Waimakariri Student Volunteer Army	Towards the costs of purchasing high visibility vests, work gloves, a first aid kit and on spades to do volunteer work within the community	\$1,733
J Reyello, L Price and E Stokes	Towards attending the 2020 24-7 YouthWork National Training to be held from 29 June 2020 to 1 July 2020 in Wellington	\$2,000

# Board's General Landscaping Budget

The 2022-2023 Kaiapoi-Tuahiwi Community Board General Landscaping Budget as at 1 July 2022 is \$49,490. Allocations for the 2022-2023 year have still to be finalized.

The following depicts the status of the Board's landscape budget.:

Board allocation	Status	Budget
2021-2022 Financial Year	Carried over	\$23,300
2022-2023 Financial Year	Allocation	\$26,190
Current Projects		
Town entrance development	Pending	\$75,810
Interpretive signs	In progress	\$20,000
Patchina's Walkway upgrade	In progress	\$7,700
Tuahiwi Reserve development	Rescinded	\$0
Seat at BMX track	Completed	\$2,000
Raymond Herber sculpture	Pending	\$10,000
Passhendaele walkway	In progress	\$3,200



**Blackwells Department Store 150 celebration sculpture**

# Where and when are Meetings Held?

The Kaiapoi-Tuahiwi Community Board meetings are usually held on the third Monday of the month at 4pm. The public is most welcome to attend.

Meetings are usually held in Kāikanui Meeting Room upstairs at the Ruataniwha Kaiapoi Civic Centre.

Members of the public, groups and organisations can bring matters to the attention of the Community Board by bringing a deputation to a Board meeting.

Deputations can be arranged by contacting the Governance Team and will be approved by the Chairperson.

Residents are also always welcome to contact Community Board members directly to discuss Council and community-related matters.

Agendas are available at the Council Service Centres and on the Council's website two working days before a meeting at:

[waimakariri.govt.nz/your-council/meetings](http://waimakariri.govt.nz/your-council/meetings)

The next meetings are scheduled on the third Monday of the month.

## The dates for 2023 are:

20 February	20 March
17 April	15 May
19 June	17 July
21 August	18 September



Kaiapoi Service Centre

## Governance Team contact details

**Phone:** 0800 965 468 (0800 WMK GOV)

**Email:** [com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz)

**Post:** 215 High Street, Private Bag 1005, Rangiora 7440

## The Governance Team can be contacted for assistance with:

- Arranging Deputations
- Accessing Discretionary Grant Funding
- Accessing Youth Development Funding
- Access to Community Board documentation.

# Council Facilities and Contact Details



## Service Centres

[waimakiriri.govt.nz](http://waimakiriri.govt.nz)

### Ruataniwha Kaiapoi Civic Centre

176 Williams Street, Kaiapoi

**Phone:** 03 375 5009

**Fax:** 03 327 8752

**Email:** [kaiapoi@wmk.govt.nz](mailto:kaiapoi@wmk.govt.nz)

#### Opening hours

Monday to Friday: 9am-5pm

### Rangiora Service Centre

215 High Street, Rangiora

**Phone:** 0800 965 468

**Fax:** 03 313 4432

**Email:** [office@wmk.govt.nz](mailto:office@wmk.govt.nz)

#### Opening hours

Monday to Friday: 8.30am-5pm

### Oxford Service Centre

34 Main Street, Oxford

**Phone:** 03 311 9005

**Fax:** 03 312 4833

**Email:** [oxford@wmk.govt.nz](mailto:oxford@wmk.govt.nz)

#### Opening hours

Monday to Friday: 9am-5pm

Saturday: 10am-12 noon

(Limited services on Saturday)



## Libraries

[waimakaririlibraries.com](http://waimakaririlibraries.com)

### Kaiapoi Library

176 Williams Street, Kaiapoi

**Phone:** 03 375 5009

**Fax:** 03 327 8752

**Email:** [library@wmk.govt.nz](mailto:library@wmk.govt.nz)

#### Opening hours

Monday to Wednesday & Friday: 9am-5pm

Thursday: 9am-7pm

Saturday: 10am-2pm

Sunday: 1pm-4pm

### Rangiora Library

Trevor Inch Memorial Library

141 Percival Street, Rangiora

**Phone:** 03 311 8901

**Fax:** 03 313 4650

**Email:** [library@wmk.govt.nz](mailto:library@wmk.govt.nz)

#### Opening hours

Monday to Thursday: 9am-5pm

Friday: 9am-7pm

Saturday: 10am-2pm

Sunday: 1pm-4pm

### Oxford Library

34 Main Street, Oxford

**Phone:** 03 311 9006

**Fax:** 03 312 4833

**Email:** [library@wmk.govt.nz](mailto:library@wmk.govt.nz)

#### Opening hours

Monday to Friday: 9am-5pm

Saturday: 10am-12 noon

## Aquatic Centres

[waimakariri.govt.nz/aquatic-facility](http://waimakariri.govt.nz/aquatic-facility)

### Kaiapoi Aquatic Centre

9 Cass Street, Kaiapoi

**Phone:** 03 375 5041

#### Opening hours

Monday to Friday: 6am-3.30pm & 6pm-9pm

Saturday & Sunday: 7.30am-7pm

Public Holidays: 10am-7pm

Christmas Day: Closed

### Dudley Park Aquatic Centre

47 Church Street, Rangiora

**Phone:** 03 311 8905

#### Opening hours

Monday to Friday: 6am-9pm

Saturday & Sunday: 7.30am-7pm

Public Holidays: 10am-7pm

Christmas Day: Closed

### Oxford Community Aquatic Centre

9 Burnett Street, Oxford

**Phone:** 03 311 8921

#### Opening hours

Summer only from late November

Monday to Friday: 8.30am-6.30pm

Saturday & Sunday: 10am-7pm

Public Holidays: 10am-7pm

Christmas Day: Closed

## Transfer Stations

### Southbrook Resource Recovery Park

284 Flaxton Road, Rangiora

**Phone:** 03 313 5499

**Resale Store:** 03 313 5798

#### Opening hours

Monday to Sunday: 8.30am-4.30pm

Public Holidays: Closed

### Oxford Transfer Station

46 High Street, Oxford

#### Opening hours

Friday: 12.30pm-4.30pm

Sunday: 12 noon-4.30pm

Public Holidays: Closed

## Community Facilities

### Kaiapoi Community Centre

24 Sewell Street, Kaiapoi

### Ruataniwha Kaiapoi Civic Centre

176 Williams Street, Kaiapoi

### Trousselot Park and Band Rotunda

33 Charles Street, Kaiapoi



215 High Street  
Private Bag 1005  
Rangiora 7440, New Zealand  
**Phone** 0800 965 468  
waimakariri.govt.nz

230210017862

**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-08-06 / 230223024757

**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD

**DATE OF MEETING:** 20 March 2023

**AUTHOR(S):** Kay Rabe, Governance Advisor

**SUBJECT:** Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2022/23

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

\_\_\_\_\_ General Manager

  
\_\_\_\_\_ Acting Chief Executive

**1. SUMMARY**

1.1. This report is to consider three applications for funding received from:

Name of Organisation	Purpose	Amount Requested
Kaipoi Rugby Football Club	Towards replacing the broken cabinet for the Automated External Defibrillator (AED).	\$500
Kaipoi Community Garden	Towards the cost of installing directional signage.	\$240
Relay for Life Fundraising	Towards the costs of hosting a relay for life event	\$500

Attachments:

- i. Application from the Kaiapoi Rugby Football Club (Trim Ref: 230223024642).
- ii. Application from the Kaiapoi Community Garden (Trim Ref: 230223025285).
- iii. Application from the Relay for Life Fundraising Committee (Trim Ref: 230302028666).
- iv. A spreadsheet showing the previous two years' grants.
- v. Board Funding Criteria 2022/23 (Trim Ref: 210603089776).

**2. RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230223024757.
- (b) **Approves** a grant of \$..... to the Kaiapoi Rugby Football Club towards the replacement of the External Defibrillator (AED) cabinet.

**OR**

- (c) **Declines** the application from the Kaiapoi Rugby Football Club.

- (d) **Approves** a grant of \$..... to the Kaiapoi Community Garden towards the installation of directional signage on the Kaiapoi Borough School fence.

**OR**

- (e) **Declines** the application from the Kaiapoi Community Garden.

- (f) **Approves** a grant of \$..... to the Relay for Life Fundraising Committee towards the costs of hosting a Relay for Life event.

**OR**

- (g) **Declines** the application from the Relay for Life Fundraising Committee.

### 3. **BACKGROUND**

- 3.1. *The Kaiapoi Rugby Football Club seeks funding to replace the broken cabinet that houses its AED.*
- 3.2. *The Kaiapoi Community Gardens is seeking funding to install directional signage on the Kaiapoi Borough School (KBS) fence to ensure visitors can locate the gardens.*
- 3.3. *The Relay for Life Fundraising Committee is requesting funding for hosting a Relay for Life event at Dudley Park, Rangiora, on Saturday, 1 April 2023.*
- 3.4. The current balance of the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund for 2022/23 is \$4,872.

### 4. **ISSUES AND OPTIONS**

#### ***Kaiapoi Rugby Football Club (the Club)***

- 4.1 The first recorded rugby game was played at Kaiapoi Park on 22 July 1876, and the Club was established on 8 July 1896 when it purchased the current grounds. Today, the Club boasts three full-size rugby fields, a junior field, a hockey field, separate training grounds and warm-up areas, two senior cricket wickets, and numerous junior wickets. The Club also supplied Softball diamonds as required.
- 4.2 Post-earthquake, the Clubrooms were used as the Civil Defence Headquarters, and displaced people made use of the changing sheds and showers. The Club is designated to continue as an emergency Civil Defence headquarters during any future natural disasters, as such, it is essential that the AED be in a safe, accessible cabinet. The Club is therefore seeking funding to replace its AED's broken cabinet.
- 4.3 All community members benefit from the availability of an AED, and as the Club has players from all over the district, the benefit would be even more wide-reaching. The AED will be protected and available damage-free by replacing the damaged cabinet. In addition, the AED is listed on the national AED website to ensure availability to the whole community, thus potentially saving lives.
- 4.4 The cabinet replacement will need to be delayed while the Club investigates other funding options if this application is unsuccessful, which may run the risk of the AED being stolen or damaged. No additional fundraising has been initiated, and the current funds held by the Club are earmarked for the upkeep of the buildings, insurance, and the day-to-day running of the Club. This is the first time the Club has applied to the Board for funding assistance.



### ***Kaiapoi Community Gardens (the Group)***

- 4.5 Helen Roberts established the community garden in March 2010 with the support of a group of other keen gardeners who wanted to share their knowledge. The Group is located on the grounds of Kaiapoi Borough School and assists with the School's Garden to Table Programme, which teaches children how to grow, harvest, prepare and share food. In July 2019, the school's old dental surgery was relocated to the garden, which provides an indoor space for running workshops and opportunities to learn about healthy eating in a friendly, welcoming space.
- 4.6 The Group is seeking funding to install a directional sign on the fence of the Kaiapoi Borough School. Most visitors are local, and the signage will benefit all who visit the garden. The sign will enable people to locate the gardens easily without disrupting the school staff.
- 4.7 This project will continue even if the application is unsuccessful, however, as this is a voluntary group there is little in the way of funding. Excess produce is sold to raise funds for the running the gardens. The Board granted the Group \$500 in February 2022 to replace its mower and an Accountability Form has been received.

### ***Relay for Life Fundraising Committee (the Committee)***

- 4.8 Relay For Life - Te Ara Toiora is an inspiring community event that allows people to celebrate cancer survivors and carers, remember loved ones lost to cancer, and fight back by raising awareness and funds for the Cancer Society.
- 4.9 Relay For Life starts with a moving Opening Ceremony, which finishes with cancer survivors and caregivers leading the event's first lap. Then team members take to the track, most walking for 30 to 60-minute intervals. Each team will always have one member on the track, passing the team baton between members. A Candlelight Ceremony will be held in the evening to remember loved ones affected by or lost to cancer. Towards the end of the event, all teams come together to walk around the track as a community to fight back against cancer ending with an inspiring Closing Ceremony.
- 4.10 Much of the work is done by volunteers, however, there are several unavoidable costs incurred in organising such an event, such as the hire of portaloos, lighting/ sound systems and a stage. It is estimated that the event's hosting will cost \$4,000, and if this application is unsuccessful, the costs will come from the other funds raised by the Committee. Thus, decreasing the funds which could have contributed towards the Cancer Society's objectives, such as education, support, and research. The Committee are also considering applying to Southern Trust for funding to cover the additional costs.
- 4.11 This year the event will be held in Dudley Park, Rangiora, on Saturday, 1 April 2023 and is expected to attract approximately 50% of participants from the Woodend-Sefton Ward, 40% from the Kaiapoi-Woodend Ward and 10% from the Oxford-Ohoka Ward. Funding applications have also been sent to Woodend-Sefton and Rangiora-Ashley Community Boards. It is expected to be a fun event for the community, with a wide range of teams entering. Participants and supporters will be able to enjoy a festive, family-friendly environment with activities and entertainment throughout the event.
- 4.12 The Committee did not submit a summary balance sheet or an income and expenditure statement. However, they supplied a record of the costs incurred in hosting the 2021 event. Similar costs are expected in 2023. This is the first time the Committee has applied for funding to the Board.
- 4.13 The Board may approve or decline grants per the grant guidelines.

#### **Implications for Community Wellbeing**

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

- 4.14 The Management Team has reviewed this report.

## **5. COMMUNITY VIEWS**

### **5.1 Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū may be affected by or have an interest in the subject matter of this report.

### **5.2 Groups and Organisations**

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

### **5.3 Wider Community**

The wider community is likely to be unaffected by or interested in this report's subject matter. However, the projects will significantly benefit all members of the community in various ways.

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

### **6.1 Financial Implications**

The Annual Plan for 2022/23 includes budget provision for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups up to \$5,270. An amount of \$2,627 was carried forward from the 2021/22 financial year, bringing the Discretionary Grant Fund to a total of \$7,897 this financial year.

The application criteria specify that grants are customarily limited to a maximum of \$500 in any financial year (July to June), even though a group can apply up to twice a year, providing it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board resolved values. The current available balance of the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2022/23 is \$4,872.

### **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 no risks arising from the adoption/implementation of the recommendations in this report.

### **6.4 Health and Safety**

All health and safety related issues will fall under the auspices of the groups and organisations which applied for funding.

## **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**

Not applicable.

### **7.3 Consistency with Community Outcomes**

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

People are friendly and caring, creating a strong sense of community in our District. There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

### **7.4 Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

Groups applying for Board Discretionary Grants 2022/2023

Name of Group: Kaiapoi Rugby Football Club

Address: 12 Smith St Kaiapoi

Contact Person within Organisation: Amy Rae

Position within Organisation: Secretary

Contact phone number: 027 6206201 Email: secretary@krfc.co.nz

Describe what the project is and what the grant funding be used for? (Use additional pages if needed)

Replacing the current broken cabinet for our AED machine.

What is the timeframe of the project/event date? current

Overall Cost of Project: \$945 exc GST Amount Requested: \$500 -

How many people will directly benefit from this project? The whole community

Who are the range of people benefiting from this project? (You can tick more than one box)

- People with disabilities (mental or physical)
- Cultural/ethnic minorities
- District
- Preschool
- School/youth
- Older adults
- Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka 10% Rangiora-Ashley 10% Woodend-Sefton 10% Kaiapoi-Tuahiwi 70%

Other (please specify): \_\_\_\_\_

If this application is declined, will this event/project still occur?  Yes  No

If No, what are the consequences to the community/organisation?

If unsuccessful we will continue to apply to other organisations. The current cabinet is broken which runs the risk of the AED machine been stolen or damaged.

What are the direct benefit(s) to the participants?

Protecting the machine means it can continue to be available to all of the public and can save a life/lives.

What is the benefit(s) to your organisation?

can save a life/lives

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

This machine is listed on the AEO website to be available to the whole community, it can save a life/lives.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?)  Yes  No

If yes, name of parent group: \_\_\_\_\_

What is the relationship between your group and the parent group?

\_\_\_\_\_

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:

None, the funds that are seen held by the rugby club are being channelled into the upkeep of buildings, insurances and day to day running at the club

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months?  Yes  No

If yes, please supply details:

\_\_\_\_\_

- Enclosed  Financial Balance Sheet and Income & Expenditure Statement  
(compulsory - your application cannot be processed without financial statements)
- Supporting costs/quotes
- Other supporting information

- I am authorised to sign on behalf of the group/organisation making this application.
- I declare that all details contained in this application form are true and correct to the best of my knowledge.
- I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.
- I accept that information provided in this application may be used in an official Council report available to the public.

**Please note:** If submitting your application electronically, entering your name in the signature box below will be accepted as your signature:

Signed: \_\_\_\_\_

Date: 22.02.23

Re: [EXTERNAL] Re: AED Cabinet

From: Luke Nai (luke.nai@redcross.org.nz)

To: raerae1103@yahoo.co.nz

Date: Tuesday, 21 February 2023 at 08:26 am NZDT

Hi Amy,

\$945.00 excl. GST.

Thank you

**Luke Nai (He/Him)**  
Sales & Account Consultant  
New Zealand Red Cross  
Ripeka Whero Aotearoa

*Make flexibility work - if you receive an email from me outside of your normal working hours, I am sending it at a time that suits me. I'm not expecting you to read or reply until your normal working hours.*

**Mobile: 027 262 3730**

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Whakaora Whakaaha

[redcross.org.nz/first-aid](https://redcross.org.nz/first-aid)

**From:** Amy Rae <raerae1103@yahoo.co.nz>

**Sent:** Monday, February 20, 2023 4:27 PM

**To:** Luke Nai <luke.nai@redcross.org.nz>

**Subject:** Re: [EXTERNAL] Re: AED Cabinet

What is the price of the one listed below please?

Sent from Yahoo Mail on Android

On Fri, 17 Feb 2023 at 10:01, Luke Nai  
<luke.nai@redcross.org.nz> wrote:

Hi Amy,

Would you be happy with the AIVIA 100W cabinet (Image attached) to replace the current damaged one?

The AIVIA 100W is alarmed and highly visible, and operates on 4xD sized batteries.

While it doesn't have the ability to monitor/regulate temperature, because of it's location (under a roof) this will help to protect it from the elements.

Look forward to hearing from you

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# Financial Statements

Kaiapoi Rugby Football Club Incorporated  
For the year ended 30 September 2022

Prepared by Prosser Quirke Limited

# Statement of Financial Performance

## Kaiapoi Rugby Football Club Incorporated For the year ended 30 September 2022

	NOTES	2022	2021
<b>Trading Income</b>			
Fundraising and Sponsorship		15,011	53,656
Kitchen Sales		3,163	-
Players Photo's income		157	-
Pub Charity & Other Grants		37,977	37,117
Raffles		6,218	-
Sales - Bar		52,247	62,191
Sales Gear Shop		6,562	435
Subscriptions Received		32,300	31,054
<b>Total Trading Income</b>		<b>153,635</b>	<b>184,452</b>
<b>Cost of Sales</b>			
<b>Purchases</b>			
<b>Purchases</b>			
Bar Expenses		1,843	2,780
Catering Team and Social Functions		16,203	13,864
Equipment and Gear Purchases		9,172	53,945
Fundraising Expenses		406	629
Gear purchases - Shop		37,398	-
Purchases Bar		22,204	23,462
Affiliation Fees		535	535
<b>Total Purchases</b>		<b>87,760</b>	<b>95,215</b>
<b>Total Purchases</b>		<b>87,760</b>	<b>95,215</b>
<b>Total Cost of Sales</b>		<b>87,760</b>	<b>95,215</b>
<b>Gross Profit</b>		<b>65,874</b>	<b>89,238</b>
<b>Other Income</b>			
Donations Received		47,350	42,500
Insurance Proceeds Income		3,416	-
Interest Income		331	112
Reimbursements Received		-	300
MSD Production Covid 19		718	-
<b>Total Other Income</b>		<b>51,814</b>	<b>42,912</b>
<b>Total Income</b>		<b>117,688</b>	<b>132,150</b>
<b>Expenses</b>			
ACC Levies		91	197
Advertising		387	548
Bank Fees		88	42
Cleaning		8,893	6,156
Computer Expenses		351	360

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



	NOTES	2022	2021
Depreciation		9,948	11,585
Gas Supplies		564	1,235
General Expenses		-	49
Health & Safety		1,533	2,266
Honorarium		3,400	2,550
Insurance		19,263	18,867
Interest Charged on Bank Account		-	-
Light, Power, Heating		7,559	9,316
Marketing/Gifts		174	313
Motor Vehicle Expenses		4,132	2,202
Players Photo		6,240	2,041
Postage, Printing & Stationery		1,164	439
Prize giving Expenses		1,416	415
Rates		6,458	6,224
Repairs and Maintenance		85,774	4,040
Security Expenses		516	480
Subscriptions and Licences		4,455	4,276
Telephone, Tolls & Internet		895	778
Trophies & Engraving		832	778
Wages and Salaries		15,562	15,346
Waste Management		1,603	1,705
Web Page Development and Maintenance costs		832	872
Balance Sheet Adjustments		-	13,162
Tournament Registrations		700	-
<b>Total Expenses</b>		<b>182,829</b>	<b>106,244</b>
<b>Net Profit (Loss) Before Adjustments</b>		<b>(65,141)</b>	<b>25,906</b>
<b>Net Profit (Loss) for the Year</b>		<b>(65,141)</b>	<b>25,906</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

## Changes in Club Funds

### Kaiapoi Rugby Football Club Incorporated For the year ended 30 September 2022

	2022	2021
<b>Club Funds</b>		
Opening Balance	1,236,646	1,210,739
<b>Increases</b>		
Club Surplus/(Deficit) for the Period	(65,141)	25,906
<b>Total Increases</b>	<b>(65,141)</b>	<b>25,906</b>
<b>Total Club Funds</b>	<b>1,171,505</b>	<b>1,236,646</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Financial Position

## Kaiapoi Rugby Football Club Incorporated As at 30 September 2022

	NOTES	30 SEP 2022	30 SEP 2021
<b>Assets</b>			
<b>Current Assets</b>			
<b>Cash and Bank</b>			
Building Account		1,292	1,290
Cash on Hand		2,200	5,700
General Account		46,143	42,299
Interest Account		99,326	158,413
Sponsorship Account		45,073	33,918
BNZ Debit Visa Account		419	-
<b>Total Cash and Bank</b>		<b>194,453</b>	<b>241,621</b>
<b>Other Current Assets</b>			
Prepayments		-	-
<b>Trade and other receivables</b>			
Accounts Receivable		5,008	4,016
<b>Total Trade and other receivables</b>		<b>5,008</b>	<b>4,016</b>
GST Receivable		1,128	3,939
<b>Total Other Current Assets</b>		<b>6,137</b>	<b>7,955</b>
<b>Total Current Assets</b>		<b>200,590</b>	<b>249,575</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment		981,688	991,631
<b>Total Non-Current Assets</b>		<b>981,688</b>	<b>991,631</b>
<b>Total Assets</b>		<b>1,182,277</b>	<b>1,241,207</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Bank</b>			
BNZ Debit Visa Account		-	3,265
<b>Total Bank</b>		<b>-</b>	<b>3,265</b>
Trade and Other Payables		10,772	1,296
Employee Entitlements		-	-
<b>Total Current Liabilities</b>		<b>10,773</b>	<b>4,561</b>
<b>Total Liabilities</b>		<b>10,773</b>	<b>4,561</b>
<b>Net Assets</b>		<b>1,171,505</b>	<b>1,236,646</b>
<b>Club Funds</b>			
Total Club Funds		1,171,505	1,236,646
<b>Total Club Funds</b>		<b>1,171,505</b>	<b>1,236,646</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Depreciation Schedule

## Kaiapoi Rugby Football Club Incorporated For the year ended 30 September 2022

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
<b>Buildings at Cost</b>						
Additional Work for New Changing rooms	14,855	14,855	-	-	-	14,855
Alarm System - supply & installation	6,000	62	-	-	19	44
Building	72,462	57,669	-	-	-	57,669
Built-in Storage Cabinets for Kitchen & Bar	1,720	868	-	-	87	782
Changing Room	20,068	16,632	-	-	-	16,632
Club rooms Strengthening	28,054	28,054	-	-	-	28,054
Clubrooms	482,200	155,268	-	-	-	155,268
Container - Gear Storage	3,400	1,240	-	-	124	1,116
External Concrete & Ramp for change sheds	10,090	7,714	-	-	309	7,405
External Seating - change sheds	3,467	1,796	-	-	180	1,617
Fencing for outdoor area	1,216	745	-	-	74	670
Garage Carpet for Gymnasium	1,999	43	-	-	17	26
Garage Carpet in First Aid Room	778	56	-	-	23	34
HD-SDI CCTV security camera to cover grounds & carpark	6,639	1,444	-	-	361	1,083
New changing rooms including all plumbing/drainage, wiring, roofing and building costs.	619,572	619,572	-	-	-	619,572
New Water Main	5,761	3,377	-	-	270	3,107
Security Cameras including installation	21,065	4,418	-	-	884	3,534
Servery Door	1,985	1,051	-	-	168	883
Supply new bench and sinks for kitchen	2,720	1,666	-	-	167	1,499
Timber seating and concrete ramp incl hand rails for ramp.	7,106	4,496	-	-	360	4,137
Tractor Shed	10,000	3,220	-	-	-	3,220
Ventilation System for Change Sheds	19,889	7,597	-	-	988	6,609
<b>Total Buildings at Cost</b>	<b>1,341,046</b>	<b>931,844</b>	<b>-</b>	<b>-</b>	<b>4,029</b>	<b>927,815</b>
<b>Motor Vehicles</b>						
JohnDeere H180	10,950	10,950	-	-	-	10,950
New John Deere Tractor	48,570	26,506	-	-	3,181	23,325
Toyota Hiace - Reg No CDJ390	6,000	242	-	-	73	169
<b>Total Motor Vehicles</b>	<b>65,520</b>	<b>37,698</b>	<b>-</b>	<b>-</b>	<b>3,253</b>	<b>34,445</b>
<b>Plant and Equipment</b>						
2400x1200 mm Aknowledgement Board	857	481	-	-	48	432
2X 60in TV	1,736	39	-	-	16	23
2x Ovens	1,901	87	-	-	16	71
2x Rinnai Infinity Water Heaters	3,987	120	-	-	22	99
Advantage Board	479	12	-	-	2	11
Ball Throwing Hoop	571	18	-	-	2	15
Bar Stools	640	1	-	-	-	1

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
Bar Till	645	5	-	-	2	3
Blue Seal GT45 Vee-Ray Fryer	2,865	1,007	-	-	161	845
Building Contents	120,000	3,749	-	-	469	3,280
Cash Register	595	5	-	-	2	3
Club Room Televisions	1,787	13	-	-	5	8
Club Sign with K.R.F.C Stencil, Hot Food Insert & Sponsor Signs	1,850	62	-	-	18	43
Compressor	356	5	-	-	1	4
Computer	1,482	-	-	-	-	-
Condensing Unit on Roof for Keg Room	3,875	744	-	-	89	654
Denon 300 AV Surround Receiver	650	24	-	-	10	15
Eftpos Machine	598	-	-	-	-	-
Fax Machine	311	-	-	-	-	-
Goal Posts	3,900	13	-	-	3	10
Gym Equipment	977	9	-	-	2	8
Heaters purchase x 7	2,553	375	-	-	113	263
Irrigation Equipment	14,816	837	-	-	100	736
LED Field Lights	14,689	10,828	-	-	866	9,962
Line Marker	2,238	391	-	-	49	342
Line Marker	640	13	-	-	2	11
Line Marker	497	15	-	-	2	13
New PA System for clubrooms	2,038	578	-	-	144	433
PA System	710	3	-	-	1	2
Photocopier	849	-	-	-	-	-
Playground Equipment	7,460	-	-	-	-	-
Rinnai 32 litre external water unit.	2,107	261	-	-	41	220
Roky 115 Wet n Dry Vacuum Cleaner	556	1	-	-	1	1
Security Camera	6,936	30	-	-	8	22
Skope Heater	310	3	-	-	1	3
Stands	667	3	-	-	1	2
Starline GLV Undercounter Dishwasher	4,592	1,204	-	-	241	963
Steriliser (dishwasher)	2,913	1,153	-	-	231	923
Toshiba Satellite C650/02S NB XC8929 Lap Top	1,084	1	-	-	-	-
Training Light	871	3	-	-	1	2
<b>Total Plant and Equipment</b>	<b>216,586</b>	<b>22,090</b>	<b>-</b>	<b>-</b>	<b>2,666</b>	<b>19,424</b>
<b>Total</b>	<b>1,623,152</b>	<b>991,631</b>	<b>-</b>	<b>-</b>	<b>9,948</b>	<b>981,683</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Account Policies

## Kaiapoi Rugby Football Club Incorporated For the year ended 30 September 2022

### 1. Reporting Entity

Kaiapoi Rugby Football Club Incorporated is an incorporated society established 1st May 1983 under the Incorporated Societies Act 1908.

The financial statements of Kaiapoi Rugby Football Club Incorporated are special purpose financial statements which have been prepared according to the New Zealand Special Purpose framework.

### Basis of Preparation

The accounting principles recognised as appropriate for the measurement and reporting of the Statement of Financial Performance and Statement of Financial Position on a historical cost basis are followed by the club. The information is presented in New Zealand dollars.

### 2. Statement of Accounting Policies

#### Changes of Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

#### Income Tax

The club is established mainly to promote amateur sport and as such is exempt from income tax in accordance with section CW46(a) of the Income Tax Act 2007.

#### Goods and Services Tax

All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

#### Revenue

##### Grants

Grants are recognised as revenue at the date of receipt unless specific conditions attach to a grant and repayment of grant is required where the conditions are not met. In these cases the grant or portion of the grant is treated as a liability until the conditions are met.

##### Bar Sales

Bar sales are recognised as revenue on a cash basis at the date the funds are deposited into the bank account.

##### Subscriptions

Subscriptions income is recognised as revenue on a cash basis at the date funds are deposited into the bank falling within the financial year.

#### Inventories

Inventory is recognised at cost.

**Trade Receivables**

Accounts Receivables are recognised at estimated realisable value.

**Property, Plant & Equipment**

Property, Plant & Equipment are recognised at cost less aggregate depreciation. Depreciation has been calculated using the principle rates listed below. Gains and losses on disposal of fixed assets are taken into account in determining the operating result for the year.

Buildings	0-30%
Plant & Equipment	12-50%
Motor Vehicles	12-16%

# Notes to the Financial Statements

## Kaiapoi Rugby Football Club Incorporated For the year ended 30 September 2022

### 1. Going Concern

The club is reliant on the continued financial support of its members, sponsorship, donations, grant funders and fundraising activities. The club executive is aware of the need to trade in a solvent manner and continues to exhaust all available funding options.

### 2. Related Parties

Some individuals who sit on the committee are also members and family members.

### 3. Capital Commitments

The club had no capital commitments as at 2022 .





## Certificate of Incorporation

**KAIAPOI RUGBY FOOTBALL CLUB INCORPORATED**

**219146**

**NZBN: 9429042648864**

This is to certify that KAIAPOI RUGBY FOOTBALL CLUB INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 1st day of May 1983

Registrar of Incorporated Societies  
15th day of November 2021



To check the validity of this certificate visit  
<https://app.businessregisters.govt.nz/sber-businesses/verify/9429042648864/IncorporatedSociety-62022668.html>



**Canterbury Rugby Football Union**

Phone 03 379 8300 Fax 03 365 3565

Rugby Park, Cnr Malvern & Rutland Streets, St Albans

PO Box 755, Christchurch 8140

New Zealand

[www.crfu.co.nz](http://www.crfu.co.nz)

25 November 2022

Secretary  
Kaiapoi Rugby Football club

**To Whom It May Concern**

We can confirm that the Kaiapoi Rugby Football Club is an affiliate of the Canterbury Rugby Football Union and as such is eligible for Non-Casino Gaming Grants.

The Canterbury Rugby Football Union is affiliated to the New Zealand Rugby Union, which is recognised by SportNZ as a national sporting organisation.

Fiona Smith  
Community Rugby Manager  
Canterbury Rugby Football Union

P O Box 144  
Kaiapoi  
7644



Amy-Rae  
Secretary  
Email: info@krfc.co.nz  
Mobile 027 620 6201



Kaiapoi

Bank Of New Zealand

Bank Stamp

Paid in by (print name)

Paid in by (signature)

For credit of

FOR KAIAPOI RUGBY FOOTBALL CLUB INC  
GENERAL ACCOUNT

### Deposit

Date / /

Notes

Coin

Total Cash

Cheques  
AS ON REVERSE

\$

⑈0 2085 2⑈ 0 10400 2000 ⑈ 50

**Groups applying for Board Discretionary Grants 2022/2023**Name of Group: KAIAPOI COMMUNITY GARDENAddress: c/- 94 HEYWARDS RD, KAIAPOI R.D. 2 7692Contact Person within Organisation: KATH ADAMSPosition within Organisation: CHAIRContact phone number: 327 8861 Email: james.adams@xtra.co.nz

Describe what the project is and what the grant funding be used for? (Use additional pages if needed)

To obtain a directional sign to attach to fence at KBS. This is to ensure visitors come to the correct place.

What is the timeframe of the project/event date? —Overall Cost of Project: \$240 Amount Requested: \$240.How many people will directly benefit from this project? 100

Who are the range of people benefiting from this project? (You can tick more than one box)

- People with disabilities (mental or physical)   
 Cultural/ethnic minorities   
 District  
 Preschool   
 School/youth   
 Older adults   
 Whole community/ward

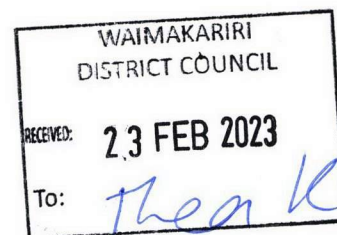
Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka \_\_\_\_\_%    Rangiora-Ashley 5%    Woodend-Sefton 10%    Kaiapoi-Tuahiwi 85%

Other (please specify): \_\_\_\_\_

If this application is declined, will this event/project still occur?  Yes     No

If No, what are the consequences to the community/organisation?



What are the direct benefit(s) to the participants?

To know they are at the right place for a meeting or workshop.

What is the benefit(s) to your organisation?

Our name is known and recognised in the community.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

The garden is widely known as a place where education re gardening, food preparation is provided and where volunteers can practise skills.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?)  Yes  No

If yes, name of parent group: \_\_\_\_\_

What is the relationship between your group and the parent group?

\_\_\_\_\_

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:

Produce is sold.

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months?  Yes  No

If yes, please supply details:

Early in 2022 a grant was obtained for a mower.

Enclosed  Financial Balance Sheet and Income & Expenditure Statement  
(compulsory - your application cannot be processed without financial statements)

Supporting costs/quotes

Other supporting information

I am authorised to sign on behalf of the group/organisation making this application.

I declare that all details contained in this application form are true and correct to the best of my knowledge.

I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.

I accept that information provided in this application may be used in an official Council report available to the public.

**Please note:** If submitting your application electronically, entering your name in the signature box below will be accepted as your signature:

Signed: 121 Adams Date: 22/2/23

**james.adams@xtra.co.nz**

---

**From:** Larsen Signs <sales@larsensigns.co.nz>  
**Sent:** Tuesday, 14 February 2023 8:56 am  
**To:** james.adams@xtra.co.nz  
**Subject:** RE: Quote

Hi Kath,

Apologies about that, missed your reply come in earlier.

As for the signage,

We'll be putting it on an ACM panel with a laminated calendared digital print, to make it durable and give it as long a life as we can manage.

1200mm x 500mm - **\$250.00 + gst**

Let us know what you think.

Cheers,  
Thomas

**Larsen's Art 'n' Sign Studio Ltd**  
PH: 03 327 5527  
98 Williams Street, Kaiapoi 7630

Offering a complete Sign and Acrylic Cutting Service.  
Please read our [Terms of Trade](#)

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**From:** james.adams@xtra.co.nz <james.adams@xtra.co.nz>  
**Sent:** Monday, 13 February 2023 8:07 pm  
**To:** Larsen Signs <sales@larsensigns.co.nz>  
**Subject:** Quote

Hello Mark

Any luck with the quote for the sign? We had a preference for the top one on the drafts you sent – I sent that decision a couple of weeks ago. Kath

## Kaiapoi Community Garden Trust

### Statement of Receipts and Payments (Cash Flows)

For the period 1 April 2021 to 31 March 2022

	2022	2021
	\$NZ	\$NZ
<b>Operating Cash Received</b>		
<i>Donations, Fundraising and other similar receipts</i>		
Grants (Note 4)	\$ 6,000	\$ 6,420
Donations	\$ 240	\$ 991
<i>Fees, subscriptions and other receipts (including donations) from members</i>		
Subscriptions	\$ 116	\$ 195
<i>Receipts from providing goods or services</i>		
Garden to Table	\$ 1,429	\$ 6,038
School Sales	\$ -	\$ 277
Community Event Sales	\$ 1,996	\$ 1,629
<i>Interest, dividends and other Investment Receipts</i>		
Interest, dividends and other Investment Receipts	\$ 4	\$ 7
<b>Total Operating Cash Received</b>	<b>\$ 9,784</b>	<b>\$ 15,556</b>
<b>Operating Cash Paid</b>		
<i>Expenses related to public fundraising</i>		
Fundraising	\$ 18	\$ 201
Open Days	\$ -	\$ 400
<i>Volunteer and employee-related payments</i>		
Coordinator	\$ 14,169	\$ 7,326
<i>Expenses related to providing goods or services</i>		
Accounting & Audit	\$ 299	\$ 299
Maintenance, Repairs and Improvements	\$ 568	\$ 263
Publicity	\$ 321	\$ 182
Community Events	\$ 218	\$ 235
Garden to Table Contractor	\$ -	\$ 2,959
General Expenses	\$ 689	\$ 402
Garden Products	\$ 155	\$ 129
Insurance	\$ 322	\$ 288
Utilities	\$ 1,191	\$ 808
<i>Grants and donations paid</i>		
Donations	\$ -	\$ 100
<b>Total Operating Cash Paid</b>	<b>\$ 17,950</b>	<b>\$ 13,591</b>
<b>Operating Cash Flow</b>	<b>(\$ 8,166)</b>	<b>\$ 1,964</b>
<b>Capital Cash Applied</b>		
Purchase of Equipment	\$ 506	\$ -
<b>Total Capital Cash Applied</b>	<b>\$ 506</b>	<b>\$ -</b>
<b>Capital Cash Flow (Investing/Financing)</b>	<b>(\$ 506)</b>	<b>\$ -</b>
<b>Net Cash Flow</b>	<b>(\$ 8,672)</b>	<b>\$ 1,964</b>
Add Opening Cash Balance	\$ 13,405	\$ 11,441
<b>Closing Cash Balance</b>	<b>\$ 4,734</b>	<b>\$ 13,405</b>

## Kaiapoi Community Garden Trust

### Statement of Resources and Commitments (Assets and Liabilities)

As At 31 March 2022

	2022	2021
	\$NZ	\$NZ
<b>Schedule of Resources (Assets)</b>		
<b>Bank Accounts and Cash</b>		
Cash at Bank	\$ 4,704	\$ 13,225
Cash at Hand	\$ 30	\$ 181
<b>Other Resources</b>		
Significant Fixed Assets at Cost (Note 3a)	\$ 9,728	\$ 9,222
Significant Fixed Assets at Valuation (Note 3b)	\$ 71,200	\$ 71,200
<b>Schedule of Commitments (Liabilities)</b>		
<b>Money Payable by the Entity</b>		
Significant Accounts Payable	\$ -	\$ -
<b>Schedule of Other Information</b>		
Unexpended Grants (Note 4)	\$ -	\$ 102



**Represented by:**

Bank Accounts  
Cash on Hand

\$	4,704	\$	13,225
\$	<u>30</u>	\$	<u>181</u>
\$	<b>4,734</b>	\$	<b>13,405</b>

## Kaiapoi Community Garden Trust

### Statement of Service Activity

---

*Mandatory disclosures according to s.4 of PBE SFR-C (NFP)*

#### Outputs

##### 2022

Attendance at 3 Community Market stalls - Christmas carnival, Waitangi Day, Spring festival.

School sales of preserves.

2 Garden Open Days- Spring & Autumn.

8 Community Workshops - Cooking, Preserving, Gardening.

Donated produce to Kaiapoi Community Support for food parcels & also to other community groups.

Garden to Table programme

Food donation to Children's University and a few organisations in Kaiapoi

##### 2021

Attendance at 3 Community Market stalls - Christmas carnival, Waitangi Day, Spring festival.

School sales of preserves.

2 Garden Open Days- Spring & Autumn.

8 Community Workshops - Cooking, Preserving, Gardening.

Donated produce to Kaiapoi Community Support for food parcels & also to other community groups.

Garden to Table programme

Food donation to Children's University and a few organisations in Kaiapoi

# Kaiapoi Community Garden Trust

## Entity Information

---

*Mandatory disclosures according to s.3 of PBE SFR-C (NFP)*

### **Type of Organisation**

Kaiapoi Community Garden Trust is a Charitable Trust incorporated under the Charitable Trusts Act 1957.

### **Purpose of Organisation**

*To facilitate, promote, educate and foster support for a sustainable broad based community garden("The Garden") that will serve the wider Kaiapoi and North Canterbury Community.*

### **Organisation Structure**

The organisation is governed by a Board of Trustees which meets regularly. Day-to-day operation of the organisation is handled by an appointed coordinator.

### **Main Sources of Funds**

The Main Sources of funds for the organisation are grants from philanthropic and government funders, donations from members, donations from the general public, income from service charges.

### **Main Methods of Fundraising**

The organisation regularly applies to philanthropic or government funders for grants and donations.

The organisation holds fundraising events for members and the general public.

### **Volunteers and in-kind Donations**

The organisation receives occasional donations of goods or services but is not reliant on those for its day-to-day operations.

Volunteer work supplements paid work for most operations of the organisation.

## Kaiapoi Community Garden Trust

### Notes

#### 1 Basis of Preparation

Kaiapoi Community Garden Trust is permitted by law to apply standard PBE SFR-C(NFP) and has elected to do so.

Transactions are reported on a the basis of cash received and spent in the Statement of Cash Flow. Significant amounts owed or owing are accrued in the Statement of Assets and Liabilities.

#### 2 Taxation

As a Registered Charity the organisation is exempt from Income Tax.

The organisation is not registered for GST, and all figures are shown inclusive of GST.

#### 3 Schedule of Fixed Assets

Items of Property, Plant and Equipment are shown at Cost. Applying depreciation is not permitted under this Reporting Standard.

##### a. Significant Purchased Assets

	2022	2021
Asset	Cost	Cost
Building Appliances	\$ 1,262	\$ 1,143
Outdoor fixtures and Irrigation	\$ 1,368	\$ 981
Pergola	\$ 7,098	\$ 7,098
<b>Total</b>	<b>\$ 9,728</b>	<b>\$ 9,222</b>

##### b. Donated or Valued Assets

	2022		2021
Asset	Value (if available)	Source of Valuation (if applicable)	
Building	\$ 62,200	Builders Appraisal (2018)	\$ 62,200
Sheds	\$ 6,000		\$ 6,000
Outdoor Fixtures & Irrigation	\$ 2,000		\$ 2,000
Tools	\$ 1,000		\$ 1,000

#### 4 Grants

The following table shows grants that were received during the year, and any money not yet

2022			
Grantmaker	Purpose	Received	Unexpended
Lotteries	Wages Support	\$ 6,000	\$ -
<b>Total</b>		<b>\$ 6,000</b>	<b>\$ -</b>

2021			
Grantmaker	Purpose	Received	Unexpended
Lotteries	Wages Support	\$ 6,000	\$ 102

Waimakariri District Council - Creative Communities		\$ 420	\$ -
<b>Total</b>		<b>\$ 6,420</b>	<b>\$ 102</b>

**5 Related Parties**

There have been no reportable related party transactions during the financial year (2021: Nil)

## Groups applying for Board Discretionary Grants 2022/2023

Name of Group: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person within Organisation: \_\_\_\_\_

Position within Organisation: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Describe what the project is and what the grant funding be used for?** *(Use additional pages if needed)*

What is the timeframe of the project/event date? \_\_\_\_\_

Overall Cost of Project: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

How many people will directly benefit from this project? \_\_\_\_\_

Who are the range of people benefiting from this project? *(You can tick more than one box)*

People with disabilities (mental or physical)      Cultural/ethnic minorities      District  
Preschool      School/youth      Older adults      Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka \_\_\_\_\_%      Rangiora-Ashley \_\_\_\_\_%      Woodend-Sefton \_\_\_\_\_%      Kaiapoi-Tuahiwi \_\_\_\_\_%

Other (please specify): \_\_\_\_\_

If this application is declined, will this event/project still occur?      Yes      No

If No, what are the consequences to the community/organisation?

What are the direct benefit(s) to the participants?

What is the benefit(s) to your organisation?

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?)    Yes    No

If yes, name of parent group: \_\_\_\_\_

What is the relationship between your group and the parent group?

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months?    Yes    No

If yes, please supply details:

- Enclosed      Financial Balance Sheet and Income & Expenditure Statement  
                  *(compulsory – your application cannot be processed without financial statements)*
- Supporting costs/quotes
- Other supporting information

I am authorised to sign on behalf of the group/organisation making this application.

I declare that all details contained in this application form are true and correct to the best of my knowledge.

I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.

I accept that information provided in this application may be used in an official Council report available to the public.

**Please note:** If submitting your application electronically, entering your name in the signature box below will be accepted as your signature:

Signed: \_\_\_\_\_  \_\_\_\_\_      Date: \_\_\_\_\_

Category	Purchase	Actual Cost (spent to date)	Expected Cost (spent by end April 2023)	Comments
<b>Merchandise</b>	White candlebag		\$600.00	Price increase to .99cents per bag. National order
<b>Merchandise</b>	Candle lights & drink bottles	\$360.00		Look Sharp, purchased
<b>Venue</b>	Venue Hire	\$163.05		Dudley Park & Pavilion
<b>Venue</b>	Portable Toilets	\$0.00		Kennards, DONATED
<b>Venue</b>	Light tower and lifeguards	\$0.00		Kennards, DONATED
<b>Venue</b>	Cable Covers	\$0.00		Kennards, DONATED
<b>Venue</b>	Cups for Survivor Tent		\$70.00	
<b>Venue</b>	Extra food for Survivor morning tea		\$73.00	
<b>Venue</b>	Food and Beverages for Survivor morning tea		\$500.00	Sought sponsorship from RRT, awaiting reply
<b>Venue</b>	Water Hydration Station	\$350.00		Hydration Station, BOOKED.
<b>Social Media</b>	Facebook Boosts		\$120.00	3 x Boosted posts at \$40 spend each
<b>Health &amp; Safety</b>	H&S plan	\$0.00		Completed by committee members
<b>Medical Support</b>	First Responder	\$0.00		Provided by St John. No cost.
<b>Signage/promotion</b>	Relay For Life Corflutte signage (600X900)		\$333.50	Horton Signs 10 x 600x900 corflute signs
<b>Signage/promotion</b>	Relay For Life Corflutte signage (1800X600)		\$212.75	Horton Signs - Date stickers
<b>AV/Sounding</b>	AV equipment & tech support		\$1,667.50	Huge Sound, equipment and labour included. BOOKED
<b>Lap Counter</b>	Beads		\$253.09	Office Max
<b>Sashes</b>	Survivor sashes		\$240.00	Purple sash material 6 x at \$40 per roll.
<b>Total:</b>		\$873.05	\$4,069.84	
<b>Contingency</b>			\$813.97	20% of remaining expected costs
<b>GRAND TOTAL</b>			<b>\$5,756.86</b>	

<b>Relay for Life North Canterbury 2023</b>	2004	2013	2017	2021	<b>2023 Predicted</b>
<b>Total of All Income</b> (team registrations, team fundraising, sponsorship)	\$125,000	\$31,000	\$56,000	\$122,340	<b>\$120,000</b>



## Kaiapoi-Tuahiwi Discretionary Grant Spreadsheet for the 2022/2023 Financial Year

Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
		carry forwards \$2,627 Total \$7,897			\$ 7,897.00
18-Jul-22	St Patricks School PTA	Game Lines	\$500	\$500	\$ 7,397.00
18-Jul-22	Kaiapoi Toy Library	Cultural and sensory toys	\$500	\$500	\$ 6,897.00
15-Aug	Reflections Community Trust	Waimakariri Light Party	\$588	\$588	\$ 6,309.00
15-Aug	Clarkville Playcentre	Fruit Trees and vegetable plants	\$500	\$250	\$ 6,059.00
21-Nov	Cure Boating Club	Wood stain for floors, egress ramp and stairs	\$500	\$500	\$ 5,559.00
20-Feb	North Canterbury Pride	Picnic in the Park	\$275	\$300	\$ 5,259.00
20-Feb	Clarkville Playcentre	First Aid Courses	\$387	\$387	\$ 4,872.00
20-Mar	Kaiapoi Rugby Football Club	Replace broken cabinet	\$500		
20-Mar	Kaiapoi Community Gardens	signage	\$240		
20-Mar	<b>WITHDRAWN</b> All Together Kaiapoi	subscription for software			

Kaiapoi-Tuahiwi  
Community Board  
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## Kaiapoi-Tuahiwi Community Board Spreadsheet for the 2021/2022 Financial Year

Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
		2021/22 = \$5,270 = carry forwards \$2300 Total \$7,570			\$ 7,570.00
19-Jul	Fund Returned as expo cancelled Waimakariri Older Person's Expo Committee	Older Person's Expo	\$500	\$500	\$ 7,070.00
16-Aug	Kaiapoi Toy Library	Towards the cost of purchasing a new bouncy castle/ soft play for younger children	\$500	\$500	\$ 6,570.00
16-Aug	St Patrick's School's Parent Teacher Association	Towards the cost of a new junior playground	\$500	\$500	\$ 6,070.00
20-Sep	Meeting Cancelled				
18-Oct	Withdrawn Reflections Community Trust	Towards Light Party	\$350		\$ 6,070.00
18-Oct	Withdrawn It take a Village Hub	Family day	\$500		\$ 6,070.00
18-Oct	Cure Boating Club	Propellers	\$500	\$500	\$ 5,570.00
18-Oct	Declined Life Education Trust	Delivery of the Healthy Harold Programme	\$500	-	
15-Nov	Pines Kairaki Beaches Association	Community Pantry	\$443	\$443	\$ 5,127.00
15-Nov	Declined Clarkville Preschool	Mud kitchen and ground cover	\$480	-	
13-Dec	Withdrawn Kaiapoi Borough School Board of Trustees	Back to school family picnic	\$500		\$ 4,627.00
13-Dec	Pegasus Dragons Inc	Purchase of paddles	\$500	\$500	\$ 4,127.00
21-Feb	Kaiapoi Community Garden	Purchase of new lawn mower	\$500	\$500	\$ 3,627.00
21-Feb	Withdrawn North Canterbury Pride	picnic in Victoria Park	\$250	\$0	\$ 3,627.00
21-Mar	Declined Clarkeville Playcentre	Mud kitchen	\$378	\$0	\$ 3,627.00
11-Apr	Nil				
16-May	Kaiapoi Pony Club	towards funding St John's Ambulance	\$500	\$500	\$ 3,127.00
20-Jun	Declined Good Night Sleep Tight	towards winter night packs	\$500		
20-Jun	All Stars Marching Teams	towards annual training camp	\$500	\$ 500.00	\$ 2,627.00

Kaiapoi-Tuahiwi  
Community Board  
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## GOVERNANCE

# Kaiapoi-Tuahiwi Community Board

# Discretionary Grant Application

## Information to assist groups with their application

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs being contributed. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to non-profit community based organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board requires a copy of your financial profit/loss statements and balance sheet for the previous/current financial year. Staff cannot process your application without financial records.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive an expense summary for projects that cost more than the grant being requested to show the areas where funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

Examples (but not limited to) of what the Board cannot fund:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ Payment of any legal expenditure or associated costs	
✗ Purchase of land and buildings	
✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests	
✗ Payment of fines, court costs or mediation costs, IRD penalties	

Continued over page

## Criteria for application

- Grant applications will be considered every month by the Kaiapoi-Tuahiwi Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2022 to June 2023) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- Priority is to be given to groups with strong links with the Kaiapoi-Tuahiwi community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Kaiapoi-Tuahiwi Community Board.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An Accountability Form must be provided to the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for, the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place **or** if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

## What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) to:

### Post to:

Governance Team  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

### Or hand deliver to:

- Oxford Library & Service Centre, 34 Main Street, Oxford
- Rangiora Service Centre, 215 High Street, Rangiora
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

**Email:** records@wmk.govt.nz

## What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested.
- On receipt of this information payment will be processed to your organisation's bank account.

## KAIAPOI-TUAHIWI COMMUNITY BOARD

Jackie Watson Information Exchange

For the month of February/March 2023

MEMBERS' DAIRY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
<b>February 21</b>	Kaiapoi Community Garden	Trustee meeting
<b>February 23</b>	Waimakariri Public Arts Trust	Planning for Kaiapoi Art Expo, Sam Young guest artist
<b>February 24</b>	All Together Kaiapoi Garden Competition	Presented prizes, good turn out of 60+ people
<b>February 25</b>	Met with Russell Keetley	Patchina Walkway upgrade
<b>February 28</b>	Pines Kairaki Beach Association	Monthly meeting: Al Blackie responded to Q and A on Kairaki sections
<b>March 5</b>	Silverstream Reserve volunteers concert- Boulder Copper	Rained out, held in Eyreton Hall. Good turn out.
<b>March 9</b>	Debrief of Boulder Copper concert	Planning for a repeat next year.
<b>March 9</b>	Community Board Chairs meet with Dan	
<b>March 9</b>	All Boards	
<b>March 12</b>	All Together Kaiapoi Fun Run	185 entries, big percentage of first timers.
<b>March 13</b>	All Together Kaiapoi Trust meeting	Accepted proposal for a Kaiapoi newspaper/magazine from Bruce & Emily Chapman of the Oxford Observer.
<b>March 14</b>	Kaiapoi Community Garden	Trustee meeting
<b>March 15</b>	Waka Kotahi update	
<b>March 18</b>	Volunteers Expo	Kaiapoi Library helping to promote local volunteer groups

**KAIAPOI-TUAHIWI COMMUNITY BOARD**

**MEMBERS INFORMATION EXCHANGE**

*For the month of February 2023*

Member' Name: Philip Redmond

<b>MEMBER'S DIARY</b>		<b>DISCUSSION POINTS</b>
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
10.02.23	Waimakariri Eyre Cust Rating District Meeting	Nominal rate increase proposed and assets in good order.
13.02.23	Greater Christchurch Partnership Transport Zoom Meeting	Integrated Transport Strategy, possible trackless trams or light rail to mitigated congestion and travel times. Current advertising campaign with workshop on 8 March 2023.
17.02.23	Council Strategy Day	Worthwhile discussions.
22.02.23	Southbrook School Travel Plan Working Group	Improvements around Southbrook Primary School.
28.02.23	Facilities and Consents Fee Waiver Subcommittee	New Terms of Reference to include resource consents and building consents.
5.03.23	Swannanoa School Fair	Rain affected
6.03.23	Waimarkairi Water Zone Committee	Weed control programme by WDC and ECan. Lack of information on effects of spraying glysohates on water. Ashley Rakahui River Care Group presented and suggest the Board request them to present to it in the future.

**Other:**

- Usual Committee and Council meetings.

## KAIAPOI-TUAHIWI COMMUNITY BOARD

### MEMBERS INFORMATION EXCHANGE

*For the month of March 2023*

Member' Name: Brent Cairns

- Volunteer events are happening at libraries around the district along with Pegasus community centre in March. Come along and see what 28 volunteer organisations are doing.
- Next week Kaiapoi Brownies are running an event in Red Zone next week, tracking what animals are in the red zone.
- Beach Road roading repairs and the resulting corrugations will be repaired.
- Rangiora promotions asked for some additional funding due to help them through a challenging time. This may trigger a review of what the associations are funded and how they are funded.
- Kate valley visit is an energy park, producing enough power to provide electricity for around 4,000 homes and more power generators will be added.
- Accessibility training for staff was insightful for those that attended, giving them a better feel for those with various disabilities.
- Kaiapoi Food Forest

Garden clubs, plus a number of large groups 5 in total this month are visiting from all over Canterbury.

Due to the number of district wide requests, we are planning to have a food forest design course in Rangiora.

- NZMCA official opening 30th April 2023. Increased numbers of visitors to the town and district is benefiting local businesses.
- Integrated Transport Strategy half day workshop talking about priorities.

This was the first of two half day workshops in March and May to discuss the key transport issues and challenges facing the District, explore opportunities and consider priorities. This group will be made up of key elected members, key staff and external stakeholders relevant to this topic. These sessions will provide critical input into the development of the strategic directions that will evolve and provide the basis of a Strategy.